

Covenant Christian Academy



Student Handbook

2023/2024

Ephesians 5:1

Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God.

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Dear Families,

We are excited about the start of a new school year. As you read through the pages of this handbook you will discover the great opportunities that we have here at Covenant Christian Academy. This is a place where God is honored, and the Bible is our focus. We believe that a Bible based education is truly a life changing experience. We are committed to providing an educational opportunity that will shape the life of your child.

The faculty and staff are dedicated Christians who have committed themselves to the ministry of this school. They seek daily to not only develop your child academically, but spiritually as well. Each member of the staff will do all they can to nurture your child to new heights.

This handbook will give you a good picture of what life is like here at our school. Should you choose to enroll your child, this handbook will also serve as a reference for the questions that may come up along the way.

If there are any questions I can answer, please feel free to contact me.

Sincerely,

Christy Burrow

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21)
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe 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 vicarious and atoning death (1 Corinthians 15:4);
His resurrection (John 11:25; 1 Corinthians 15:4);
His ascension to the right hand of the Father (Mark 16:19); and
His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the removal of sins through the blood of Jesus and the regeneration of the Holy Spirit. We believe that all men choose to sin when they reach the age of accountability. Romans 3:23 teaches, “For all have sinned and fallen short of the glory of God”. We believe that “without faith it is impossible to please God, because anyone who comes to Him must believe that He exists and that He rewards those who earnestly seek Him” (Hebrews 11:6). We believe God’s grace is made available to anyone who wishes to take the free gift. We believe in order for one to take the gift of grace he/she must Hear (Romans 10:17), Believe (John 3:16), Repent (Luke 13:3, Acts 2:38), Confess the Lordship of Christ (Matthew 10:32, Matthew 16:16), be Immersed (1 Peter 3:21, Acts 2:38, Matthew 28:19 and 20), and arise to walk in newness of life.
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe 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)

MISSION STATEMENT

Our purpose at Covenant Christian Academy is to give children the tools to grow in wisdom as they grow in stature. We will teach God's Word so our children will become lovers of God as well as productive members of society.

Our desire is to educate our children so they become caring Christians who will have the ability to transform and influence the world for Christ.

Policies and rules will be based on God's Word.

Vision Statement

Covenant Christian Academy wants to be the center for academic wisdom and knowledge based on the foundation of our Lord Jesus Christ.

Goals

1. The Fruit of the Holy Spirit is demonstrated on a continual basis.
2. Students achieve academically to the **BEST** of their ability.
3. Students become increasingly independent in their faith, quest for knowledge, and self-discipline.

Motto

Our motto at CCA is: Honor God in Excellence!!

Philosophy of Christian Education

We believe there are three essential components for the successful education of a child. These three components are listed in order of responsibility to God for the training of godly young men and women.

1. Parents - The God-given primary responsibility for the training and education of children is that of the parents.
2. Church - Next in importance is the ministry of the local church in the life of the family. We strongly encourage every family to be committed, through the attendance and participation, to a “Biblical” church. A “Biblical” church is a church that adheres to the fundamentals of the Christian faith and endeavors to keep itself pure from worldly practices.
3. School - Finally, and in proper order, is the school that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order these three components play a stabilizing role in the education and development of a child.

When these three are in agreement in philosophy, standards and convictions, the outcome will be the development of young men and women who are firmly grounded in Truth and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child.

Covenant Christian Academy is a ministry of Churches of Christ and is the extension of the Christian home. We believe there is a biblical perspective for every academic discipline. We believe that the true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God’s Word. At Covenant Christian Academy, we believe that an academic education is finite, but an education in God’s truth is infinite.

ADMISSION POLICY

Covenant Christian Academy seeks to enroll students who desire a distinctly Christian environment and educational experience. While the school is a ministry of the Restoration Movement, we welcome students from varying Christian faith traditions. Furthermore, the school welcomes students regardless of race, color, nationality, or ethnic origin to apply for admission.

Admission Process

1. Interview with the principal. This interview helps determine whether a given student is a suitable match for the school. Particularly, that the parents desire a Christian education for their child.
2. Complete a registration packet.
3. Payment of registration fee, and Supply fee. Students will not be considered enrolled or allowed to attend classes until the registration fee and supply fee are paid in full.

Steps 4 and 5 are required for students enrolling in 1st - 6th grade.

