



**COVENANT CHRISTIAN ACADEMY**

**Student and Parent Handbook  
2011-2012**

*General/Pre-Grammar School*

## Table of Contents

### Who We Are

School Leadership Roster	pg 3
Foundational Statements	pg 3
Philosophy of Education	pg 4
Doctrinal Statement/Statement of Faith	pg 5
School Sponsorship and Affiliation	pg 5
Governance	pg 6

### Admissions

Admission Philosophy, Policies, and Procedures	pg 6
Re-enrollment Policy	pg 7
Withdrawals	pg 7

### Health and Safety Issues

Illness and Exclusion	pg 8
Medication	pg 8
Distribution and Consumption of Medication	pg 8
Personnel Giving Medication	pg 9
Medical Records	pg 9
State Required Screenings	pg 10
Emergency Drills and Procedures	pg 10
Laws Regulating Child Abuse	pg 10
HIV Policy	pg 10
Gang-Free Zone Information	pg 11
Children's Products Certification	pg 11

### General and Miscellaneous Information

Campus Hours	pg 11
Campus Map	pg 11
Campus Visitors	pg 12
Cell Phone and Electronic Device Policy	pg 12
Change of Address	pg 12
Communication	pg 12
Conference Scheduling	pg 12
During a Crisis	pg 12
With the Media	pg 13
Conflict Resolution	pg 13
Parental Tracking Forms	pg 13
Delivery and Pickup of Students	pg 13
Release of Children	pg 13
After School Care	pg 14
Lost and Found Items	pg 14
Lunch Program	pg 14
Opportunities for Parent Involvement	pg 14
Fund Raising	pg 14
Volunteering	pg 14

Messages	pg 14
Permission to Leave School	pg 15
School Closure Information	pg 15
Who to Call	pg 15

## **Pre-Grammar School Handbook**

<b>Academics</b>	pg 16
Grading Scale	pg 16
Report Cards and Progress Reports	pg 16
<b>Attendance</b>	pg 16
Excused Absences	pg 16
Excessive Absences	pg 16
Planned Absences	pg 16
Tardiness	pg 16
<b>Student Activities</b>	pg 17
Field Trips	pg 17
Water Activities	pg 17
Classical Christian Fine Arts	pg 17
<b>Student Conduct</b>	pg 18
Discipline Policy	pg 18
Violation Levels	pg 18
Consequences	pg 19
Anti-bullying policy	pg 20
<b>Student Uniforms and Grooming</b>	pg 21
All Students	pg 21
Girls	pg 21
Boys	pg 22
Cold Weather Guidelines	pg 22
Spirit Wear Guidelines	pg 22
<b>Signature Page</b>	pg 24

## 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.*"<sup>1</sup> 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.*"<sup>2</sup> If "*the first and great commandment*"<sup>3</sup> 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,*"<sup>4</sup> 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:

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

## Local Licensing

The Pre-Grammar School is licensed for childcare by the Texas Department of Family and Protective Services. Parents may view the Minimum Standard Rules for Licensed Child Care Centers and most recent inspection reports at <http://dfps.state.tx.us/>.

Local Licensing office contact information:

817-321-8604

1501 Circle Drive, Suite 310

Fort Worth, TX 76119

## **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**

### **Illness and Exclusion**

Please do not send your child to school when they are ill. According to the *Texas Licensing Minimum Standards*, we can not admit a child if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in school activities, including outdoor play;
2. The illness results in a greater need for care than the teacher can provide without compromising the health, safety, and supervision of the other children in her care;
3. The child has an oral temperature of 100.4 degrees or higher;
4. The child shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, one or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavioral changes, or other signs that the child may be severely ill; or
5. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Communicable diseases that exclude a child from school are defined by the Texas Department of Health (TDH) in 25 TAC §97.7. <http://www.dshs.state.tx.us/>

When contagious illnesses are identified among students, a notice will be posted for parents regarding the type of illness, symptoms and incubation periods. Parents should call the office upon Doctor's diagnosis of a contagious illness so that we can inform other parents.

If a child becomes ill while at school:

1. The parent will be contacted to pick up the child. The child must be picked up as soon as possible within one hour.
2. The student will be supervised and cared for apart from the other children until the parent arrives.

