

Covenant Christian Academy

Cumming, Georgia



PARENT-STUDENT HANDBOOK

July 2018

*“in Christ are hidden all the treasures
of wisdom and knowledge.”
Colossians 2:3*

This parent-student handbook is provided to each family with a student enrolled at Covenant Christian Academy. It is reviewed and revised annually; therefore, parents and students are asked to be thoroughly familiar with its contents and to support the policies and procedures as outlined herein.

July 2018

Dear Parents and Students:

Welcome to a new academic year at Covenant Christian Academy! We are pleased that you have chosen to partner with us in providing your child a Christian education. This is a responsibility that we take seriously. It is our prayer that your family is blessed through the ministry of CCA this year.

As a fully accredited K4-12th grade Christian school, we are unapologetically Christ-centered. This means that students at CCA are taught to consider every area of life from a biblical perspective. Our faculty believes the Bible to be inerrant, authoritative, and applicable to all arenas of life. We believe this not only benefits children now, but throughout their lives and even future generations.

Our purpose at CCA is to glorify God by partnering with Christian families as we seek to train children to love Him with their mind. This is no small task to say the very least. So I invite you to join us in prayer as we begin the new school year.

This *Parent-Student Handbook* has been prepared to acquaint you with the policies and procedures of CCA. We hope you will take time to read it thoroughly and find it a valuable reference throughout the school year.

Thank you for allowing us the privilege of helping your child grow in intellect, physical strength, social skills, and love for the Lord. We're looking forward to all God has in store for us, and your child, as we work together this year.

In Christ,

A handwritten signature in dark ink, appearing to read 'ja', written in a cursive style.

Johnathan Arnold

jarnold@covenantrams.org

Headmaster

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COVENANT CHRISTIAN ACADEMY

6905 Post Road, Cumming, GA 30040

770-674-2990 (School Office)

770-674-2989 (Fax)

www.covenantrams.org

Covenant Christian Academy (CCA) is a private Christian school serving K4 through 12th grades. CCA is not affiliated with a specific church or denomination, but is an independent 501(c)(3) non-profit corporation governed by a board of directors.

ALMA MATER

Glorious Things of Thee Are Spoken

John Newton, 1770

Glorious things of thee are spoken,
Zion, city of our God.
He whose word cannot be broken
Formed thee for His own abode:
On the Rock of Ages founded;
What can shake thy sure repose?
With salvation's walls surrounded,
Thou may'st smile at all thy foes.

Round each habitation hov'ring.
See the cloud and fire appear
For a glory and a cov'ring;
Showing that the Lord is near:
Thus deriving from their banner
Light by night and shade by day,
Safe they feed upon the manna
Which he gives them when they pray.

See, the streams of living waters,
Springing from eternal love;
Well supply thy sons and daughters,
And all fear of want remove:
Who can faint, while such a river
Ever flows their thirst t'assuage?
Grace which, like the Lord, the Giver,
Never fails from age to age.

Savior, if of Zion's city
I, through grace, a member am,
Let the world deride or pity,
I will glory in thy Name:
Fading is the worldling's pleasure,
All his boasted pomp and show;
Solid joys and lasting treasure
None but Zion's children know.

SENIOR HYMN - Be Thou My Vision

COLORS / MASCOT

Blue reminds us to think of God's majestic sovereignty over creation. As the blue sky covers the earth, so God's rule covers every area of life including spiritual, physical, intellectual, and social.

Gold reminds us to think of purity and of high moral spiritual values. As gold is purified and made more valuable through repeated refinement, so the rigors of study and discipline progressively purify. "The law of the Lord is perfect, restoring the soul, the testimony of the Lord is sure, making wise the simple. The precepts of the Lord are right, rejoicing the heart; the commandment of the Lord is pure, enlightening the eyes. The fear of the Lord is clean, enduring forever; the judgments of the Lord are true, they are righteous altogether. They are more desirable than gold, than much fine gold." (Psalm 19:7-10a)

Rams remind us of the finished work of Jesus Christ our Savior, who, as the Lamb of God, is the all-sufficient and final sacrifice for the sins of His people. The ram is also a reminder that Jesus Christ is the strong Defender and Shepherd of God's people, whom Christ calls His own, His beloved sheep.

1. INTRODUCTION

1.1. HISTORY OF THE SCHOOL

The history of Covenant Christian Academy begins with the formation of Chalcedon Christian School in 1982 in Dunwoody, Georgia, as a ministry of Chalcedon Presbyterian Church. Chalcedon Christian School operated continuously in Dunwoody from 1982 until 1998 when it relocated to Post Road in Forsyth County. In 2002, the school was sold to a Georgia not-for-profit corporation, Covenant Christian, Inc.