4. Placement testing. All applicants to this academy will be tested before admission. Final acceptance is contingent upon result of testing and placement of student.
5. Review of Student File, including the student's academic and health records from the previous school (when applicable).

Prospective students will be informed in writing of the admissions decision. All applicants are tentatively accepted on a six (6) week probationary period. This six-week period is used to further ensure that a student is the right fit and to allow records to arrive. The school will communicate with the parents throughout this time.

Special Admission requirement for Preschool, Kindergarten 4 and Kindergarten

1. Preschool students must be mostly potty trained with minimal help.
2. All K4, and K5 students must be **fully** potty trained. Furthermore, the students must be able to perform all bathroom duties by him/herself (buttons, zippers, wiping, washing, etc.).

Re-Enrollment for Present Student Body

Students currently enrolled are not automatically enrolled for the new school year. Each returning student must re-enroll each year to assure placement in class. Beyond this, it is first come, first served. Enrollment for the next school year will begin on February 1st of each year and continue through March 31st. Early registration will receive priority consideration for class placement. At the time of enrollment, you will need to fill out the forms, pay registration and the supply fee. Do not delay registration. On April 1st, immediately following the re-enrollment period we will begin accepting new students.

Student Forms

The school must have on file, for every student, a copy of their birth certificate, court or custody documents (if applicable), and other forms in the registration packet.

Curriculum

Tuition does not include curriculum. We use Abeka curriculum, which is a Bible based material. The cost of your child's books will depend on the grade they are in. We will notify you of the cost in June when we have the prices from the company.

FINANCIAL INFORMATION

Fee Schedule

Tuition: \$2,000.00 per year- K4-9th grade OR \$200.00 per month (August-May)
 \$1,000.00 per year- Preschool (3 year olds) OR \$100 per month (August-May)

Registration and Supply Fees are due upon enrollment (Non-Refundable) then August - May

Yearly Registration Fee: \$100.00 (Non-Refundable)

Supply Fee \$100.00 (Non-Refundable)

Abeka Curriculum: Price Varies by Grade (Non-Refundable)

Students are considered enrolled for the entire year. Therefore, no reductions can be made for vacations or school holiday. No deductions will be made in tuition for absences during the school year, regardless of the cause of such absences.

Discounts

We offer a tuition discount for siblings. The oldest student will pay full tuition, the second student will receive a 10% discount, and the third or any after will receive a 20% discount. The discount is only for tuition and will not be applied to registration fees, curriculum, or any other student fees.

Payment Plans

Tuition may be paid in full or in 10 monthly payments; August through May. Tuition payments are due on the first of each month.

Curriculum may be paid in full or in 4 equal payments in the months of June, July, August, and September of the current school year. A curriculum payment plan form must be signed and on file if making payment on curriculum.

Payments can be mailed to the school or brought to the office on the 1st of the month.

Past Due Accounts

Payments received after the tenth (10th) are delinquent and a fee of \$25.00 will be added to the late account. If an account becomes more than 15 days past due, the student will be excluded from school until the balance is paid in full or arrangements have been made with the principal to pay the account in full at a specified time. This must be recorded on a Payment Modification Form. If an account becomes more than 30 days past due, the student will be dismissed from the school.

The following process will be used to contact you about a past due account:

- **First Letter:** 10 days late and \$25.00 late fee will be added, notification of delinquency sent to parents.
- **Second Letter:** 15 days late. Notifies parents of delinquency and student exclusion.
- The school will also attempt to make contact by phone.

The fee for returned checks is twenty-five (\$25) dollars.

Withdrawal Penalty

If a student leaves the school for any reason, a withdrawal form must be completed, and a withdrawal fee of 20% of the remaining tuition will be charged.

ATTENDANCE POLICY

Attendance is an important part of your child's education. It is important that your child be present and on-time for school each day.

If a student is going to be absent, please call the office **by 9 AM** to inform us of the absence. Following any absences, the parent must provide a note to the school office. If a student is out of school for three (3) days or more the parents must provide a doctor's note to the school office.

Absences are marked as excused or unexcused and shall be determined by the school principal. Typically, absences will be excused for student illness, doctors' appointments, death in the immediate family, and other emergency situations. Each absence is reviewed on a case-by-case basis and while this list is not comprehensive, it is a good guideline. An absence determined to be unexcused will result in a "0" for all work for that school day. The teacher is not obligated to accept or to provide any make-up work in relation to that day.