In cases of critical illness or injury that requires the immediate attention of a physician:

1. Emergency medical services will be called;
2. First aid treatment or CPR will be administered; and
3. The physician identified in the child's records and parents will be contacted.

### **Medications**

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

### **Distribution and Consumption of Medication**

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

- student's name
- name of medication
- date(s) to be given
- time(s) to be given or how often

- dosage, which must include a physician's written direction if different than the recommended dosage
- signature of the parent or guardian

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

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

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

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

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

### **Personnel Giving Medical Care**

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

### **Medical Records**

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

### **State Required Screenings**

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

### **Emergency Drills and Procedures**

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

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

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

### **Laws Regulating 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. The child abuse hotline is 800-252-5400.

### **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 in 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.

**Gang-Free Zone Information**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code included section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parent and guardians of children in care at licensed child care centers. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The gang-free zone is within 1000 feet of a child care center and is to deter certain types of criminal activity in the areas where children gather by enforcing tougher penalties. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**Children's Products Certification**

Myrandi Ballesteros certifies that as of August 16, 2011, all bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products have been reviewed. Myrandi Ballesteros also certifies that to the best of her knowledge, any otherwise unsafe children's products are not used by or accessible to any child.

**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 <sup>th</sup> Grade	8:00am – 3:00pm	
5 <sup>th</sup> – 12 <sup>th</sup> 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 and parents are required to check in with the office before visiting a classroom. A visitor's tag will be issued. Parents may visit our campus at any time during school hours to observe their child, the school's operation, and program activities, without having to secure prior approval. However, the school has the right to limit such visits if they disrupt the class routine, academic progress, or the well-being of other students. 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. Therefore, a scheduled appointment is preferred. 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 are not allowed in the Pre-Grammar school. The phones in the school offices will be used when there is a need for communication between school and home.

### **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. *Pre-Grammar School News* is sent by e-mail bi-weekly with specific Pre-Grammar School information, announcements, and events. Additionally, parents will receive notification/information through weekly classroom newsletters, emails, and phone calls.

### **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.

Required Parent/Teacher Conference days are set aside at the end of the first quarter and again in January.

**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 RenWeb. 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. Please observe a 10 mph speed limit and refrain from cell phone use while driving on campus.

### **Release of Children**

Students will only be released to a parent or person designated by the parent. The designated persons and their pertinent information will be listed on an *Authorization for Alternate Transportation* form and kept on file in the school office. These individuals may be asked to show valid photo ID upon arrival.

Each family (or carpool) will receive an official family sign to display in the window of their car during pick-up. Families may request additional signs from the office if more than one car will be used for student pick-up.

Any driver without the official family sign will be asked to verify their identification with valid driver's license.

Parents must notify the office (via signed note from home, email, or phone call) if there is an emergency or other change in pick-up plans.

### **After School Care**

Students must be picked up after school if not participating in after school activities. Pre-Grammar and Grammar school students remaining on campus after 20 minutes of dismissal will be placed in *Cougar Club* after school care and charged a childcare fee of \$20.

### **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. 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 7<sup>th</sup> and 8<sup>th</sup> 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 such as our Annual Benefit/Auction. Parental involvement is essential to the success of these events. A list of specific events can be obtained through our Development Office.

#### **Volunteering**

Parent volunteers are valuable keys to the success of programs involving children. Parents are able to participate in a variety of ways at school. A sign-up list for specific opportunities will be available on "Meet the Teacher Night" and "Parent Night." CCA encourages parents to get involved in as many class activities as possible. Teachers appreciate parental involvement with special projects, parties, and field trips. Your participation can be arranged through your child's teacher. Additional opportunities are available during special CCA events such as Muffins for Mom, Donuts with Dad, Veteran's Day Observance, Teacher Appreciation, Field Day, Pre-Grammar 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.

**Pre-Grammar School Students** (PK – Pre-First): Parents should send a note or email to the teacher the morning of an expected day when an early release is necessary. If plans are made after the start of school, parents should notify the school office. Parents will be required to meet their child in the school office at the designated time to sign the student out. ID may be requested.

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

**Early Logic School students** (5<sup>th</sup> – 6<sup>th</sup>): 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 5<sup>th</sup>-6<sup>th</sup> grade building and pick up their student at the glass doors.

