

# Covenant Christian School

## Parent-Student Handbook

2024-2025

***As for me, this is my covenant with them, saith the LORD; My spirit that is upon thee, and my words which I have put in thy mouth, shall not depart out of thy mouth, nor out of the mouth of thy seed, nor out of the mouth of thy seed's seed, saith the LORD, from henceforth and for ever.***

**Isaiah 59:21**

Dear CCS Family,

We are anticipating a tremendous year here at Covenant Christian School. Thank you for taking the time to thoroughly read the CCS Handbook. This handbook is a fundamental part of establishing our campus culture, guidelines, and goals. We are looking forward to partnering with you in the development of your child. This is a new year and a fresh start for all. Please take some time to encourage and prepare your child for what is to come. Your child's development is our primary concern, and we acknowledge that this development happens throughout the year in partnership with you, the family. Education is a process of continual improvement cultivated by school, church, and family intertwined to build strength and integrity of character in your child. Reach out to our staff and faculty if there is ever anything we can do to serve you and encourage you on this journey.

We take into consideration every student as a unique individual and seek to create an atmosphere that provides the structure and environment where they feel safe and able to achieve their full potential. Please read through the academic and behavioral guidelines included within this handbook and help us to develop a culture of mutual respect and understanding between students, faculty, and parents.

The mission of CCS is to nurture growth in our students in the development of qualities that will serve as a foundation for life-long success in their walk with God and provide them with the tools to make valuable contributions to the home, the church, and the community. Specifically, we want our students to graduate having thoroughly embraced the core values of *excellence, integrity, diligence, curiosity, and reverence*.

By reading this handbook and signing the Standards of Conduct, you are voluntarily committing yourself to making the mission of Covenant Christian School a reality in your life.

Have a great year!

Rob Akers  
Head of School

**Attending Covenant Christian School is a privilege, not a right. Our school's goal is to train youth in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Our school stands for high standards of morality and wisdom. Our curriculum is Biblical because we realize that education apart from Biblical values is not true education.**

Notice of Nondiscriminatory Policy as to Students

*Covenant Christian School admits students of any race, color, or national and ethnic origin 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 the administration of its educational policies, admissions' policies, scholarship and loan programs, and athletic and other school administered programs.*

The Head of School reserves the right to amend the student handbook at any time during the course of the school year.

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# Covenant Christian School

## Foundational Documents

Our **school scripture**: *As for me, this is my covenant with them, saith the LORD; My spirit that is upon thee, and my words which I have put in thy mouth, shall not depart out of thy mouth, nor out of the mouth of thy seed, nor out of the mouth of thy seed's seed, saith the LORD, from henceforth and for ever.*

Isaiah 59:21

Our **school motto**: "*Crescam et servium*" which means "I shall grow, and I shall serve". The purpose of Covenant Christian School is to see our children grow in the grace of God and be well equipped to serve the home, the church, and the community.

The **CCS Mission Statement** is: "Helping students discover and develop their full potential in Christ."

The **CCS Vision Statement** is: "Training a generation to change their world."

We believe the **Pillars of a Christian Education** are

- *Excellence,*
- *Integrity,*
- *Diligence,*
- *Curiosity,* and
- *Reverence.*

The essence of these statements is captured in our **Unifying Statement**:

**We CARE**, which stands for  
*Christ-centered,*  
*Academically-minded,*  
*Relationship-motivated,* and  
*Excellence-driven.*

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## Integration of Faith and Learning

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The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at CCS. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

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## Doctrinal Statement

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We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Covenant Christian School is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

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## Statement of Faith

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- There is one God. He is omnipotent, omnipresent, holy, and good.
- Jesus Christ is God made manifest in the flesh. He was born of a virgin as both God and man, lived a sinless life, died to atone for the sins of human beings, was buried, rose from the grave, and ascended into heaven where He will continually minister as our Great High Priest and Advocate. He is the Way, the Truth, and the Life, and no one comes to the Father except by Him.
- We believe in the literal, bodily return of Jesus Christ to this earth.
- The Holy Spirit is God in action, interacting with creation. Through the gift of the Holy Spirit, God has given us His Spirit to act as counselor and instructor, to convict of sin, lead to repentance, guide believers, comfort, strengthen and sanctify the soul.
- The Bible is God's Holy Word, without error, and is the sole authority for life.
- Human beings are the special creation of God, made in His image and, through the sin of the first man, Adam, have inherited a sinful nature, and thus are in need of salvation.
- Salvation is a gift of God's grace and mercy. Through repentance toward God and faith-filled baptism in the name of Jesus Christ, we receive the promise of the Holy Spirit with the evidence of speaking in other tongues (Acts 2). Every person who truly is saved will spend eternity in heaven, while those who die without salvation in Jesus Christ will spend eternity in hell.
- We believe in a lifestyle of holiness and separation from the world and unto God (Hebrews 12:14). Holiness is experienced inwardly and expresses outwardly (Romans 12:1-2, 1 Peter 1:15-16). Believers are to live in accordance with God's commandments and to proclaim the Gospel to the entire world. Each believer has, by prayer, direct access to God through the Lord Jesus Christ.
- The church is a local body of believers with the Lord Jesus Christ as the head.

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## Assisting Christian Parents

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CCS endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents, and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve families with biblical instruction and godly examples, the school employs administrators, faculty, and staff who serve as role models in their Christian walks, their professional lives, and Christian faith.

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## Core Values

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**The Bible** - The Bible is the inspired Word of God and provides guidance for how we should live. (*2 Timothy 3:16*)

The school will:

- govern itself according to biblical principles.
- look to the Bible as the main source of knowledge for all subject areas.
- train teachers and students in a biblical worldview.
- integrate the Bible into all areas.
- provide an appropriate and challenging Bible curriculum at each grade level.

**Salvation/Discipleship** - Those who say they live in God should live their lives as Christ did. (*1 John 2: 6*)

The school will:

- employ staff dedicated to knowing, loving, serving, and becoming like Christ.
- provide a climate that encourages students to pursue full devotion to Christ.
- base discipline and behavioral standards on Biblical principles that develop Christ-like character in students' lives.
- teach about life transformation that occurs through the power of the Holy Spirit.
- teach holiness as the normal lifestyle for a believer.

**The Church** - God uses the church to fulfill His purposes here on earth. (*Acts 2:42-47*)

The school will:

- expect its board members, administration, faculty, and staff to be active members of Bible-believing local churches.
- encourage parents and their families to be active members of Bible-believing local churches.