When an absence is determined to be excused the student is allowed the number of days absent to complete the missed work. Example: if a student misses four (4) days, the student will have four days upon the students return to make up all work (homework, quizzes, and tests.) If work is not made up, there will be a zero given for the day.

A student who is absent twenty (20) days or more, whether the absence is excused or unexcused will not be promoted to the next grade. In some rare cases the school board may grant an exception to this rule. However, there must be a documentable extenuating circumstance.

Family Vacations

Family vacations or extended absences for other such reasons are strongly discouraged, but in some cases, they may be excused if the principal is given advanced notice in writing. Missed homework or tests will be made up in cooperation with the teacher **prior** to the absence.

Tardiness

Arriving late can greatly affect the student's academic welfare. Students must make every effort to be on-time and ready to learn when they arrive. Leaving early can also harm the student's progress and should be done so on a limited basis.

Four (4) tardies will constitute one unexcused absence. As mentioned previously, absences accumulate and can result in failing the present grade. Additionally, excessive tardiness can result in expulsion from the school. A student will be considered tardy if they arrive 5 minutes after school start time.

CODE OF CONDUCT

All students are expected to conduct themselves in such a manner as to reflect a Christian attitude (thoughtfulness, courtesy, consideration, kindness). They must adhere to all the policies of the school and be respectfully obedient to all in authority. This conduct is expected at all times when the student is under the care of the school (field trips, special events, etc.). Students will be taught to look to Jesus as the perfect example for their conduct.

Standards of Christian Conduct

The following items exemplify the standards of Christian conduct, which will help us have a school that is godly and orderly:

1. Whether at the school or away from school, the student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in Heaven" (Matthew 5:16) Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Phil. 2:13, 1 Thess. 4:1) and desire to think like Christ (Phil. 2:5).
2. Every student should show respect for those in authority over them (Eph. 6:5-8:1; 1 Tim. 5:1, 1 Peter 2:17, 18).
3. Every student, will show respect for the feelings and property of others (Phil. 2:3).
4. Every student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:29, 30).
5. Every student should recognize that using the tongue for cursing, vulgarity, profanity and lying has no place in the life of a Christian.

6. Students are encouraged to address teachers with “yes Ma’am/Sir” or “no Ma’am/ Sir.”
7. Stealing and cheating are condemned by God’s Word and therefore will not be tolerated at Covenant Christian Academy (Ex. 20:15; Eph. 4:28).
8. Students should follow biblical standards of conduct toward fellow students, staff, peers, and visitors. No inappropriate touching or behavior as defined by Covenant Christian Academy will be tolerated.
9. Students should practice sexual purity in word and deed. Sexual intimacy should be reserved for a faithful, life-long marriage of one man and one woman. Christians should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography. (Gen. 1:27- 28, 2:18-24, 19:1-7; Lev. 18:22, 20:13; Prov. 5; Matt. 5:27-32, 19:9; Rom. 1:24-32; 1 Cor. 6:9-10, 7:1-5).
10. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use weapons, illegal drugs, tobacco, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from the school.
11. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; Ps. 142:2; John 16:33).
12. A disagreement with a faculty or staff member should be approached in a scriptural manner. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority. (Matt. 18:15-17).
13. Students should try their absolute best effort in all they do (Col 3:23)

High standards of conduct are required of all those associated with the school. The school expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdrawal.

Covenant Christian Academy does not accept or retain faculty, staff or students who profess or practice a homosexual lifestyle.

A student living in violation of one of the aforementioned standards displays an area of need in his life. A teacher or administrator aware of the need may therefore point out the problem to the student and communicate the area of concern to the parents. At that time, those involved in counseling may consider it necessary to use some form of discipline to help the student mature in a given area. If the problem persists, more severe discipline may be in order.

Social Media and Public Statements

As a ministry of The Churches of Christ, the Covenant Christian Academy is a picture of what we “stand for” and “who we are”. It is crucial that school staff and students speak in a kind and honest manner concerning the ministry of the school and church. This is not something that can be compartmentalized and adhered to only during certain blocks of time, but is something that is 24/7.

Perverse, accusatory, destructive or defamatory conversation or comments will be grounds for discipline ranging in severity from a detention to dismissal.