**Logic/Rhetoric School students** (7<sup>th</sup>-12<sup>th</sup>): 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, KLTY 94.9 FM, and NBC Channel 5 or their website [www.nbc5i.com](http://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.

<b>Question:</b>	<b>Call:</b>
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

# Pre-Grammar School Handbook

## Academics

### Grading Scale

√ +	Control
√	Gaining Control
√ -	Some Control
•	Little/No Control

### Report Cards and Progress Reports

Parents receive regularly scheduled Grade Reports as follows:

- Regular Grade Reports – each Semester (distributed in January and May)
- Progress Reports – distributed during October Parent-Teacher conferences

Parents may receive additional progress reports from the teacher as needed.

### Attendance

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

#### Excused Absences

When a student is absent due to illness, the parent or guardian is asked to telephone the school office on the day of the absence between 8:00-9:00 a.m.

#### Excessive Absences

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

#### Planned Absences

Planned absences require the 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.

### 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.

Pre-Grammar students arriving late to school must be accompanied into the office by a parent or guardian and follow sign-in procedures for being admitted into class. Late arrivals will be considered tardy until noon. Any child arriving after noon will be considered absent for the day.

## **Student Activities**

### **Field Trips**

- A signed annual field trip release form must be on file for students to attend all field trips.
- Texas State Law requires that children under 8 years of age to be in a safety booster seat unless they are taller than 4 feet 9 inches. Students will not be allowed to participate in the field trip without the required booster seat.
- Minimum standards for ratios of students/chaperones will be upheld.
- First aid kits will be provided on all trips.
- Chaperones/Drivers must meet specific requirements, such as, criminal background checks. Also, vehicles must meet required insurance coverage standards and have one seatbelt for each rider.
- Volunteers will sign a declaration statement claiming they understand and will abide by guidelines stated regarding the safety and care of children while on a field trip.

### **Water Activities**

Parents will be notified prior to event. Water activities may include sprinkler play and splash pools on a grassed lawn area. Grounds will be checked and treated for fire ants if needed. Grounds will be prepared and cleared of objects such as sticks, rocks, or other hazards that may cause injury.

### **Classical Christian Fine Arts**

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

#### Participation in Fine Arts

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

Competing for limited spots in live performances prepares students for the competitive marketplace and allows them to assess their God-given strengths and weaknesses. Ultimately, we know that God uses these opportunities to further reveal His good and perfect plan for each of our students. Therefore, at the high school level, the best eligible players/singers/actors will be cast or given solos regardless of class rank. Determinations about the students' talent and the best fit for them in a concert or production are left entirely up to the director. Through this process, students can work on their auditioning skills, have the opportunity to explore their gifts, and gain real world experience that will ultimately benefit them and will continue to build the excellence of the performing arts at CCA.

## **Student Conduct**

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.

## **Student Discipline Policy**

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 which is both preventive and corrective with the goal in view of encouraging students to develop self-discipline. Discipline is therefore a foundational aspect of our instructional program.

The teacher is charged with the responsibility of cultivating and maintaining discipline in his/her classroom. Each teacher establishes a classroom discipline plan that clearly sets forth appropriate standards for conduct based on biblical principles and holds students accountable for meeting the standards. This is done in such a way that a positive environment is created in which students can learn and interact with one another.

Discipline is taught and enforced through example, explicit instruction, positive reinforcement for obedience, and an established hierarchy of consequences for misbehavior. Teachers are encouraged to keep disciplinary measures in line with the offense, with the goal in mind of helping 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 Pre-Grammar School Head for further action.

Parents are responsible to God for the discipline of their children, and CCA endeavors to work with the parents when corrective 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 in CCA, the parent consents to the teacher's and/or School Head's judgment and discretion. The school reserves the right not to renew a student's enrollment contract if the school reasonably concludes that such a positive working relationship is not possible.