Covenant Christian Academy was the name chosen by the corporate directors. To effectively market the school to Christian families, the name “Covenant” was chosen because it is biblical, widely recognized, and represents the special relationship God has established with His people through Jesus, His Son and our Redeemer. The word “Christian” was chosen because we strive to be thoroughly Christian in everything we do. The word “academy” was chosen rather than the word “school” to provide emphasis that this is an educational institution striving for academic quality to the glory of God.

In August 2004, an athletic field was added to the campus. The new field is currently being utilized for physical education classes, recesses, field day, athletic team practices and games for our varsity boys' and girls' soccer teams.

In October 2005, Covenant expanded once more with the addition of our new gymnasium. In addition to a full court for both basketball and volleyball, the facility includes athletic locker rooms, and a stage with adequate space for school wide gatherings such as concerts and graduations.

God continues to bless Covenant Christian Academy with stability and growth. Covenant is blessed to partner with Christian families who attend Bible-believing churches. The student body is made up of children from more than 50 churches in the metro Atlanta area.

On March 24, 2006, Covenant Christian Academy received full accreditation from the Georgia Association of Christian Schools (GACS). In March 2012, Covenant was re-accredited by the GACS. Accreditation by GACS is recognized by the Georgia Private School Accreditation Council (GAPSAC), the Georgia Department of Education, the Board of Regents, and the Georgia Student Finance Commission. This status means that CCA graduates are eligible for the Georgia Hope Scholarship.

Covenant Christian Academy is in its 37th year of providing a quality Christian education. Mr. Johnathan A. Arnold has served as headmaster of the academy for nearly 17 years and is the school's second headmaster. Rev. Robert T. Lester served as headmaster from 1982 until 2002.

1.2. STATEMENT OF FAITH

- a. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21; John 10:30).
- b. **We believe** that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him, there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity (Genesis 1:1; Matthew 28:19; John 10:30).
- c. **We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return

in power and glory (Isaiah 7:14; Matthew 1:23; Mark 16:19; Luke 1:35; John 2:11, 10:33, 11:25; Acts 1:11; I Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9, 4:15, 7:26; Revelation 19:11).

- d. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; men are justified by the shed blood of Christ; and we are saved by God's grace through faith alone (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10, Titus 3:5).
- e. **We believe** in the resurrection of both the saved and the lost; the saved unto the resurrection of life, and the lost to the resurrection of damnation (John 5:28-29).
- f. **We believe** in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
- g. **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; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
- h. **We believe** that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Job 12:10; Psalm 139; Isaiah 49:5; Jeremiah 1:5; Ephesians 2:10.).
- i. **We believe** that every believer should strive to walk by the Spirit and engage in a lifestyle that stimulates a Christ-centered maturation in their lives as well as the lives of those around them. Christians should strive to both identify and flee from influences and practices which hinder an individual from maturing in their relationship with Christ. The Bible warns that immorality of any type, including but not limited to sexual immorality in any form, idolatry, theft, greed, and drunkenness may disqualify us from inheriting the kingdom of God. Moreover, all believers are to engage in gospel conversations, to live Christ-honoring lives, and to work continuously towards the spread of the gospel to all nations (Matthew 5:16, 28:19-20; Mark 16:15; John 20:21; Acts 1:8; Romans 6:1-14, 12:1-2; 1 Corinthians 6:9-20; 2 Corinthians 5:20, 6:14-7:1; Galatians 5:16-25; Colossians 3:1-17; James 4:4; 1 John 2:15-17).

1.3. STATEMENT OF GENERAL PHILOSOPHY

Covenant Christian Academy is a private, Christian school committed to providing a biblically-based education to young people in the primary and secondary grade levels. Education at CCA is intended to be inherently different in philosophy and content than that offered in other schools, including public schools. Covenant Christian Academy strives to operate as a servant to the family under the assumption that the education of young people is the responsibility of the parents and the immediate family rather than the responsibility of the state. Covenant Christian Academy utilizes a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Bible at the center.

1.4. MISSION STATEMENT

“The mission of Covenant Christian Academy is to glorify God by partnering with Christian families to provide an academically excellent education that approaches every discipline from a Christ-centered, biblical worldview.”