What one says in any context, be it email, Facebook or any social media communication, gives a picture into a person’s real heart. Remember: once it’s out there you cannot take it back. If one has a problem with the

academy, a teacher/staff member, or a student, then we are required by God to use a very specific means to rectify our problems. Please refer to Matthew 18:15-17. If one needs help in this process, please see the principal. You will be held accountable for what you say, print, launch or type regardless of the time of day.

“For out of the abundance of the heart the mouth speaketh. A good man out of the good treasure of the heart bringeth forth good things: and an evil man out of the evil treasure bringeth forth evil things. But I say unto you, that every idle word that men shall speak, they shall give account thereof in the day of judgement. For by thy words thou shalt be condemned. Matthew 12:34-37

General Classroom Rules

1. Remain in your seat at all times while in the classroom unless otherwise directed by your teacher.
2. Failure to have paper, pencils, or books will be the same as not having an assignment completed on time.
3. Raise your hand for permission to speak unless blanket permission has been given.
4. Get permission from teacher before leaving your desk or room.
5. During assemblies, the rules of the classroom are in effect.
6. Students must have permission from the office before leaving school. Dismissal from school will only be into the custody of parents or other adult as signified by information on file from parent. Identification will be required for non-parent release.

DISCIPLINE POLICY

Discipline is used for the protection of our students and the orderly operation of our school. We believe discipline is a learning experience. Therefore, our primary motive is to train for correction. Discipline will be administered lovingly and consistently.

Each student is expected to act in a manner that reflects godly character traits and self-discipline. Students are to emulate the Christian standard of “love thy neighbour as thyself” (Gal. 5:14) in courtesy, kindness, honesty, morality, respect, and modesty. Students are expected to practice the biblical principles of responsibility and diligence.

To promote an environment that is conducive for our students’ growth, students are expected to avoid association with or participation in activities that are contrary to biblical principles. The following is not a complete list but is representative of unacceptable conversation and behavior:

- Lying ■ Stealing ■ Swearing ■ Indecent Language (verbal, written, or electronic)
- Forging another’s name ■ Cheating ■ Possession or use of alcoholic beverages
- Possession or use of drugs and/or tobacco or any related products ■ Pornography
- Promoting or participating in premarital sex, homosexuality or transgender lifestyles
- Any other lifestyle that is contrary to Scripture
- Inappropriate online or social media content

Students are to avoid association with or participation in activities that cause dissension whether in person or through any online presence. These include but are not limited to:

■ Bullying ■ Fighting ■ Violence ■ Threats of any kind ■ Public disruptions

■ Promoting division or a divisive spirit through symbols, pictures, writings, flags, banners, slogans, or any divisive activism

Each student is fully responsible for the reputation he builds for himself, including online and through social media.

Accountability

CCA desires for each student to grow academically and socially. In order for learning to occur, it is necessary for the teacher to effectively manage the classroom. Some necessary ingredients for effective classroom management include respect for others, established routines, classroom rules, and effective discipline. It is the teacher's responsibility to determine appropriate classroom behavior so that the students can grow spiritually, academically, and socially.

When misconduct occurs, corrective measures will be used to help the student change his behavior and attitude.

A copy of all written infractions will be placed in the student's file. A copy of all written infractions will be sent home to be signed and returned the following day by a parent.

Typical corrective measures include:

■ A time-out ■ A student teacher conference ■ After school detention ■ A student principal conference
■ Parent teacher conference.

Suspension and Expulsion

Students may be suspended or expelled for the following and though this list is not exhaustive it represents behavior that is not acceptable.

■ 3 or more detentions ■ Repeated failure to report to detention
■ Actions that threaten another individual's ability to function safely
■ Violence- fighting, bullying, threats of any kind

Any student who is suspended from school for any reason will receive zeros for any class work missed and may not be permitted to make up any tests/exams that are missed.

Attendance at Covenant Christian Academy is a privilege not a right. Students and Parents forfeit this privilege if they do not conform to the standards and ideals of work and the life of CCA. Full cooperation is expected from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to withdrawal and transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Covenant Christian Academy, whether or not there is any definite breach of conduct, he may be requested to transfer out. A withdrawal fee of 20% will be charged.