## **Leveled Offenses**

Disciplinary offenses will be viewed in the following way:

**Level 3** – minor disruptive behaviors; failing to follow directions or classroom procedures; minor inappropriate verbal/physical teasing of another student; deliberate inattention in class; running in buildings or at inappropriate times; minor vandalism; violation of uniform code

**Level 2** – actions/attitudes which are spiritually detrimental to the school; verbal/physical teasing/abuse of others; acts of unkindness/cruelty (depending on the nature of this offense, it may be handled as a level 1 offense); failing to show respect to students, faculty, staff, or other adults on campus; the use of inappropriate language; habitual violation of Level 3 offenses

**Level 1** – deliberate deception or lying; deliberate rudeness or disrespect of students, faculty, staff, or other adults on campus; the use of profane, abusive, or inappropriate language/gestures; verbal/physical abuse of others; acts of unkindness or cruelty, including fighting and threats to other students or faculty (verbal or written); stealing; destruction of property; habitual non-conformity to school rules

## **Consequences**

Consequences will be applied accordingly:

Level 3 – handled by the teacher; each class has worked to establish fair and effective discipline policies and classroom management procedures. These policies/procedures are covered in detail during the Pre-Grammar School Parent Night. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels appropriate.

Level 2 – will result in a phone call or note to 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 Pre-Grammar School office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

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

Suspension – the student has lost the privilege to be at school for a specified amount of time; 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 – the students' parents and Head of 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 are 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 rest with the Headmaster.

## **Anti-Bullying Policy**

### **Purpose**

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

### **Definitions**

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

Bullying can take several forms.

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

Bullying does not include harmless teasing between friends or normal 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**

### **All Students**

1. All uniform items must be purchased from Parker Uniforms.
2. No visible logos, insignias, or emblems other than CCA's should be on clothing.
3. 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.
4. 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.
5. 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.
6. 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/navy tights, knee socks, or fold-down bobby socks; White knee highs/bobby socks are required on chapel days. No patterned tights allowed; solid navy/white tights only. Low athletic socks or no-show socks are not allowed.
- Royal blue field trip polo shirt should be worn with khaki shorts, pants, or skorts for field trips.

- Girls may wear one pair of ear rings, one necklace, one ring, one watch and one bracelet (including rubber-type).
- Hemlines for skirts should be consistently maintained no more than 4” above the floor (when kneeling). Modesty shorts must be worn under chapel jumpers.
- Hair may not be streaked or dyed unnatural colors. Hair feathers are not allowed.
- Nails must be short and neatly trimmed. Colored polish is not permitted.

### **Boys**

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

- 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 cover the ankle bone).
- Royal blue field trip polo shirt should be worn with khaki shorts or pants 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. Hair should not be streaked or dyed unnatural colors. Afro style haircuts should extend from the scalp no more than two inches.
- Girls may wear one necklace, one ring, one watch and one bracelet (including rubber-type).

### **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, sweatshirts, and school sweaters may be worn over uniform shirts and blouses. Sweatshirts with hoods may not be worn with school uniforms.
- 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
- Denim jeans (plain, without holes, fringe, or “bling”)
- Khaki, navy, denim, or black shorts (no athletic shorts); shorts must be long enough to reach the tips of the student’s fingers when his/her arms and hands are hanging straight down by his/her sides.
- Girls may wear denim skirts that are the same length as uniform skirts
- Students may wear athletic shoes or other approved footwear (*Sperry’s, Tom’s, or Ugg’s* with socks are allowed). No sandals or *Croc’s* are permitted. Note: If your child has PE on a Spirit Wear Day, shoes worn must be appropriate for play in the gym.

- 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.

**Signature Page**  
**CCA Student & Parent Handbook 2011-2012**

Policy Changes

We will inform you of any major policy changes in writing and will require that you sign a notification receipt.

Many factors are used to determine our program. Those factors will impact availability and structure of our programs and its offerings. We reserve the right to change our program and availability at any time to ensure quality in the best interest of our students and teachers.

**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

Revised 9-12-2011

# Covenant Christian Academy 2011 - 2012 Drop-Off & Pick-Up Map

10 mph speed limit is in effect on campus at all times.  
Please observe all traffic & school zone laws. No cell phone use while driving!

