



COVENANT CHRISTIAN ACADEMY

Student and Parent Handbook
2011-2012
General/Logic School

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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 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.

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, you 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 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 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 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 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 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 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, 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 is left to each teacher's discretion. Students have access to the phone in the school office when there is a need for emergency communication. 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

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.

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.

***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.

Students must be picked up after school if not participating in after school activities. Early Logic school students, grades 5-6, remaining on campus after 20 minutes will be placed in after school care and charged an after school care fee of \$20. Advanced Logic school students, grades 7-8, remaining on campus after 30 minutes will be placed in after school care and charged the after school care fee of \$20.

Student Drivers and Parking

Student drivers must complete a “Student Driving Form” if they drive a car to school. Students will be assigned parking places based on their seniority. Student drivers may not leave campus without written permission by a parent. The exception is seniors who enjoy off-campus privileges. All students must sign out when leaving the campus. 10mph 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 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 (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. 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. Parent 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.

Early 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 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 of WBAP 820 AM, KLTU 94.9 FM, and NBC Channel 5 or their 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

Logic School Handbook

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. Academics issues will be regulated as indicated in each area below:

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

Final Exams

All 7th-8th grade students will take comprehensive final exams at the end of the first and second semester (December and May) in their Latin, history, science, math, and English classes. The exams will be counted as a regular test grade and averaged in with other test grades for the second and fourth quarters. This allows the students to transition into the Rhetoric School where the final exams count as 1/5 of their semester average. Since these final exams will cover all material learned in the entire semester, it is important that students keep all notes, quizzes, and tests throughout the semester.

5th-6th grade students do not take comprehensive final exams.

Honor Rolls

CCA has two 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

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 for 7th & 8th grades only.
2. Special Grade Reports: Parents receive special Grade Reports as follows:
 - a. Mid-quarter grade reports on all students.
 - c. Weekly grade reports for students who are on academic warning or 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 his/her other grades for the course.

Academic Warning

At the four and one-half week point of any quarter, teachers will report to the parent(s), 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 or 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. Students are eligible to participate in athletics and fine arts while on Academic Warning.

Ineligibility

At the end of the quarter, every student with three D's or one F will be ineligible for any inter-scholastic competition or performance for a minimum of three weeks (15 school days). During this time he/she may be required to do additional and remedial study in the courses of concern. Students on Academic Warning or Ineligible must meet with appropriate School Head or Academic Dean and fill out a weekly progress report until released by the School Head or Academic Dean.

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 D's, he/she may regain eligibility at the discretion of the appropriate School Head

and Academic Dean. Thereafter, this student's grades will be reviewed at one-week intervals for the rest of the 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 Academic Dean, School Head

All affected 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 may lose eligibility for the remainder of the school year. A conference with the Head of School 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 re-enrolled at CCA at the discretion of the Headmaster. If the student is re-enrolled, he/she will be re-enrolled on either Academic Warning or Ineligible.

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 re-entry into school.

Excused Absences

When a student is absent due to illness, the parent or guardian is asked to telephone or email the school office on the day of the absence.

7th-8th grade students should report to the office on the first day back at which time they will be given an admissions 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.

5th-6th grade students should report to their normal first period classroom for the day that they return.

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 Absence

More than five absences during the semester may affect the student's grades. The school reserves the right to require withdrawal of any student who has excessive absences. Ten absences in any one course will result in Academic detention and the student will be placed on Academic Warning. Credit may be recovered by completing the assigned credit recovery plan set by the School Head or Academic Dean. CCA reserves the right to require Saturday School attendance and to pass along the costs of operating these classes to the attending students' families. Any student who exceeds twenty absences in any class will automatically fail, with no ability to recover the credit during the school year. Exceptions may be granted due to extenuating circumstances.

Planned Absences

Planned absences require the following:

1. Completion/submission of a student CCA Vacation/Trip Request form at least one week prior to the planned absence. Forms may be obtained from the Logic/Rhetoric office or any 5th-6th grade teacher. Special allowances will be granted for family emergencies or unusual circumstances. Process must start with School Head before getting assignments from teachers.
2. Completion of all required work including tests, essays, projects, quizzes, etc. must be arranged with the teacher(s) before the planned absence. The teacher, at his or her own discretion, may require the work to be submitted

Tardiness

Being prompt and prepared is a sign of responsibility and respect. In the Pre-Grammar, Grammar, and Logic 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.