DRESS CODE

The Bible teaches that we honor God with our lives when we are modest. In 1 Peter 3:3-4, Peter speaks to the concept of modesty. 3. “Your beauty should not come from outward adornment, such as wearing braided hair and the wearing of gold jewelry and fine clothes. 4. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” Here at the school we want to teach the concept of modesty in the lives of our students. We believe that modesty is manifested in the way we act, think, and dress.

Therefore, this is a concept that is taught throughout your students’ experiences at the school. However, we do find it necessary to create a dress code which creates some boundaries for how our students should dress. While the Bible does not give a detailed definition of what a modest appearance is, we do believe that these guidelines are consistent with a Biblical sense of modesty.

We are concerned for students’ health, safety and comfort as well as their appearance. We expect neatness, modesty and good judgment to be used by both students and parents. Homeroom teachers will have the responsibility of supervising compliance with the dress code.

Students are to wear the standard uniform unless otherwise instructed by the principal.

The standard uniform is:

Girls: All jumpers, skirts, polo dresses and shorts must be **no more than two inches above the knee**. Black shorts must be worn under dresses, jumpers, and skirts if they are not built in. Pants must be at the top of the shoe (hemmed or rolled). **THEY MAY NOT BE LEGGINGS, JEGGINGS, SUPER SKINNY, OR SPANDEX STYLE.** White shirts must have a white t-shirt or tank top undergarment. Shirts must be tucked in. Knee socks or tights must be worn with skirts and dresses. Shorts may be worn in September, October, April and May. Ankle socks may be worn with shorts only.

Boys: Slacks must be at the top of the shoe (hemmed or rolled). Shirts must be tucked in. Socks must be worn. Ankle socks may be worn with shorts only. Shorts may be worn in September, October, April and May

Approved Uniform Colors

Shirts: Polo’s & Button up	Pants/Shorts	Skirts/Dresses/Jumpers	Shoes/Socks/Tights
White	Navy	Navy	White
Black	Gray	Gray	Brown
Gray	Khaki	Khaki	Black
Navy	Black	Black	Navy
Light Blue		Approved French Toast -	Gray
Royal Blue		Plaids	
Red			
Deep Purple			
Pink			
Yellow			

General Dress Guidelines

1. Uniforms must fit students properly and be worn properly. (i.e. not sagging etc.)
2. Sweaters, not jackets or hoodies must be solid colors of white, dark purple, navy, black, gray, or brown that are **worn in the classroom**.
3. Shoes are required to be solid Black, Brown, Gray, Navy, or Tan. They may be athletic shoes. White soles are permitted on solid color shoes in the approved colors. No boots will be permitted except in bad weather which must be changed into the black or brown shoes when the student enters the classroom.
4. Belts are not required, but if they are worn they must be solid black or brown.
5. Hair must have an over-all clean, neat and trim appearance. No hair styles will be permitted that are distracting. Females may not have shaved heads or color other than natural colors. Males may not have shaved designs in their head or color other than natural color. Males hair may not be over the collar.
6. Make-up- if female students choose to wear make-up it must be consistent with a modest appearance. If the principal deems a student's use of make-up to be excessive, the student will be required to remove the makeup.
7. Jewelry female students may wear jewelry which is consistent with a modest appearance. Noisy jewelry that would cause a distraction is not permitted. No visible body piercing except for earrings, less than three per ear. Earrings should be small in size. Male students will be permitted to wear a watch and/or a ring.

Note to parents

When parents visit the school, it is expected that they dress modestly, keeping the concept of Biblical modesty in mind. We can only teach our students to be modest if the adults whom are in our building demonstrate modesty. The following guidelines are given as boundaries to help you understand our expectations. Please wear skirts or shorts, no shorter than two inches above the knee. No clothing that advertises or promotes anything inconsistent with the Christian values of the school. Shirts must completely cover the midriff area and are not to have a low neckline. No tank tops or spaghetti straps. Please be careful to not wear tight-fitting clothing in respect to the school dress code for students. There must be no tobacco use of any kind on the school grounds.

ACADEMIC POLICIES

Curriculum

Proverbs 10:14 says that “wise men lay-up knowledge”. We believe that the pursuit of knowledge leads us to the wisdom that as Christians we should seek. It is the school’s intention, therefore, to provide a Christ-centered and Bible-based curriculum. Currently, to accomplish this end, we use Abeka Book Curriculum for all grade levels. You can find additional information at www.abeka.com.