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

## Drop-Off & Pick-Up Times

- Pre-K - 6th grade: drop off no earlier than 7:45 a.m.
- Pre-K - 4th grade: pick up no later than 3:15 p.m.
- 5th - 6th grade: pick up no earlier than 3:20 p.m. (MWWF)

Drop-off and pick-up points:

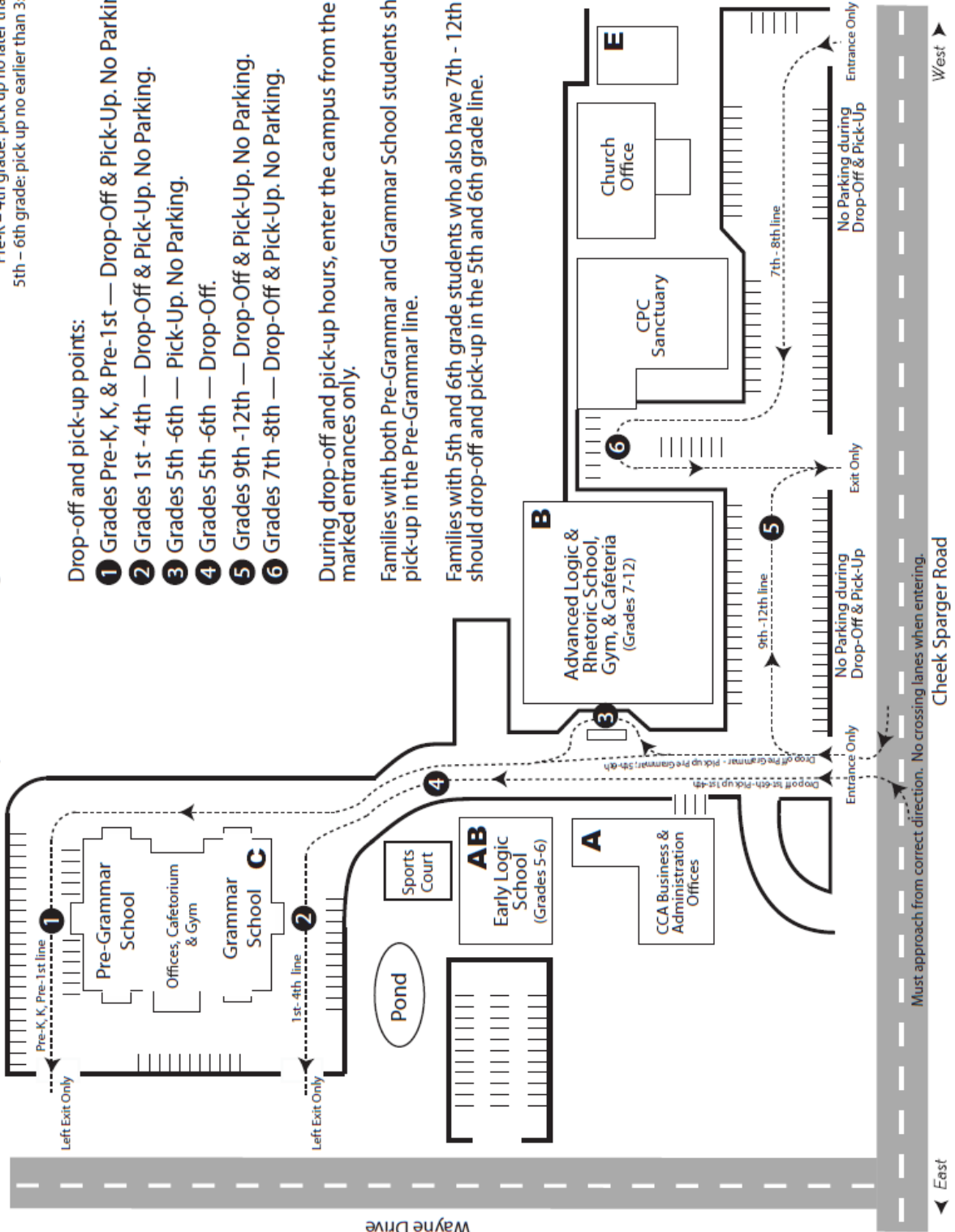
- 1** Grades Pre-K, K, & Pre-1st — Drop-Off & Pick-Up. No Parking.
- 2** Grades 1st - 4th — Drop-Off & Pick-Up. No Parking.
- 3** Grades 5th - 6th — Pick-Up. No Parking.
- 4** Grades 5th - 6th — Drop-Off.
- 5** Grades 9th - 12th — Drop-Off & Pick-Up. No Parking.
- 6** Grades 7th - 8th — Drop-Off & Pick-Up.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

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

Wayne Drive

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

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



Must approach from correct direction. No crossing lanes when entering.  
Cheek Sparger Road

East

West

revised 8-04-11