- demonstrate honoring the church through its policies, procedures, and practices.

**Service** – “Whoever wants to be a leader among you must become your servant, and whoever wants to be first must become your slave. For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.” (*Matthew 20:26-28*)

The school will:

- train staff and students in the characteristics of a servant.
- involve students in activities that teach the value of and the joy in service to others.
- teach students to be good stewards over the skills that God has given them.
- provide opportunities for believers to use spiritual gifts in school, church, and community.

**Christian Families** - God emphasized the importance of parents training their children to know, love, and serve Christ. (*Deuteronomy 6:6-9*)

The school will:

- develop and implement policies and procedures that support the Christian family.
- seek to communicate effectively with parents in all areas.
- provide training and resources to help parents build Christ-honoring homes.

**Academic Excellence** - Academic excellence challenges each individual student to reach his full, God-given potential in life.

The school will:

- employ teachers knowledgeable in and passionate about given subject areas.

- provide a safe and comfortable learning environment where students are actively engaged and challenged in their learning.
- provide a coordinated curriculum that is defined by clear goals and high expectations so that students can achieve success that is measurable and clearly communicated.
- commit to using available funds to purchase items necessary to enhance our academic programs.
- constantly research new methods and programs that will assist us in achieving academic excellence.

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## Statement of Beliefs

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**The Bible** - We believe that the entire Bible is the verbal inspiration of God. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (*2 Timothy 3:16-17, 2 Peter 1: 20-21*)

**God** - We believe that there is only one true, living, sovereign, holy, and eternally existent God. (*Deuteronomy 6:4-5, Genesis 1:31*)

**Jesus Christ** - We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, and ascended into Heaven. He will return literally, visibly, and personally in glory and power. (*John 1:1- 3, 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11*)

**Holy Spirit** - We believe that the Holy Spirit is God in action. We believe in the dynamic and personal work of the Holy Spirit in the life of an individual, initially evidenced by the experience of speaking in tongues. We believe in an active and intimate relationship with God, which enables for service and endures with the ability for successful, everyday living. (*John 14:16-19; 16:7-15; 1 Corinthians 6:19- 20; Romans 8:9,11; Titus 3:5*)

**Mankind** - We believe that in the beginning God created mankind in His image. Mankind was originally created with the ability to live perfectly for God's glory. (*Genesis 1:27, 31*)

**Sin** - We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (*Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23*)

**Salvation** - We believe that the salvation comes upon obedience to the message of Acts 2:38: repentance of sin, baptism in Jesus name, and the infilling of the Holy Spirit. Salvation of lost and sinful people is a free gift from God's grace, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the finished work of Jesus Christ on the cross and His resurrection from death. (*Acts 2:38; Ephesians 2:8-10; 2 Corinthians 5:21*)

**Transformation** - We believe that the Lord expects us to grow in our relationship with Him after salvation. Believers are increasingly transformed into the image of Christ as they submit to the work of the Holy Spirit in their lives. We believe that full devotion to Christ and His cause is normal for every believer. (*1 Kings 11:4; Philippians 2:1-11; 2 Corinthians 8:7*)

**The Church** - We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (*Matthew 16:18, 1 Corinthians 12:12-14; Hebrews 10:25*)

**Evangelism** - We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. Matthew 28:18-20; Acts 1:8

**The Home** - In addition to these important beliefs, we also believe that God has given the parents and the

home the responsibility to bring up their children in the nurture and admonition of the Lord. We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic principles of life. (Ephesians 6:4; Proverbs 22:6)

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## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

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We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (*I Corinthians 6:18; 7:2-5; Hebrews 13:4*). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (*Matthew 15:18-20; I Corinthians 6:9-10*).

We believe that in order to preserve the function and integrity of Covenant Christian School as a distinctly Christian school, and to provide a biblical role model to the students of Covenant Christian School and the community, it is imperative that all persons employed by Covenant Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (*Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22*).

We believe that Jesus Christ offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness (*Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11*).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (*Mark 12:28-31; Luke 6:31*). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the values of Covenant Christian School.

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## Faculty

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CCS teachers are carefully chosen professionals dedicated to providing a Christ-centered education of excellence to our students. Our faculty is not only well prepared, but also appreciates the individual differences of each student. We believe that every student deserves the opportunity to develop his or her full potential in all areas of learning. All faculty and staff

are committed to modeling a lifestyle of full devotion to Jesus Christ that is reflected in the way they handle themselves personally and professionally.



## Communication with Faculty and Staff

CCS Faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes – Notes or letters may be left in the school office for placement in the staff mailboxes.
2. E-mail – All CCS staff and faculty have email addresses. Every attempt will be made to respond to all e-mail messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note or email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling or texting our staff at home about school issues.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning policies of the school should be directed to the principal. If after meeting with the teacher a meeting with the principal is deemed necessary, please call the main office to schedule that meeting.

Following the above process will not only help us to better meet the needs of our students, but it will also ensure that we handle problems in ways that are biblical! Our desire is to honor God in discussing conflicts and to handle issues according to the principles presented in Matthew 18:15 – 17.

## Parent- Teacher Conferences

Our goal at CCS is to help you fully maximize your child's potential, and we need your feedback to do this successfully. For this reason, we encourage you to attend our scheduled parent- teacher conference day, usually held in September of the fall semester. This conference is designed to help the teacher and parent work together to gain a better understanding of the child's strengths and weaknesses and then plan to further develop strengths and address any areas of weakness.

While we have one regular parent-teacher conference built into our calendar, we also recognize that you may need to meet with your child's teacher other times during the school year. We encourage you to schedule a time to meet with individual teachers as soon as you notice any of the following:

- Your child seems bored OR you feel he is not being challenged.
- Your child is overly anxious or stressed about school OR you feel that he is overwhelmed with his course load.
- Your child's academic performance seems to be slipping OR his attitude toward his academic performance has been lax.
- Your child seems to be struggling socially, emotionally, or spiritually.

## Conflict/Complaint: The Student Appeal Process

The doctrine of authority and appealing to authority can be traced in both the Old and New Testaments. To appeal authority is to acknowledge another's rule in your life. To be in a position of leadership and to hear an appeal is to accept our human imperfections.

The appeal process is not a cute trick to avoid conflict. Rather, it is a lifelong, character-building trait. The willingness of an individual to submit to authority is directly related to the fairness exhibited by that authority. In general, life is not fair. Yet, parents (and educators) can be fair without compromising their

authority by teaching their children how to approach them with reasonable appeals.