Believing that no education is complete without the Bible, we also have daily Bible class and chapel on Wednesday. We teach your children the truths of God’s word and seek to teach them how to apply them in their lives.

Homework

Believing that homework is an integral part of the school’s program, each teacher is at liberty to give homework to aid each student in advancing learning. Therefore, each student is expected to successfully complete all homework assignments. We request the full cooperation and support from the parents to see that homework is completed.

Progress Reports

Midterm progress reports will be sent home showing students grades, affirming good work, and warning of lacking work. Progress reports must be signed and returned to the school office.

Report Cards

Report cards will be issued at the end of each nine-week period. They will show the students’ progress during that grading period and will be used in determining the student’s final grade for the year.

Grading Policy

Our system of grading is a reflection of the student’s progress. The teachers work diligently to determine the student’s grades. They use tests, class participation, homework, quizzes and special projects as factors in determining the grades.

Grading System

Grades for Preschool and K4 will be on the following system.

M - Mastery N - Needs improvement

U - Unsatisfactory S - Satisfactory

The marking system is as follows for Kindergarten and higher:

Grade Point Average-GPA Calculation

Grading Scale		GPA Points
100%	A+	4.0
99-96	A	4.0
95-94	A-	3.7
93-92	B+	3.3
91-88	B	3.0
87-86	B-	2.7
85-84	C+	2.3
83-80	C	2.0
79-78	C-	1.7
77-76	D+	1.3
75-72	D	1.0
71-70	D-	.7
69-0	F	0
I	Incomplete	

Academic Excellence Awards

Students in 4th grade and up whose GPA is 96% or higher will be on the Principal's List, 94%- 91% 1st Honors (All A's Only), and 90%-86% 2nd Honors (All A's & B's Only). Students whose GPA is 94%-86% will be on the Honor Roll (All A's & B's Only). The Fruit of the Spirit award is chosen by the teacher and given to the student who shows an outstanding demonstration of one or more of the Fruit of the Spirit within that nine weeks. Kings and Centurions list is for 1st - 3rd Grade and is for A's and B's only.

Conduct Grade

Conduct grades are meant to measure each student's growth in Biblical character, as measured by the school's Code of Conduct and teacher observations.

M - Mastery N - Needs Improvement

S - Satisfactory U - Unsatisfactory

GENERAL POLICIES

Student Illness or Injury

The school will take every precaution to ensure the health and safety of all students. It has an obligation to see that all injuries or conditions that threaten the well-being of the student are dealt with immediately and efficiently while at school or at a school activity. In the event of injury or illness, the student's parents will be contacted by phone as soon as possible. If necessary, first aid will be administered and emergency services contacted. If your child is not well enough to remain in school, our office will contact you so you can make arrangements to care for them. Under no circumstances do we want your children to remain in school if they are in poor health.

If your child is ill, please do not send them to school. We are not equipped to care for sick children. Parents must notify the school if a child has a communicable disease, and the student must be kept at home for an extended period. Arrangements should be made with the teacher to make up any missing work.

After an illness, please do not send your child to school until he has been fever-free, without taking fever reducing medication, for 24-hours.

Parents should report all health problems (psychological or physical) that arise so that proper precautions can be taken. The office should be notified so information may be recorded on the student's file.

Immunization

All students enrolled must have the Ohio Immunization Certification, which is required by the state, submitted before the first day of school.

Medication

Any medication to be taken by a student on school grounds must be administered in the school office by school personnel. This includes over-the-counter medication. School office personnel will administer medication to a student only upon the written request of a physician or parent by filling out a medication administration form you may obtain from the office. All medication must be in a prescription container, properly labeled with the student's name, dosage, time of administration, name of physician, and the name of the pharmacy. All medications must be immediately turned into the office upon the students' arrival at school.

Medication of any sort must **NEVER** be put in the student's lunch, desk, locker or backpack. Cough drops must be labeled with the student's name and given to their classroom teacher for disbursement.

Electronic Devices

Students may **not** use any electronic devices during school hours. This includes such items as, but not restricted to: MP3 players, electronic games, radios, CD/DVD players, cell phones, tablets, etc. Exceptions may be made in rare cases. Please see the principal for questions. **Cell phones must be turned off and turned into the office at the beginning of the day.**

Field Trips

Field trips are taken at various times during the school year to places of educational interest. Costs for field trips are not covered by the school or tuition. Students are to maintain the same level of self-discipline away from school as is required at school. For all field trips, students will wear their standard uniform unless an exception is approved by the principal.