We believe that “in Christ are hidden all the treasures of wisdom and knowledge.” (Colossians 2:3). In addition, we affirm that the Bible should shape all education. We teach our students that no area of life can be separated from God, and that no fact can be understood apart from God's revelation. In light of these truths, our task is to interpret life and all creation from the viewpoint

of the Bible. In so doing, we learn to think God's thoughts after Him. We have developed an approach to education based on the development of Jesus Christ as described in Luke 2:52: "And Jesus increased in wisdom and stature; and in favor with God and man." The education children receive at Covenant Christian Academy will focus on these four areas: Academic Excellence, Social Development, Physical Discipline, and Spiritual Growth.

1.5. SCHOOL MOTTO AND VERSE

Soli Deo Gloria – "To God Alone Be the Glory!"

Colossians 2:3 "In Christ are hidden all the treasures of wisdom and knowledge."

1.6. VISION STATEMENT

"The vision of Covenant Christian Academy is to be an instrument in the intellectual, physical, social, and spiritual growth of each student."

We believe that Covenant Christian Academy can be used by God to extend His Kingdom both now and in the future when Jesus Christ and His Kingdom are fully acknowledged by all men.

1.7. SCHOOL GOALS

In all its levels, programs, and teaching, CCA seeks to do the following:

- a. Teach all subjects as parts of an integrated whole with God's Holy Word, the Bible, at the center (2 Timothy 3:16-17).
- b. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40).
- c. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 19:13-15, 28:18-20).

1.8. SCHOOL OBJECTIVES

- a. **Academic Excellence:** The goal of all of our courses is to stimulate and expand the mind, bringing every thought captive to Christ.
- b. **Social Development:** Knowing how to relate to one another, serve one another, and be hospitable to one another is essential to the Christian's mission.
- c. **Physical Discipline:** Strength, health, and conditioning are all important to God who created the body to serve Him.
- d. **Spiritual Growth:** "The fear of the Lord is the beginning of wisdom" (Proverbs 9:10); therefore, we place a high priority on faith in Jesus Christ as Lord and Savior.

1.9. EDUCATIONAL PHILOSOPHY

Our philosophy of education rests upon basic assumptions drawn from the Bible: Namely, that Christ is the source of all truth and knowledge; that Christ is the Creator of all facts; and that the Bible is the inerrant, complete, and all-embracing revelation of God. Therefore, the focus of our educational mission is building Christian character to the glory of God.

- a. We believe that the Bible clearly instructs parents, not the church or state, to “bring children up in the discipline and instruction of the Lord.” Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment. (Deuteronomy 6)
- b. We believe that God’s character is revealed not only in the Bible, but also in every facet of His creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- c. We believe God wants us to love Him with all of our minds as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn versus teaching them to learn by unthinking repetition.
- d. We want to help parents teach their children that all they do should be done “heartily, as unto the Lord, and not to men.” (Colossians 3:23) Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes biblical discipline principles.
- e. We have a full K4-12 program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he should be trained biblically (Deuteronomy 6:6-7; Proverbs 22:6).

1.10. ATHLETIC PHILOSOPHY

- a. Our academic and athletic programs are not structured to be in competition with one another. We reject as a false dichotomy the idea that either the academic must serve athletics or vice versa. Our vision statement and goals state the educational mission of our school, and we seek to use both academics and athletics as instruments to help us accomplish those goals.
- b. If any element of our athletic program begins to threaten our ability to fulfill our mission, vision, or educational goals, that element will be altered or eliminated in order to deal with the threat.
- c. Our athletic and physical education activities are considered an important component of our Christian curriculum. Our understanding of the Christian worldview does not permit us artificially to limit a course of training to the mind only. Our goal has always been to educate our students in all aspects of life, with the Bible at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes and see this point of integration as particularly important.

1.11. ATHLETIC POLICIES

- a. **No Cuts:** Every student eligible to play on a team will be allowed to join the team.
- b. **Playing Time:** Every player will play during the season, but not necessarily in every game.
- c. **Required Forms:** GCAA release form, proof of medical insurance, annual sports physical.
- d. **Transportation:** Teams will be transported via school mini-bus and, as needed, by parent volunteer drivers.