7th-8th grade students must sign in at the office and will be issued a pass to be admitted to class. They must either be accompanied by a parent or a note from the parent.

5th-6th grade students must be signed in at the office by a parent. They will be issued a key card for access to Nissi Hall.

Make-up or Missed Work

All missed work must be made up within two times the number of days the student was absent or a "0" for that assignment may be recorded. Students may be assigned Homework Detention for make-up work

that is past due in order to ensure the academic benefit of the assignment has been obtained. Assignments completed in Homework Detention will not receive credit, but will remain a “0”.

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. The school provides some opportunities for our students to serve. We encourage students to be involved in on-going community service opportunities through their churches or other local organizations.

Leadership

Student Council represents students in grades 7th-8th. 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 Junior Honor Society (8th grade) is an organization on campus that promotes academic excellence and community responsibility. NJHS is responsible for a variety of service projects on campus as well as student leadership training. Involvement in these organizations is based on academic performance, character, service, and is by invitation. Selection is made during the fourth quarter of 7th grade for the following school year. Students must have a GPA of 3.5 or higher and an average of 90 or higher for their first semester of 7th grade.

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.

Eligibility

In order for students to participate in athletics, academic, or fine arts competition they must maintain academic eligibility. Some elective pursuits also require tryouts and cuts. Logic/Rhetoric School students who finish a quarter with one F or three D's 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.

Fine Arts performance policies

Being part of a performing group comes with a large commitment. Students in the performing arts need to be fully dedicated to the performances and the rehearsal process. Students in performance groups will be given a contract at the beginning of the year outlining the required rehearsals and performance dates. Students are expected to attend all required rehearsals and performances.

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 in Athletics

A student's ability to participate in competitive Athletic is important to a well-rounded education. Also critical is the challenge in competing for limited spots on the school's various squads. Competition for a spot prepares students for the competitive marketplace and allows them to assess their God-given strengths and weaknesses. We use athletic 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. 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, parent 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, fines, or dismissal. Offending players face suspension, fines, or expulsion. Offending community members face immediate removal from the venue and the loss of future attendance privilege

Eligibility

Logic school students who finish a quarter with one F or three D's 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 might occur in preparation for athletics, 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.

Athletic Handbook

The Athletic Handbook contains more thorough information regarding athletic department policy and procedure.

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.

Logic School Honor Code (5th -8th)

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 Logic/Rhetoric 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 School Conduct Code (5th-8th)

Class D Offenses:

Physical appearance

1. Dress Code violation
2. Personal appearance e.g. hair length, facial hair

Disruptive Behavior

1. Disruptive talking or behavior in class
2. Littering on campus
3. Gum chewing (gum may be chewed in the classroom with teacher’s permission)
4. Eating in class without permission

Class C Offenses:

1. Actions or attitudes which are spiritually detrimental to the school
2. Inappropriate public display of affection
3. Being disrespectful to students, faculty, staff or other adults who may be on campus
4. Excessive violation of any Class D offense, e.g., uniform violations, etc.

Class B Offenses:

1. Dishonesty
2. Cheating
3. Rudeness to an adult
4. Use of profanity
5. Verbal and/or physical abuse of others, including threats to other students, verbal or written; Bullying (see anti-bullying policy on pg. 27)
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 Offenses:

1. Premeditated cheating and plagiarism. 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 work 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, possession, or distribution of illicit drugs; the use, possession, or distribution 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
5. Physical or emotional abuse may be considered as a class A offense.

Logic School Honor/Conduct Code Violations (5th-8th)

Class D Offenses

The least serious 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 School Heads. Class D offenses will be monitored through a demerit system. At the 5th-6th grade level, a mark is given for each infraction. If a student receives a third mark in a single day, a demerit is assigned. At the 7th-8th grade level, a demerit is given for each infraction. Teachers will send an email report to both the parents and the School Head each time a demerit is assigned.

Class C, B, BB, A 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, and Headmaster. Honor Code violations will be determined by the Head of School, Academic Dean, and Headmaster.

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 very serious 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, BB, 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.