The appeal process benefits children, parents, families, and societies for the following reasons:

- It makes obedience attractive to children, since they know that their authorities are approachable and willing to revisit a previously given instruction.
- It protects children from becoming needlessly frustrated.
- It prepares children to interact correctly with present and future authorities.
- It prevents authorities from being arbitrary, legalistic, or authoritarian.
- It allows authorities to change their minds without fear of compromising their authority.
- It communicates how biblical authority maintains fairness with integrity.

### **Guidelines for Making a Godly Appeal**

1. The child must make the appeal to the authority that gave the instructions.
2. To activate the appeal process, the child must initiate the conversation by providing new information.
3. The appeal will only be allowed when the child comes in humility. A gentle spirit communicates the child's recognition of the authority's right to rule and overrule. If there is no humility, there is no appeal.
4. Appeals can be made only once. In other words, a child cannot repeatedly plead his case. The child must learn to accept "no" gracefully and do as told.
5. A good way to begin an appeal is, "May I appeal?"
6. The appeal process is a privilege, not a way to avoid objectionable tasks or to get out of personal responsibility."

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## **Admissions**

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The following documents must be presented when seeking admission at any grade level:

- Birth Certificate
- Social Security Card
- Immunization Records
- Latest Report Card
- Most recent achievement scores

Students must meet the academic and behavioral requirements of the school. In reviewing the academic and behavioral record of the student, the school reserves the right to place the student on Provisional Admission to ensure that the standard of CCS is met.

Covenant Christian School does not accept students who are applying for admission following an expulsion from another school for violence, drugs, bullying, or other serious infractions.

### **Admission for children with special needs**

Covenant Christian School will make every possible effort to accommodate students who have special needs within the reasonable resources of the school and personnel. However, the school does not have a Special Education Program.

If it becomes clear that a student is not succeeding academically, CCS may recommend a school or placement that will better serve an individual student. We believe that the success of the student is most important, and we will use referrals for alternative placement if the administration deems that necessary.

### **Provisional Admission**

All new middle and high school students who are accepted at CCS are granted provisional admission. What this means is that the student will have one semester or year of close accountability and support to make sure Covenant Christian is able to meet his/her needs and that he/she is also a fit for CCS.

Throughout the provisional period, the student will be evaluated in several key areas by the middle or high school faculty and the school leadership team. In addition, we will meet with the student and touch base with the parents periodically about the student's progress and to answer any questions or concerns they may have along the way. If the student remains in good standing in all of the areas listed, his/her provisional status will be lifted. Should he/she fail to meet our criteria in these areas, their enrollment at CCS is subject to be terminated.

### Provisional Admission Evaluation Areas

- Attitude— Students should maintain a positive attitude and refrain from grumbling, complaining, or arguing. Students' attitude should reflect that they consider it a privilege to attend CCS.
- Class Participation— Students are expected to interact and engage in all classes. They should come to class prepared with all necessary materials and required homework completed. They should remain on-task as directed by the teacher at all times.
- Behavior— Students are expected to abide by all classroom and school rules at all times.
- Peer-Interactions— Students are expected to treat other students with respect and kindness. Bullying, teasing, mocking, or otherwise degrading another student will not be tolerated. Students should refrain from initiating conflict with other students and, instead, make every effort to get along with others.
- Respects for Authority— All adults on our campus are in authority over our students. In addition to teachers and administrators, this includes cafeteria staff, maintenance & janitorial staff, and church staff. Students are expected to respond respectfully to authority. Disrespectful or antagonizing speech, body language, or attitude is never acceptable. There is a godly appeal process outlined in the student handbook for handling

issues in which students feel they've been treated unfairly by any campus authority.

- Academics— Students are expected to work to their maximum potential in every class. If students begin struggling in a particular class, they should be proactive in seeking help. Students should not wait until the end of a grading period to acknowledge that they have a problem in a class.
- Attendance & Tardies— Students are expected to refrain from excessive absenteeism and/ or tardiness.

\*The school leadership team has the right to add criteria to the provisional admission to meet specific needs of a student.

### Withdrawal Procedures

**All financial obligations must be cleared with the school office for your child's records to be released upon withdrawal.** If any outstanding fees exist, they must be paid in full before records will be released. All tuition, registration, and fees are non-refundable.

Students are required to officially withdraw from CCS before records can be released to another school. Please notify the school office at least one day prior to withdrawing your child. All hardback textbooks and library books must be turned in. For high school students, withdrawal documents must be completed.

### Change of Address /Telephone Number

For the safety and security of your children, please inform the office in writing as soon as there is a change of address or telephone number. If any emergency numbers given at registration are changed, please inform the office immediately.

**WE MUST HAVE A NUMBER TO CALL IN CASE OF EMERGENCY.**

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## Curriculum & Instruction

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Covenant Christian School strives to select the best instructional materials from both Christian and secular publishers in order to reach our goals. The sequential order of the overall curriculum facilitates the mastery of basic knowledge and skills.

We strive to make learning a stimulating experience emphasizing basic disciplines, critical thinking, and artistic expression, so that our students will develop the motivation, discipline, and intellectual curiosity necessary to fulfill their potential.

Elementary grades use Christian-based textbooks as the primary source for all subjects. The goal of each subject area is to establish a foundation that is centered upon the Truth of God's Word.

Our middle and high school students study classic works of literature. While these pieces may contain occasional obscenities and mature themes, we believe that exposing our students to certain major pieces is important.

Modern academic standards place a high value on helping students read rigorous, complex texts independently. Reading the classics requires that students struggle with analyzing difficult texts.

Another reason we expose students to particular works from the past is that many contemporary pieces allude to these classical works, and to be well educated, our students need to recognize references to characters and themes from these classics.

Reading classic pieces of literature also forces us to look deeply at human nature, both the sinful aspect of mankind and the attributes we share as people because we are made in God's image. As students learn to evaluate and analyze characters, themes, and points of view against a biblical perspective of life, they grow in discernment.

Parents are requested to observe the following process to resolve questions or problems:

- The parent/guardian must discuss the issue with the classroom teacher
- If the question remains, the parents may appeal to the lead teacher.
- Failing to come to a mutually agreeable solution, parents may seek an appointment with the principal.