- e. **Early Dismissals:** Every player will receive a game schedule that includes dismissal times. Students must get assignments from their teachers the day before a game, and turn in assignments before dismissal whenever they will need to leave a class early or will miss a class entirely.
- f. **Uniforms:** Team uniforms will be loaned to players for the season. Players should bring every piece of the uniform to every game. Uniforms should be washed inside out and air dried.
- g. **Game Schedules:** These will be posted on the school website and updated as needed.
- h. **Sportsmanship:** Players and spectators are expected to demonstrate good sportsmanship at all times. Team members from other schools are considered friends, not rivals. Spectators are not to intentionally distract players in the game with noises or motions, or question the calls of referees.
- i. **Concessions:** The Covenant Christian Student Association will have concessions for sale at most home volleyball and basketball games. All proceeds will benefit the student association.
- j. **Admissions:** Covenant families do not pay admission at home games. Admissions may be charged at away games. The cost is generally \$2-\$5 per person, depending on the school.
- k. **Supervision:** Young children and students in K4-5th grades must be supervised by an adult during home games.
- l. **Bleacher Use:** No one should walk under the bleachers or on the bleacher seats.
- m. **Gym Phone:** This phone is for employee or coach use only, or in the event of an emergency.

1.12. HOLIDAY CELEBRATIONS PHILOSOPHY

a. Christmas

- (1) There should be no intentional mention or inclusion of the Santa Claus tradition during classroom or extracurricular activities.
- (2) Students will inevitably ask about Santa at school or talk about him with other students. When this happens, teachers have been instructed to direct the student's attention back to Christ without openly discussing the issue of Santa Claus.

Rationale: While we respect the right of CCA families to participate in the Santa Claus tradition, we request that teachers, parents, and students refrain from bringing this tradition into our classrooms or school events. Our goal is simply to keep Christ as the focus of the Christmas season while respecting the various views on Christmas celebrations.

b. Halloween

- (1) Covenant Christian Academy does not permit the on-campus celebration of Halloween by faculty, staff, or students. This policy prohibits any display of jack-o-lanterns, witches, witchcraft, sorcery, ghosts, skeletons (with the exception of their use as teaching tools in science classes), spiders and webs (as decorations), demons, devils, Satan, death, dying, tombstones, or artistic depictions thereof. The policy is not meant to restrain anyone from being involved in Halloween-related activities or depicting any of them while away from the academy or academy-sponsored functions.

Rationale: Much of the celebration of Halloween either explicitly has, or has the appearance of, having pagan roots and satanic associations. Because we seek to glorify God in all that we do, and because many Christians are offended by various aspects of the celebration of Halloween, the academy consciously seeks to separate itself from these practices that are potentially offensive to God and to our brothers and sisters in Christ.

- (2) Special dress days or costumes that deviate from the existing academy uniform policy are prohibited. Requests to deviate from this policy must be submitted in writing to the headmaster sufficiently in advance to enable his consideration of the request (one week notice minimum). Costumes, jewelry, socks, or any items associated with Halloween, will not be permitted under any circumstances.

Rationale: The academy has established a uniform and dress code requirement in an attempt to minimize classroom distractions and to maintain an appropriate degree of modesty, safety, and comfort for students, faculty, and staff. Deviations from the established policy have the potential to provide significant distractions, immodesty, as well as less safety and comfort.

- (3) The enjoyment and celebration of various God-given seasons (summer, spring, winter, or fall) throughout the year are permitted. Seasonal classroom decorations and parties can be appropriate when care is taken not to appear to worship the seasons, or anything other than the God of the Bible.

Rationale: God's Word, the Bible, is clear that we are to worship Him alone and we are never to worship, or appear to worship, any aspect or element of His creation. All of His creation is intended for His glory and, at least in part, for our enjoyment.

2. ADMISSIONS AND RE-ENROLLMENT

2.1. ADMISSIONS REQUIREMENTS

- a. Covenant Christian Academy operates under a **covenant-based** admissions policy, meaning that at least one parent or guardian of a student must be a professing Christian and regularly attend worship services at a Bible-based, evangelical church.
- b. Covenant Christian Academy invites interested families to call, visit the campus, and meet with faculty and staff as they consider enrolling their children at CCA.
- c. A new student application and a \$100 non-refundable fee are due at the time of application. An admissions interview is required for parents and prospective students. Transcripts from previous schools will be obtained and, if necessary, academic testing may be conducted to assure appropriate placement.
- d. CCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. CCA practices a biblical philosophy of admissions. It does not discriminate upon the basis of race, sex, or national origin, but upon the student's intellectual, moral, and personal qualifications in administration of its educational policies, scholarship, athletic, and other school administered programs.
- e. Covenant Christian Academy does not provide services to students whose educational, social and physical needs cannot be met by its existing programs, services, or staff. Students enrolling in 1st-12th grades must demonstrate the ability to be successful as evidenced by current and up to three years of prior report cards and standardized testing.