Class D Infractions and Consequences

Number of 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

Number of times	Class C	Class B	Class BB	Class A
1	One-day in-house suspension	One – 3 day suspension, loss of privileges, probation	3-day suspension, loss of privileges, possible expulsion, probation, removal from leadership positions	Probable expulsion
2	One to 3-day suspension, loss of privileges, probation	3-days 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 e-mailed, and the student will earn the privilege of wearing spirit wear on the next Merit Wear Day. A merit earned the Thursday before a Merit Wear Day will need to be carried over to the next Merit Wear Day as lists are posted the morning of the Thursday before a Merit Wear Day. More than one merit earned in the two week period between Merit Wear Days may not be carried over to the next Merit Wear Day.

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 student conflicts such as one-on-one fighting of peers with competing claims.

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.

Retaliation against any person who reports or is thought to report possible bullying behavior is prohibited. Such retaliation shall be considered a serious offense and may be reported in the same manner as bullying.

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.

Student Uniforms/Grooming

Student Dress and Grooming

1. All uniform items must be purchased from Parker Uniforms.
2. A 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, official embroidered white/navy/gray/royal blue CCA sweatshirts, or navy/royal blue/gray fleece CCA jackets may be worn over uniform shirts, blouses, or approved turtlenecks. Sweatshirts may not be worn on chapel days. Sweatshirts with hoods may not be worn with school uniform.
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 sleeved 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.

Girls

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

- White or navy tights or knee socks should be worn with skirts and skorts. White knee highs are required on chapel days. No patterned tights allowed; solid tights only. White or navy crew socks or fold down bobby socks may be worn with shorts or pants.
- Low athletic socks or no-show socks are not allowed. Socks must be a solid color without insignias such as a Nike swish.
- Jewelry should be modest and tasteful, an enhancing part of the outfit. Girls may wear two pairs of ear studs. No body piercings or tattoos are allowed.

- Hemlines for skirts should be consistently maintained no more than 3” above the floor (when kneeling). Modesty shorts must be worn under skirts.
- Hair may not be streaked or dyed unnatural colors. Hair feathers are not allowed.

Boys

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

- Boys may wear white, khaki, black, or navy crew socks. Black or navy crew socks are required on chapel days.
- Low athletic socks or no-show socks are not allowed. Socks must be a solid color without insignias such as a Nike swish.
- 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 wearing jewelry should be conservative and tasteful.
- They may not have any body piercings (including earrings) or tattoos on campus or at any school related event.

PE Uniform Guidelines

- Shoes for PE must be athletic type sneakers that will allow the student to participate fully in the activities without injury. Dress shoes or converse type sneakers are not allowed. 5th-6th graders may wear the Keds saddle oxfords (girls) or the New Balance sneakers (boys) uniform shoe options to PE.
- All 7th-8th graders must wear the Covenant PE shorts and shirts which may be purchased at the Cougar Gear Store.

Cold Weather Uniform Guidelines

- Non CCA coats/jackets may not be worn inside the buildings.
- Only official CCA white/navy/gray/royal blue embroidered sweatshirts, gray/navy/royal blue fleece jackets, blazers, and school sweaters may be worn over uniform shirts and blouses. Sweatshirts with hoods may not be worn with school uniforms inside the building.
- On Chapel Days, sweatshirts are not permitted.
- Solid navy or white long sleeve turtlenecks (no cowl necks) may be worn only under an official CCA sweatshirt or jacket. Turtlenecks may not be worn alone at any time or under short sleeve shirts.
- Long johns, aerobic tights, leggings, warm-ups/sweatpants, pajama bottoms are not allowed.

Spirit Wear Dress Guidelines

- Authorized CCA spirit shirts or sweatshirts with or without hoods

- Khaki, navy, denim, or black shorts (no athletic shorts)
- Girls may wear denim skirts that are the same length as uniform skirts
- Girls shorts must adhere to the skirt length requirements
- Students may wear athletic shoes or other approved footwear. No sandals are permitted.
- Boots may not be worn with shorts or skirts
- House shoes/slippers, flip flops, crocs may not be worn
- Girls may wear closed-toe 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/Free Dress

Occasionally students have the opportunity to dress up for special events such as the 8th Grade Banquet. Dress should be modest. No midriffs, spaghetti straps, tank top, or strapless tops or dresses. Skirts must be the same length as uniform skirts. In the event that Free Dress is allowed, athletic shorts, torn or frayed jeans/shorts, sweat pants, house shoes, slippers, or flip flops are not permitted.

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 matter of lifestyle, and will dismiss any student who does not comply.

CCA Student & Parent Handbook

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

Student Name:

Parent Name:

Parent Signature

Date

Rev 7/31/11