### CCS Academic Plan and Educational Beliefs

- Clear, challenging goals and effective feedback promote student learning.
- Students learn best when they are in a safe, orderly environment and are actively engaged in their learning. Curriculum and instruction must reflect God's truth and prepare students for a life of service to Christ.
- Various learning techniques and forms of assessment should be used to accommodate different learning styles.
- Student learning is enhanced by positive teacher-student relationships.
- Our school must be committed to continuous improvement if we are going to enable students to become confident, life-long learners.
- Critical thinking skills must be developed in order to enable students to think from a biblical perspective and to equip them to reach their full intellectual potential. Students must be taught self-discipline in order to develop Christ-like character.

### Criteria for Library Books

1. Books that normalize homosexuality, adultery, sex outside of marriage, witchcraft, or any other unbiblical lifestyle will not be allowed.
2. If books with themes such as depression, death, hostile family situations, divorce, dating, etc. are determined to be acceptable for a certain group of students, they will be limited to grades six and above.

- Books with any strong inappropriate language will not be allowed. If a book in the secondary library has a few curse words, they will be marked through with a permanent marker.

### Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the CCS Library. Concerns should be handled in a scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing concerns should refer that person to the school administration. Any parent, faculty, or staff member may challenge materials he or she deems objectionable by the following procedure outlined herein.

CCS supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their children. Individuals are not free to define what is appropriate for all students and teachers to read, view, or hear. The school retains the right for students to have availability to materials, which have gone through the selection policy and chosen by the administration as acceptable use.

When materials are challenged, the following procedure is to be followed:

- Formal objections to library materials are initiated in writing and must be signed by the complainant and filed with the administrator or teacher in charge.
- The administration will then review the challenged materials and will make a decision whether to keep or remove the material from the curriculum.
- The administration will send written notice to the complainant regarding their decision.

### GRADING SYSTEM

Grades are a measure of a student's academic performance. While grades may reflect the character qualities that are an essential part of a CCS education, grades are not a direct measure of character but of academic performance. Academic Progress is reported on a grading period basis. Letter grades are used in grades 2-12. In grades 6-12, tests are not to exceed 50% and major projects 20% of a student's grade. Performance and participation classes such as PE, choir, and drama are exempt from this minimum.

#### GRADING SCALES

<u>Grades (2-6)</u>		<u>Grades (7-12)</u>	
A+	99-100	A	90-100
A	92-98	B	80-89
A-	90-91	C	70-79
B+	88-89	D	60-69
B	82-87	F	0-59
B-	80-81		
C+	79-80		
C	72-78		
C-	70-71		
D+	68-69		
D	62-67		
D-	60-61		
F	0-59		

Students in Pre-Kindergarten (K4) and Kindergarten receive grades of O (Outstanding), M (Mastered), S (Satisfactory), P (Progressing), or I (Improvement Needed).

FOR GRADES 1-6 SPECIALS CLASSES (Art, Music, PE, etc.) students receive grades of O (Outstanding) S (Satisfactory), I (Improvement Needed) or U (Unsatisfactory).

FINAL GRADES are recorded on the student's cumulative card in grades K-8.

High school semester and final grades are recorded on the transcripts that are sent to colleges.

### **Grade Computation Policy**

Grades will be based on a variety of assignments each six weeks. There will be a minimum of five graded assignments per six weeks in each subject area, at least two of which will be test grades.

Assignments may include:

- Homework
- Class work
- Quizzes
- Book reports
- Special projects or reports
- Other

### **Grade Reporting**

Grades will be available for parents to view online through a link on our website. Please contact the school office to receive a username and password that will allow you access to this program if you do not already have one. Please remember to give teachers one week after a test, etc. to post grades. If it is necessary to know the grades prior to this, please contact that teacher directly by e-mail.

Report cards will be mailed to the primary address on record after each six-week grading period.

Students in kindergarten through seventh grades will receive papers each week. Students will be held accountable for returning these to the teacher within two days.

### **Homework**

Homework is one way to teach our students to be responsible and to reinforce what is taught in the classroom. Students are held accountable for completing the assigned out-of-class work. We ask that you review assignments daily. Please contact the teacher if you have any questions or concerns in this area.

### **Homework Requests**

Homework requests for absentees should be called in before 9:00 am. Work for students in grades K-12 should be picked up in the main office after 2:00. If you

call after 9:00am your child's homework may not be ready until the following day.

### **Make-Up Work**

Students will be permitted to make up all work missed during excused absences to include tests and graded materials. Students may also be allowed to make up work missed during absences due to pre-planned family activities, trips, or vacations if coordinated in advance with instructors using the PRE-PLANNED ABSENCE FORM. This form must be signed by each of the child's teachers submit the form OR and email to the teacher at least 2 days in advance.

Exception: Students will not be allowed to make up work missed during unexcused absences incurred without prior permission of the teacher, days of suspension, or while skipping class.

Students who are in school when a test or activity is announced and who miss only the day of the test or activity and return the day following the said test or activity will be expected to take the test or complete the activity on the day of return. It is generally in the best interest of the student to take a test or complete an activity when the other students are doing so. The teacher may alter the format of a makeup test in any manner if the test covers the same material as the original test. A student should arrange to make up any work missed that was not announced prior to the student's absence within two days of returning to school.

It is the responsibility of the student to see that makeup work is done. The student should ask the teacher if he/she missed work and make arrangements with the teacher for making it up. The teacher is not responsible for tutoring students in work missed during absences.

### **Academic Probation**

Students are placed on academic probation if they receive two F's at the end of the semester grading period. Parents will be informed of the probationary status. Once a student is notified of their probationary

status, they will remain on the list for one calendar year (12 months/two semesters).

During this time, CCS faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive one F for a semester average in any subject during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave CCS for academic reasons may reapply after one calendar year. If they choose to return to CCS after the academic year, they must follow the normal admissions procedures.

### **Honors / Awards**

Special recognition will be given at the end of the year to our honor students. Kindergarten and 8th grade students will be recognized at their graduations. Students in grades 1-12 will be honored during our awards ceremonies at the end of the year. The following awards will be given out in grades 1-5:

●Principal's List – Students must earn all A's in every subject every grading period.

●A Honor Roll – Students must have an A average in all subject areas for the year.

●B Honor Roll – Students must have a B average in all subjects for the year.

●Perfect Attendance – Students must be in attendance at least half a day to be considered present (See Attendance policy).