Prospective students must also have a record of acceptable conduct and demonstrate respect for the authority of their parents and school personnel.

f. Age requirements for enrollment:

- (1) Four-year-old kindergarten – 4 years old on or before September 1st of the year of enrollment;
- (2) Five-year-old kindergarten – 5 years old on or before September 1st of the year of enrollment;
- (3) First grade – 6 years old on or before September 1st of the year of enrollment.

2.2. ADMISSIONS PROCESS AND PROCEDURES

a. Enrollment Process

- (1) Parents complete and submit a CCA application form and the \$100 fee (see 3.1.b);
- (2) Request for student records before interview;
- (3) Parents make an appointment for a family interview with the headmaster;
- (4) Parents and child(ren) attend an interview with the headmaster;
- (5) The administration reviews transcripts and/or academic reports;
- (6) The headmaster issues an acceptance letter to the family;
- (7) The family makes a decision regarding enrollment.

b. Required Items (Due before the 1st day of school)

- (1) Parents return a signed acceptance letter;
- (2) Parents pay the \$295 registration fee (see 3.1.c);
- (3) Parents begin tuition payments, which start on June 1st of each year;
- (4) Parents submit immunization records (GA 3231) (O.C.G.A 20-2-771) (see 2.5) OR a notarized exemption;
- (5) Parents submit completed Certificate of Vision, Hearing, Dental, and Nutrition Screening (GA 3300) (O.C.G.A. 20-2-770);
- (6) Parents submit a copy of child's birth certificate (GA DOE 160-5-1-.28);
- (7) Parents submit a copy of child's social security card or a notarized waiver (K4-12);
- (8) Parents submit update forms, carpool registration, and release forms.

2.3. WAITING LISTS

Covenant has one class for each grade level; therefore, a limited number of students will be enrolled for each class. A child may need to be placed on a waiting list if the available student openings are filled. When possible, the administration will inform parents if particular grade levels are full early in the enrollment process. The order of the students on the waiting list will be determined based on the 1) date of submission of application, 2) date of interview with headmaster, 3) date of completion of full enrollment materials, and 4) availability of openings for siblings of one family.

2.4. RE-ENROLLMENT

Re-enrollment forms will be issued to students in good standing in January. The re-enrollment period ends in February. Families must return the re-enrollment form by March 1st and pay the annual, non-refundable registration fee of \$295 by May 1st to hold placement for a child for the next academic year.

2.5. STUDENT HEALTH RECORDS

- a. **IMMUNIZATIONS** According to Georgia code, all students attending Covenant Christian Academy must have on record with the school office, either a current immunization record (GA Form 3231) or a religious exemption statement. To be valid, a GA Form 3231 must have an expiration date or an X placed in the box for school attendance. The form must also have the stamp of the physician's office, a physician's signature, phone number, and the date of completion.
- b. Parents electing to refrain from immunizing their child must complete a vaccine exemption form (GA DPH Religious Exemption Form) and file it with the school office. These forms are available at the school office. Please note, they must be signed and notarized.
- c. Children entering kindergarten or students entering school in Georgia for the first time must have on file at CCA a *Certificate of Vision, Hearing, Dental and Nutrition Screening* (GA Form 3300). This form has to be submitted only once and does not need to be renewed every year. This form must be on file at CCA regardless of grade level.

Web Link: http://www.gachd.org/DPH_Form_3300.pdf

- d. Other forms for student health records that must be submitted **upon enrollment** to the school office are:
 - (1) Student Medical Update: Describes the basic health/illness history of each student.
 - (2) Family Update Form: Lists emergency contact names and phone numbers.

These forms are part of the school application. Should any information on these two forms change during the course of an academic year, the administration should be notified.

2.6. WITHDRAWAL

Parents who consider or decide to withdraw their student from Covenant Christian Academy should make an appointment to meet with the headmaster. A student will not be considered officially withdrawn until a signed withdrawal form is completed, signed, and submitted to the school office (see 3.1.d).