Lost and Found

We encourage parents to mark their child's belongings permanently and clearly. This will aid in the return of any misplaced items. Lost and Found items may be claimed in the school office. Lost and found materials are disposed of at the end of each year.

Lost/Damaged Books

Students are responsible for all textbooks assigned. If textbooks are lost and/or damaged, the student will be assessed a fee based on current prices. If library books are lost or damaged fees up to the cost of a replacement will be charged.

Lunch

All students must bring a packed lunch. CCA is not permitted to heat or warm lunches up. If the school provides a lunch, the school reserves the right to invoice the parent a fee of \$5.00.

Communication

The school works diligently to keep the lines of communication open between school and parents. There are several ways you can communicate with us:

- (1) You may email the office at thecovenantchristianacademy@gmail.com
- (2) You can send a written letter in your child's bag/folder.
- (3) You can call the office 740-472-5693.
- (4) You can see us in person before or after school.
- (5) You can schedule a conference at any time.

We will communicate with you through one of the following methods:

- (1) Notes sent home in your child's bag/folder.
- (2) phone messages or text messages.
- (3) Phone calls/emails.

School Calendar

The school calendar will be issued at the beginning of the year. A monthly calendar will also be sent home each month. School holidays will also be communicated on this form.

Sending Money to School

All tuition, book, registration, and any other large amount payments will need to be mailed or brought to the office. Smaller amounts for things such as field trips, snack, special lunches etc. may be sent with students under the following guidelines:

1. Student's first and last name
2. Amount & purpose

Parent Chaperones

There are times throughout the school year when parents may be asked to serve as chaperones or will desire to do so. The school requires parents to be a role model in their clothing (see note in Dress Code section) and in their conduct (no smoking or drinking alcoholic beverages). Parents not meeting the standards will not be permitted to act as chaperones. Additionally, all parents who wish to serve as a chaperone must have a background check and insurance card on file. There is a fee that is the responsibility of the parent

Parent-Teacher Conferences

The school is an extension of the home. The school recognizes the importance of the home and the school working together to obtain spiritual and academic growth for the child. Therefore, scheduled times will be set aside for parents and school personnel to meet in order to discuss the needs of the student. Unscheduled conferences may be necessary throughout the year. The school asks that all students and parents cooperate in these beneficial conferences.

School Closings & Delays

The cancellation of school for any purpose is the responsibility of the principal. Cancellations will be announced by a phone tree through a notification system that will reach parents by landline and/or cell phone. Cancellations will also be reported on WTOV 9 Snowbird Report. Please do not contact your child's teacher at home or by their cell phone.

Regular School Day

The school day starts at 8:00am and ends at 3:00pm. Student drop off is at 7:45am - 8:00am. Student pick up is at 2:45pm (Preschool - Kindergarten) and 3:00pm (1st grade and up). **Please do not drop a student off unless a staff member is present.**

Extended Day

Early Care is offered from 7:00am- 7:45am and After Care is from 3:00pm-4:00pm for a fee. The parent will be billed monthly for the time the student spent in Early Care and/or After Care. The time is billed per student. Please call ahead or send a note to make arrangements for students staying in Early & After Care.

Visitors

All parents are welcome in the school. However, when a visit to the classroom is necessary, please come by the school office first and sign in. Do not go directly to the classroom. If you wish to talk to your child's teacher, please arrange for a private conference by calling the school office. Teachers are happy to arrange for conferences with parents as needed. Please be considerate of your child's teacher. Lunches, books, homework, and other items may be left in the school office to be delivered to your child.

School Pictures

Student pictures will be taken in early fall and distributed before Christmas. Spring pictures will be taken in April and distributed before the school year is out.

Policy for Outside Recess

It is the policy of CCA to go outside when temperatures allow. If temperatures are 35 degrees or above at recess, we will go out. If you do not want your child to participate in recess because they are sick, they will go out with their class, but not participate.

If you do not want them outside, they will need to stay at home until they are well enough to go out.

***DISCLAIMER:** This handbook is subject to change at the discretion of the school board

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