●Christian Witness Award – Students and teachers will vote on one boy and one girl from each class to receive this award. Criteria are as follows:

- Exhibits the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) as defined in Galatians 5:22

- Stands up for and speaks truth (Ephesians 4:15)
- Defends the weak (Psalm 82:3)
- Exhibits humility and mercy (Matthew 5: 5 – 7)
- Works for peace (Matthew 5:9)
- Respects authority, peers, and property (Hebrews 2:13 – 25)
- Is hardworking and responsible (Ephesians 6:7)
- Willingly accepts correction (Colossians 3:16)
- Seeks to grow in his/her relationship with Christ (Colossians 3:2 – 15)

●Citizenship Award – Students and teachers will vote on one boy and one girl from each class to receive this award. Criteria are as follows:

- Exhibits school pride
- Take the initiative to maintain the cleanliness of classrooms and the overall school environment
- Honors and respects others in our school and / or community
- Volunteers to help in our school and / or community

### **Pass / Fail Policy**

1. Grades are computed on a yearly average in order to determine whether the student passed or failed.
2. To be promoted, kindergarten students must earn at least a C average in Phonics, Reading, and Math.
3. To be promoted, first grade and second grade students must earn at least a C average in Reading and Math.
4. To be promoted, third through fifth grade students must pass ALL subject areas with an average of at least 60.
5. Middle school students must pass all CORE subjects (reading, English, math, science, and social studies) with an average of at least 60 to be promoted to the next grade level.
6. High School students must pass all courses and meet all credit requirements determined by the state of Louisiana.

7. Standardized test scores will be used to help determine promotion.
8. The State Department of Education requires students to be in attendance 180 school days. This includes excused and unexcused absences. The student can fail for the year due to excessive absences.

**Eighth Grade Passage**

The Eighth Grade Passage Ceremony will be held at the end of the Eighth-grade year to honor and recognize students moving from middle to high school. Students are required to pass all Eighth-grade courses to participate in the Passage.

**High School Graduation & Requirements**

For incoming freshmen in 2016-2017 and beyond 24 credits are required for graduation.

The graduating class valedictorian shall be a student who is enrolled at CCS at least one full semester prior to his/her senior year and who has the highest cumulative GPA at the end of the first semester of the senior year. The salutatorian honors shall be awarded to the student who is enrolled at CCS at least one full semester prior to his or her senior year and who has the second highest cumulative GPA at the end of the first semester of the senior year.

**UNITS/COURSES**

**English – 4 Units**

- English I, II, III, IV

**Math – 4 Units**

- Algebra I
- Geometry
- Algebra II
- Remaining Unit should come from the following:

Financial Math	Pre-Calculus
Math Essentials	Probability & Statistics
Calculus	Algebra III

**Science – 4 Units**

- Biology
- Chemistry
- 2 units from the following:

Earth Science	Physical Science
Biology II	Chemistry II
Physics	Anatomy
Environmental Science	

**Social Sciences – 4 Units**

- 1/2 unit of Civics or Government
- 1/2 unit of Free Enterprise
- 1 unit of American History
- 1 unit from the following:

World History	World Geography
Western Civilization	
Civics (second semester – 1/2 credit)	

**Health – 1/2 Unit**

**Physical Education – 1 1/2 Units**

**Foreign Language – 2 Units**

- 2 units of the same foreign language

Electives – 3 Units

TOTAL – 24 UNITS

**High School Transcripts**

All high school courses a student has taken will be recorded on his or her CCS transcript, and the grades will be used to calculate his student’s overall high school grade point average, regardless of whether the course is repeated.

**School Hours**

School hours are 8:20 a.m. – 3:20 p.m. for ALL students. Pledges and Prayer begin at 8:15 but students are not considered tardy until after 8:20.



Morning supervision is available beginning at 7:50 a.m. Breakfast is served from 7:50-8:20.

Students in grades 6-12 should be seated in the cafeteria until the bell rings at 8:20. The duty teacher will dismiss these classes when the bell rings. They should go directly to their homeroom.

High school students need to leave campus immediately following dismissal from class unless staying for supervised after-school activities. This includes seniors who have an early dismissal time.

### **Dismissal Procedures**

Parents need to pick up elementary and middle school students at the front entrance at 3:15 p.m. A teacher will be on duty at this location until 3:30 p.m.

### **Extended Care**

Covenant Christian School does not offer extended care. We have partnered with the Boys and Girls Club to offer extended care for families who wish to use their services. The Boys and Girls Club will provide transportation for students to the Boys and Girls Club until the student's parent/gradian picks them up. Space is **Limited**. Please contact the Boys and Girls Club directly for information and availability.

### **Classroom Visits**

Covenant Christian School is a closed campus. We do grant special permission to parents and prospective students to visit our classrooms. We ask that those who wish to visit classes do so within the following guidelines:

1. Contact the teacher or administrator in advance.
2. Sign in with school office and obtain a visitor's badge. Please return your visitor's badge at the conclusion of your visit.

### **Attendance / Truancy Policy**

Attendance at school begins at the time the student arrives on campus. The student is officially at school and cannot leave the campus until the school day is

over or he/she officially checks out through the office. (See Check-In/Check-Out Procedures) This includes the portion of the day prior to the first morning bell.

To be counted as present for the day, students must arrive before 10:20 a.m.

To be counted as present in any class (grades 6-12) the student must be in attendance at least one-half of the class period.

In order to participate in extracurricular activities, a student must attend at least three class periods on the day of the event.

High school students cannot miss more than 10 days per semester in any course (20 per year). Warning letters will be sent out when students are in danger of failing a course due to attendance issues.

Elementary students cannot miss more than 20 days per year and receive credit for subjects taken without a waiver from the CCS Board of Directors. Extreme cases only will be considered for waiver. An attendance notification letter will be mailed when a student misses 4 and 8 days in the first semester and 4 and 8 days in the second semester.

### **Absentee Policy**

1. Inform the school office by telephone of the absence.
2. A doctor's excuse, note from parent, or proof of death of relative must be turned in to the office within two days of the student's return to school. All students should turn it in to the main office the morning of their return to school and obtain a return-to-school slip to show their teachers.
3. Six valid excuses for absences are as follows:
  - illness with doctor's excuse
  - illness with note from parent
  - death in the family
  - family emergency
  - religious or school functions
  - pre-approved trip (must be communicated by parents TWO WEEKS prior to absence).

4. Anytime a student is absent, he or she is responsible for all work missed.
5. We do not recommend that parents allow students to leave school early for personal matters or family-related business (errands, haircuts, driver's license test, etc.) as these things should be taken care of after school or on the weekends.

### **Tardiness**

It is vitally important that students arrive on time for school. In order to utilize every minute of available instructional time, classes will begin promptly at 8:30. (Pledges, prayer, and announcements begin in the Commons at 8:25). With all of the standards each grade/class is expected to meet, it is of the utmost importance to begin class in a timely manner. If your child enters his homeroom after 8:30, he will have to play catch-up, and this certainly puts him at a disadvantage.