3. FINANCES

3.1. TUITION / FEES

Grade Level	Registration Fee <i>Due upon acceptance.</i>	Tuition <i>Due by the 1st of each month.</i>
K4 / K5	\$295	\$7,800 (12 months) – (\$8,400 if full day)
1st – 12th	\$295	\$8,400 (12 months)

a. Tuition Payments:

- (1) Tuition is payable in equal installments over a 12 month period, or may be pre-paid in full by June 1st for a \$450 per student annual discount. Tuition is due on the first day of each month unless the family has pre-paid for the year. Tuition payments for an academic year are on a 12-month payment schedule with the first payment due by June 1st and the last due on May 1st.
- (2) International students are required to pre-pay all tuition and fees for the entire academic year.
- (3) Checks should be made payable to Covenant Christian Academy.
- (4) All tuition payments are non-refundable.

b. Application Fee:

This payment of \$100 per student is due with a school application when a family desires to enroll a student at the academy. This fee is non-refundable and is not applied to any other charges or tuition once a student is accepted.

c. Registration Fee:

New and returning students are charged a \$295 registration fee per student per year. Families of new students will be asked to pay the registration fee once an acceptance letter has been issued. Returning families will be asked to pay the registration fee when they re-enroll their student for the next academic year. Registration fees are non-refundable and are not applied to any other charges or tuition.

d. Refunds / Withdrawal:

Application and registration fees and tuition payments are NOT refundable. Should a student withdraw from Covenant Christian Academy for any reason, none of these fees, or any pre-paid tuition, will be refunded in whole or in part and the full tuition to the end of the quarter is required before any records can be released.

e. International Student Fee

There is an annual \$750 fee for international students to be paid by June 1st.

3.2. TUITION DISCOUNTS

Sibling Discount	\$300 discount on each child's tuition after the 1st child
Pre-pay Discount	\$450 discount per student for a full year's tuition if paid by June 1st

*Please note: Families may select **one**, but not both, of the types of tuition discounts offered by CCA. Discounts are not available to students who receive financial aid.*

3.3. ADDITIONAL FAMILY COSTS

- a. **Lunches** – Students may bring a lunch or participate in the lunch program. Each month families order online and pre-pay for meals provided through vendors such as Moe's, Papa John's, Honey Baked Ham, Subway, and Chick-fil-A. Lunch order and payment deadlines are posted annually on the school website. Checks should be made payable to Covenant Christian Academy. *Online payments are not available.*
- b. **Field Trips** – Students in the elementary grades usually take about one field trip per quarter. Costs are paid by parents. Every effort is made to keep all field trips affordable. Students in grades K4-6th are asked to purchase a Field Trip T-Shirt (information about purchasing this shirt is on the supply list).
- c. **Uniforms** (see 5.4) – Used uniforms are accepted as donations year-round and are offered free to parents at the school during office hours.
- d. **Athletic Fees** – Families of students who sign up to participate in a sport will be billed \$200 per middle-school sport and \$300 per varsity sport. The athletic fee provides revenue for athletic conference fees, referee compensation, gym and field maintenance costs, and transportation expenses.
- e. **PSAT (\$30), AP Course Testing Fees (\$95), ACT Test Prep Course (\$150), or Online Course Fees (varies)** – Families of students who take these tests or courses will be billed for the test charge. No fee is charged for Iowa Test of Basic Skills (ITBS) / COGAT.
- f. **Supply Lists** – A supply list for each grade level will be posted on the school website in June of each year. The supply list will be updated annually. It is the parents' responsibility to provide school supplies for their children. Students may bring school supplies to the Open House, which is held before school begins, or on the first day of school.

4. ATTENDANCE

4.1. GENERAL EXPECTATIONS

- a. Students enrolled at CCA are expected to attend all prescribed classes and be present for all subjects presented in the school day. Parents and/or students may not choose how many classes or which subject areas to be present for.
- b. Chapel attendance is required for all students enrolled at Covenant Christian Academy. Students are expected to be present and on time for chapel every Wednesday.
- c. A record of attendance for each student will be kept. The front office will maintain these records.

- d. Students applying for a learner’s permit or a driver’s license will need an adequate number of attended days to receive the required *Certificate of Attendance*. Georgia law dictates that a student applying for a driving permit cannot have “ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year” (O.C.G.A. 40-5-22). The *Certificate of Attendance* is issued by the headmaster or principal, and required by the Georgia Department of Driver Services. **Please request this document from the administrative assistant in the school office and allow at least one school day for preparation.** Absences due to driver testing are considered planned absences.
- e. Attendance with Illness – Please refer to section 8.2 of this handbook for detailed guidelines.
- f. Parents are asked to call the school office before 8:30 a.m. to notify the administration of an absence.
- g. In the event a student is absent from a class, or from school, for more than **ten days** during one quarter (for any reason), the student’s parents may be called to meet with the headmaster (and teachers, if necessary) to determine whether the student will receive a letter grade, or a grade of “Pass” or “Fail” on his report card for the quarter.
- h. Parents are asked to contact their child’s teacher(s) at least one week in advance of a planned absence.