The following policy for tardiness will be adhered to by administration:

1. A punctuality reminder letter will be sent home after two tardies during a six-week period.
2. Traffic is not an excuse for tardiness.

### **Check-In/Check-Out Procedures**

Parents are required to sign students in or out in the office when arriving after 8:20 a.m. or when leaving before the official end of school at 3:20. If someone other than the parent or guardian will be checking a child out, the parent or guardian must call ahead and give us verbal permission to allow the child to leave. The designated person must be prepared to show identification.

Students are not allowed to check out for lunch unless accompanied by their parent. We ask that these occasions be limited in number for us to utilize our

instructional time. If a parent checks his/her child out for lunch, the child should be back in time for his next class. A student will be considered absent to a class if he/she misses half of the period, and students who receive three tardies during a six-week period to any class other than first period will receive a detention. Students who check out for lunch and miss part of class will not be allowed to make up graded work.

Student drivers are not permitted to checkout and leave campus without the permission a parent being directly communicated to a school official. Students will not be allowed to call home for permission to checkout for any reason other than an illness.

If a student who drives him/herself to school becomes ill and must leave, a parent or guardian must speak with school personnel before that student will be allowed to leave campus.

All trips off-campus must be pre-planned, and the office notified in advance.

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## Dress Code

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A person's character and relationship with God are reflected in all aspects of his or her life, including his or her dress. Clothing is immodest if the style, cut, or fit hinders others from looking at the wearer's face. God wants His character to be communicated to others through the countenance of Christians.

Should you be in doubt about wearing something that may not meet dress code, do not wear it! Clothing should be clean, properly fitted, and appropriately modest. Sagging pants will not be allowed. Students may be sent home for improper dress. The student may return to school once the violation has been corrected.

All students are required to be appropriately dressed and groomed for school attendance and for attendance at school activities. You will be asked to leave a function if your dress does not meet the dress code standard.

Hair should be clean, neatly groomed, and non-distractive. Boys will not be allowed to wear their hair in their eyes or long enough to touch their collar.

Students are expected to be clean-shaven and neatly groomed each day. A boy having facial hair will be placed on dress code probation. The administration is authorized to determine the suitability of student grooming within the expressed word and intent of this policy.

Conventional accessories may be worn. Distracting accessories, sunglasses, etc. may not be worn in class.

In order to implement the administration's interpretation of this policy, the following guidelines are to be used:

1. Students should not wear halter-tops, spaghetti straps, sleeveless shirts, tank tops, or tops that are too low or expose bare midriffs.

2. Blouses with openings down the front, back, or side laced with string are not acceptable.
3. Improperly fitting clothes or clothes with distracting phrases, pictures, or advertisement of alcoholic beverages, drugs, tobacco, etc. are not allowed. Any items with obscene writing, questionable advertising, or that promotes an ungodly lifestyle will not be permitted.
4. Tank tops and muscle shirts are not to be worn by girls or boys unless other shirts are worn over or under them.
5. No athletic shorts of any kind are to be worn by girls or boys in grades 2 – 12.
6. All skirts and dresses should be knee-length. This rule should be followed regardless of what is worn underneath the skirt or shirt (leggings, tights, etc.).
7. No pants can be worn by girls, beginning in Grade 2.
8. Makeup and Jewelry should not be worn by students.
9. Boys should not wear tank tops, undershirts, or white t-shirts as outer garments.
10. No undergarments should be exposed.
11. No house shoes, slippers, or pajama pants shall be worn at any time. (Pajama days are appropriate only when scheduled in advance and approved by an administrator.)

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## Discipline Policy

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## General Guidelines

The process of discipline at Covenant Christian School follows a set pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary procedures.

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. Factors to consider shall include:
  - A. The seriousness of the offense
  - B. The student's age
  - C. The frequency of misconduct
  - D. The student's attitude
  - E. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student and promote behavior consistent with biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CCS.

During the course of investigating actions and events concerning possible student incidents, the school may seek to question students alone or in groups. Administrators have full discretion in the questioning of students and in the evaluation of events and may

conduct their investigation without parental notification or attendance.

The administration will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner.

Attending CCS is a privilege that is extended on the condition that students and parents accept and support school policies. The school, in its sole discretion, will make the final determination of whether there has been a violation of the School's Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

## Code of Conduct

The foundation of all rules and procedures is Covenant Christian School's desire to be a school that puts the Bible as the source of all truth. Students are expected first and foremost to pursue a lifestyle that is in accord with Biblical teaching.

The code of conduct includes our expectation that students and staff seek to honor the Bible by living a life that honors God. The code of conduct also includes all the rules and policies listed in the handbook.

## Code of Conduct 24/7/365

Students are expected to represent CCS in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus during non-school hours, including weekends, holidays and summers. The administration will deal directly with any students who violate the Student Code of Conduct or draw attention to CCS in a negative manner, which may result in disciplinary action or in a student's dismissal from the school.

## Discipline Procedures

CCS provides a structured atmosphere that is essential in encouraging students to live Christ-like lives that are under the control of the Holy Spirit. This structure also creates an atmosphere that is conducive to successful learning. Teachers will define behavioral expectations that are consistent with Biblical principles and developmental capabilities. When these expectations are not met, teachers will issue pre-determined consequences that students and parents are made aware of at the beginning of the school year. Classroom rules and consequences, which are coordinated and standardized within each grade-level division, also will be posted in each classroom. Students, who continually violate rules and procedures, exhausting the aforementioned teacher-directed consequences, will face intervention by an administrator. Possible consequences issued by administrators may include parental conference, loss of privileges, corporal punishment (with parental consent), after-school or in-school detention, suspension, and expulsion. CCS reserves the right to discipline a student for off-campus misconduct.

### **Anti-Harassment Policy**

The environment at CCS must be one in which all individuals are free to work, learn, and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her actual or perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

### **Bullying**

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

### Immature Behavior

- No intent to be unkind.
- Annoying activity that causes discomfort.
- Foolish actions that may cause harm to others and/or their property.

Immature Behavior: the classroom teacher will primarily address such behavior. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

### Unkind Behavior

- Intent is to be unkind.
- Behavior is not frequent.
- Behavior intensity level is low.
- Behavior may reflect impulsivity and is infrequent. - Behavior duration is short.

Unkind Behavior: the classroom teacher or school administration may address such behavior. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.

### Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Such behavior will be identified and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a minimum of one-day suspension.

### **Disciplinary Procedures**

Students will be required to meet with the Head of Discipline who will determine whether bullying has taken place. Each student will have the opportunity to share his or her side of the story, and a parent will be notified of the incident.

- A first-time violation will receive a probation warning and will result in disciplinary actions to be determined by the Head of Discipline. Examples

include detention, on campus work duty, and suspension. The severity of the act will determine the extent of disciplinary action taken.

- The second violation will lead to the student being placed on bullying probation and will be considered a final warning. Students will also be suspended for 1-3 days depending on the severity of the action. Parents will also be required to attend a meeting with the Head of Discipline and another school administrator before the student may return to school.
- A third violation will require the student and parents/guardians to sit before a review committee headed by the Head of Discipline which will determine the student's future at Covenant Christian School. This committee will evaluate disciplinary actions and holds the authority to expel a student from school if that is deemed necessary.

### **Sexual Harassment**

Definition of Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which could include notes, comments, pictures, e-mails, etc.

Sexual harassment will not be tolerated at Covenant Christian School. If a student makes a complaint about sexual harassment, the complaint will be reported to an administrator immediately.

Once the complaint is reported, administrative personnel will:

1. Investigate the incident(s)
2. Report to the person who complained

Once the complaint is investigated, then administration will determine whether it is substantiated. If so, administration will take corrective action.

### **Drugs/Substance Abuse/Alcohol/Tobacco**

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of,

or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CCS is considered a drug, alcohol, and tobacco-free zone and has zero-tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol, and controlled substances on its campus.

### **Search of Students**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials, including, but not limited to, students outer clothing, pockets, locker or belongings.

Students also understand and agree that CCS shall have the right to monitor or examine any electronic device at the school or any CCS activity. Additionally, CCS may monitor or examine any postings on the Internet or other electronic medium which includes, but is not limited to, text messages and posting on personal web sites, social networking sites, for example "Facebook" or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves.

### **Use of Third-Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the CCS campus.

### **School-wide Rules**

The following will result in an immediate referral to the appropriate administrator. In issuing penalties, administrators will consider the severity of the offense and the student's prior disciplinary violations. The administrator reserves the right to immediately suspend or expel a student for a violation.

## Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos, and depictions, and appropriate disciplinary actions may result from inappropriate material or use. **PARENTS, PLEASE DO NOT CALL OR SEND A TEXT MESSAGE TO YOUR CHILD DURING SCHOOL HOURS. IF YOU NEED TO CONTACT YOUR CHILD DURING THE DAY, PLEASE CALL THE MAIN OFFICE AND WE WILL GET A MESSAGE TO HIM OR HER.**
2. Failure to comply with the CCS dress-code standards at all times. (See handbook dress code section for specifics.)
3. Failure to obey playground rules given by teachers.
4. Failure to follow the instructions of school adults who serve as carpool safety supervisors.
5. Failure to act in a quiet and orderly fashion while in common areas such as hallways, restrooms, the cafeteria, etc.
6. Failure to refrain from behavior that inhibits learning in classroom situations.
7. Students are not allowed to chew gum during school hours.

## Possible Disciplinary Actions for Minor Violations

1. Student/Teacher Conference
2. Student/Head of Discipline Conference
3. Parents/Teacher Conference
4. Teacher/Parent/Head of Discipline Conference
5. Detention (Early morning, lunch time, break, after school)
6. Corporal punishment with parental permission
7. Suspension (In house, off campus)

## Major Infractions

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school.

1. Use of abusive or profane language and disrespect: Using abusive or profane language gestures, writing, or drawings, and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive/Disrespectful behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. Bullying: threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation, or class assignments that are to be graded as work of a single individual. This also includes lying, plagiarism, or forgery.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CCS is considered a drug/alcohol-free zone and therefore practices a zero-tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
6. Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and Internet are subject to

appropriate disciplinary action at the discretion of CCS administration.

7. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses.
9. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. **Immorality:** Students are expected to maintain moral purity as is outlined in God's word. Students will not engage in sexually promiscuous behavior on or off campus. Public displays of affection fall into this category. Possession of inappropriate visual or written material including, but not limited to, pornography, is also included in this infraction.
11. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. **Truancy:** Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. **Vandalism:** Destruction or defacing of property belonging to the school or to others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. **Possession of Weapons:** The possession, use, threat of use, distribution, or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapons such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used

as a weapon. This includes toys and/or replicas of weapons.

15. **Pregnancy-** it is essential that any pregnant student report their pregnancy to the administration as soon as possible. As soon as such pregnancy is confirmed, the student shall be expelled from the school. If a male student has impregnated, he will be subject to the same discipline as a female. A student will not be considered for readmission until a full semester after the birth of the baby. In the event that the administration has reason to believe that a student is pregnant, but the confirmation of the condition cannot be obtained from either the student or her parents or guardian, the administration shall, after conferring with the student and her parents or guardian, suspend the student until such time as medical proof is presented.
16. **Abortion-** CCS affirms the teachings of Scripture that uphold the sanctity of life. CCS students shall not obtain or knowingly facilitate an abortion. Violation will result in immediate expulsion.
17. **Repeated Violation of minor infraction** will be considered a major infraction.

#### **Disciplinary Actions for Major Violations**

1. Teacher Discipline report
2. Administrative Conference/Referral to counseling service.
3. Behavior Contract
4. Suspension (students will not be eligible to earn a grade while on suspension).
5. Expulsion

#### **Detention**

Detention may be assigned to students for any infraction of school rules. Detentions may be held during physical education periods or immediately after school. Detention duties may consist of cleaning/maintaining facilities, community service, or academic activities.

#### **Suspension**

The administrator has the authority to suspend a student for any violation of a school rule. The length of



the suspension will be from 1-5 days as determined by the administrator. Students will receive zeros (0s) on all tests and graded class work during a suspension.

### **Expulsion**

Attendance at CCS is a privilege. Any student whose conduct shows him/her to be in opposition to the basic principles and purposes of CCS will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

### **Expulsion Violations**

1. Accumulation of 3 suspensions
2. Arson or destruction of school property
3. Creating a school-wide disturbance
4. Disgracing the school's reputation by performing an illegal or unlawful act against civil and or/ school law regulations
5. Any other behavior deemed inappropriate by the principal.

### **Due Process Safeguard**

When dealing with an offense that is punishable by dismissal, the following procedure will be adhered to:

1. The student and his/her parents shall have the right to meet with the Board of Education.
2. The decision of the Board of Education shall be final.

### **Restoration**

It is always CCS's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. To that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, CCS staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension
- At the end of the suspension period, CCS administration will:
  - Conduct a re-entry interview with the student and at least one parent
  - Assist the student in identifying a plan to ensure improvement.
  - Remind the student of their importance in the CCS community.
  - Explain that the student is on disciplinary probation and describe its ramifications. Engage in a time of prayer in which the administrator and parents pray for the student and the student prays for any whom he has offended as well as for himself. Staff will encourage the student prior to and/or after readmission to ease the discomfort and embarrassment of the student.

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## General Policies School Wellness Policy

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In the event of an extreme emergency, students will be transported to Indiana University Medical Center unless otherwise designated by the parent.

When a student has a fever of 100 degrees Fahrenheit or above or exhibits symptoms severe enough to prevent the student from being in the classroom, parents will be called to pick up the student.

Students should stay home until they are fever free for 24 hours without the use of medication to lower the fever.

Students are not allowed to have medication of any kind with them. All medicines will be given to the administration for dispensing and safekeeping. A parent must sign a medical release form before the office can distribute prescription medication. Medical consent forms are available in the school office.

All students must have proof of immunization on file in compliance with the immunization requirements of the State of Indiana. Contact the school office if you have any questions about current immunization requirements.

Please report all contagious diseases to the school office. This greatly assists the faculty and staff if other students in the class develop the same symptoms.

Any student with lice will be sent home until the head is free of lice and eggs (nits). In order to be readmitted, students must be checked and cleared through the school office.

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## Chapel

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All students will attend an age-appropriate chapel once a week. All students are required to be in chapel.

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## Lost and Found

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Please label all belongings. If an item is found belonging to your child, it will be returned to your child. Items found with no name will be placed in the main office. Any unclaimed items will be donated to a good cause at the end of each six weeks.

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## School Supplies

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Books are issued in class on the first day of school. All hardback books are the property of Covenant Christian School. Book fees are charged for the use of the books. They are to be returned at the end of the year. Students will pay for unreturned or damaged books.

A school supply list can be found on the school website.

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## Fees

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All fees must be cleared prior to report cards being mailed after the first and second semesters and before records are transferred to another school. Grades and records may be withheld until all fees are cleared. Information regarding your account should be directed to bookkeeping.

#### **Policy on Insufficient Funds Checks**

Issuing a “worthless check” is a misdemeanor and is punishable under law. To prevent the inconvenience and expense of legal action, the maker of the check should make every effort to redeem it and pay the service charge.

Returned Checks – In the case of a returned check, a certified letter will be sent to the signor of the check at the address on the check. A \$35.00 returned check

service charge applies. If a family has a returned check that is for tuition, fees, he/she will also be charged the \$35.00 late payment fee in addition to the \$35.00 returned check service charge. The student’s account will be flagged so that he/she cannot continue to come to school until the check and fees are paid. By law, the signor of the check must be given fifteen (15) days to pay before legal action may be initiated.

Action Following Two Returned Checks – On those occasions where two (2) returned checks have been written to Covenant Christian School, the individual responsible will no longer be allowed to pay by personal check. All tuition payments will be made in cash and brought to the CCS Business Office.

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### **Inclement Weather Policy**

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CCS will independently make the decision to close in the event of severe weather. Safety will always be our top priority when making any decision regarding the closure of the school due to weather. We will use the following resources to notify you of closure due to inclement weather.

- The CCS website [www.ccsbloomington.org](http://www.ccsbloomington.org) will have a closure notice posted on the events calendar.
- Closure notice will be posted on the CCS Facebook page.
- T.V. and radio notices will be filed. Please observe WTIU, WFIU, WTHR, or Spirit 95.

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### **Vehicle Use on Campus**

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Students and parents are required to follow all traffic signs while on the Covenant Christian campus. High school students must obey the following policies regarding parking a vehicle on campus:

1. All students will need to show a valid driver’s license and proof of insurance and supply the make, model, and plate number of any vehicles driven to school.
2. No student may return to his/her car after it is parked in the morning. Students caught doing so will be referred to the principal.
3. Any display of reckless driving will result in suspended on-campus driving privileges.
4. Parking/Traffic citations may be issued, and fines charged. Permission to park on campus is a privilege and can be revoked.

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### **Fundraising**

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Fundraising at Covenant Christian School comes in a variety of events yearly, whose efforts support the current operations of CCS. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology, and the library. All fund raising must be approved by the school administration.

Students and parents are encouraged to participate in all fundraisers sponsored by CCS.

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## Warrior Café Policies & Procedures

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### Payment Policy

- All lunches can be paid for in the school office.
- Each child will have an account and families can see the child's account status on a downloadable app.

### Competitive Foods Rule

According to the Indiana Administrative Code for School Cafeterias, competitive foods are prohibited in the Warrior Café. This includes fast food, restaurant prepared food, etc. which is purchased and brought into the café in branded bags, wrappers, etc.

- Please inform the school office if a doctor's excuse has been provided regarding a milk allergy.

- Microwave use is for teachers and students.
- The Café can be fined and/or have money withheld from the school lunch program for violations of federal USDA rules. Program regulations do not allow CCS to extend credit to those who have no funds on their account. Students whose accounts do not have sufficient funds will be provided with a peanut butter/jelly sandwich, a fruit, and a drink. It is possible to pay for lunch at the time of service. Everyone (students, faculty and staff) must stop at the lunch desk to have his or her meal counted.

Please contact the office with any questions or concerns regarding cafeteria rules.

# Covenant Christian School

## Parent's Statement of Agreement

2024-2025 School Year

I hereby acknowledge receipt of the Student Handbook for Covenant Christian School and accept responsibility for being familiar with its contents. I agree that my children are subject to the guidelines and regulations it contains. I understand that any violation of these rules and regulations will result in disciplinary action as deemed necessary by the school administration and staff.

I hereby pledge my support of the administration, teachers, and staff in maintaining these standards and agree to abide by them.

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

Please list your children's names and grades below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Covenant Christian School

### Student's Statement of Agreement

2024-2025 School Year

I hereby acknowledge receipt of the Student Handbook for Covenant Christian School and accept responsibility for being familiar with its contents. I agree that I am subject to the guidelines and regulations it contains. I understand that any violation of these rules and regulations will result in disciplinary action as deemed necessary by the school administration and staff.

I hereby pledge my support of the administration, teachers, and staff in maintaining these standards and agree to abide by them.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*