4.2. ABSENTEEISM / COURSEWORK MAKE-UP

- a. Definition of “Truant” according to Georgia Law: “Any child subject to compulsory attendance who during the school calendar year has more than **five days** of *unexcused* absences” (O.C.G.A. 160-5-1-.10).
- b. The phrase “Unplanned Absence” designates any school day missed due to an unforeseen circumstance. Common examples include: Sickness, death of a family member, or other emergency situation.
- c. The phrase “Planned Absence” designates any school day missed due to a planned event. Common examples include: Medical appointment or family vacation.
- d. The phrase “Excused Absence” designates any absence, unplanned or planned, which can be reasonably justified as a legitimate reason for being absent from school. Common examples include: Medical appointments, family vacations, death of a family member, sickness, visiting parent or legal guardian who is being deployed for active military duty or on leave (maximum of five days), or other emergency situation (GA DOE: JB 160-5-1-.10).
- e. The phrase “Unexcused Absence” designates any absence, unplanned or planned, which cannot be reasonably justified as a legitimate reason for being absent from school. Common examples include: General “laying-out” of school, working at a job during school hours, or non-CCA athletic events.
- f. Coursework Make-up
 - (1) Students must complete all work assigned during their absence. This applies to all absences (planned or unplanned / excused or unexcused).
 - (2) It is the student’s responsibility to find out what work they have missed or will miss if preparing for a planned absence OR completing missed assignments from an existing absence. This information should be on ParentsWeb. If the information is not on ParentsWeb then the students should seek this information from other students or from teachers directly.

- (3) **POLICY:** Students will receive one (1) additional school day for each day missed to complete coursework assigned *during* their absence. For example, if a student is absent on Tuesday and an essay is assigned for overnight homework, the essay would be due on Thursday of the same week. If the absence occurred on a Thursday the work would be due on Monday. However, coursework assigned *prior* to the student’s absence and originally due on the day of their return is still due upon their return to school. For example, a previously announced test for a Thursday is still due on Thursday even if the student is absent on Wednesday.
- (4) **POLICY EXCEPTION:** Students with unexcused absences will be allowed to make-up work according to the above policy provided that their unexcused absenteeism is not habitual. CCA administration has sole discretion as to the determination of “habitual unexcused absenteeism” and reserves the right to deny credit for make-up work.
- g. Every effort will be made to create an assignment sheet for absent students in grades 1st-6th on the day of their absence and have it, along with any of the student’s available text books, in the front office by 3 p.m. When possible, these items may be sent home with a sibling. Parents are encouraged to contact the school office *before* coming to retrieve these items as they may not be ready. MS/HS students are asked to retrieve their assignments from ParentsWeb. If any textbooks are needed, parents are asked to contact the school office so that their books can be retrieved from the student’s locker and brought to the front office by 3pm.
- h. Students who are absent for any reason, leave early due to illness, or do not attend school for at least half of the school day, are not permitted to attend or participate in after school activities, including athletic practices and competitions.

4.3. EARLY CHECKOUTS

- a. Parents are requested to notify the front office by 8:30 a.m. on the day of the early checkout. Parents may notify the office by calling or by sending a note to the classroom teacher or the front office (please do not email as they may not be received in a timely manner).
- b. Students should be picked up from the school office, not from the classroom. Students must be signed out by a parent at the front office before leaving school. Students who drive to school may sign themselves out if notice is provided to the front office by a parent. Students who return to school must be signed in by a parent.
- c. Athletes who leave school early for competition are responsible for contacting, in advance, the teachers whose classes they will miss, and make arrangements for missed work. All assignments are to be turned in before the students leave school. Tests are to be taken no later than the next school day, unless other arrangements have been made with the teacher ahead of time.

4.4. TARDINESS (DEFINITION AND CONSEQUENCES)

Any student not present in their classroom when the 8:15 a.m. bell rings is considered tardy. Tardy students are required to sign-in at the front office and receive a tardy slip *before* proceeding to their classroom. The school clock will be used as the basis for determining tardiness. For 7th-12th grades, the consequences below also apply to “period tardies” (being tardy to classes during periods two through seven). In an effort to stem habitual tardiness and more effectively prepare students for life after school, the following consequences have been established:

- a. **Time Reductions** (1st-6th Grades Only) – Students who are consistently tardy may receive a 5 minute reduction from their recess time or 5 minutes of silent lunch. These are “per tardy” penalties. Habitual tardiness may result in a greater amount of time reductions.
- b. **Grade Reduction** (7th-12th Grades Only) – Students who are consistently tardy may see a reduction in their grade(s) through the “Participation” component of their coursework. All courses at CCA (7th-12th grades) have a percentage of the final grade designated as “Participation”. Students will receive a weekly participation grade. Each tardy will incur a reduction of 20 points from this weekly grade.
- c. **Sports Participation** (6th-12th Grades Only) – Students who are consistently tardy may lose playing time or be removed from a CCA athletic team. The sole discretion for this decision rests with the headmaster or principal.
- d. **Exam Exemption** (12th Grade Only) – Seniors who are consistently tardy, including the valedictorian and salutatorian, may be required to take all of their final exams even if the academic requirement is met. The sole discretion for this decision rests with the headmaster or principal.
- e. **Driving Privileges** – Student drivers who are consistently tardy may have their driving privileges suspended or revoked entirely. The sole discretion for this decision rests with the headmaster or principal.
- f. **Unintentional Consequences** – Consistent tardiness negatively impacts students in many ways. Not only does it result in missed concepts and disrupted learning, it often prevents students from attaining Honor Roll or Headmaster’s List as well as other academic awards simply because of the academic impact.
- g. **Policy Exception** – It is understood that certain tardies are to be excused. Common examples include: Medical appointments, automobile accident, or other emergency situations. Examples of an unexcused tardy include: Oversleeping, stopping for breakfast, or picking up a friend. The sole discretion for this decision rests with the headmaster or principal.

4.5. ABSENCE DUE TO FAMILY VACATIONS

While we respect the right of families to take vacations during the school year, we also recognize the adverse effect it has on not only the absent student, but also his/her classmates and their teacher(s). That being said, we will excuse absences due to family vacations, but ask that parents acknowledge and understand the following:

- a. Teaching is a fluid matter; thus, it is not always practical for teachers to plan more than a week ahead. Every class learns at a different pace; therefore, teachers often find themselves adjusting their pace throughout the school year. This means that teachers may not be able to provide school work in advance. By missing school you are acknowledging that your child will be missing school work that might be very difficult to make up.
- b. The classroom environment is a ministry to the whole, not the individual. While we certainly attempt to meet the individual needs of our students, one student cannot determine the pace of the entire class. That being said, when a student misses class time, they will re-enter a classroom upon their return behind the current pace and will be forced to work harder in order to learn the missed concepts. The teacher will likely not be able to back up and recover material, as this would not be fair to the other students in the course. This issue is compounded by the fact that much of teaching is conducted orally, which renders it very difficult and time consuming to recapture.

5. BEHAVIOR

5.1. PHILOSOPHY OF CHRISTIAN BEHAVIOR

We assume that all students are members of Christian homes. Therefore, they are expected to develop the following traits in their behavior:

- a. **Worship** – Christian students should be worshipers. Worship is a way of life for the believer, and true worship demands the fear of God and God-appointed authority. Students at Covenant Christian Academy are expected to demonstrate quick and cheerful obedience to administrators, teachers, parents, volunteers, and school regulations (Psalm 99; John 4:24).
- b. **Self-Discipline** – Christian students should be disciples. A disciple hears and follows. He has self-control over his mind, heart, and body. Covenant Christian Academy expects all students to accept personal responsibility for prompt attendance and completed assignments (1 Thessalonians 4:1-12).
- c. **Excellence** – Christian students should be positive image-bearers of God. They should maintain cleanliness in person and property. They should maintain morally excellent conduct in respect to recreation, social relationships, and language (1 Corinthians 10:31).
- d. **Stewardship** – Christian students should be faithful stewards. They should demonstrate respect for the property of the school and of other people. Christian students are light-bearers. They should exhibit truthfulness and honesty in work and life (1 Peter 4:10).
- e. **Courtesy** – Christian students should be peacemakers. They should cooperate with others in working and playing, demonstrating courtesy and respect for others (Matthew 5:9).

5.2. CHRISTIAN VALUES

- a. **Respect for One Another** – By insisting upon modesty and dignity in our students' appearance, we enable and encourage our students to communicate Christian values and respect for one another (John 13:34-35).
- b. **Discipline** – Our approach to the social development of our students has implications for our approach to school discipline. We believe that the school must never usurp the parents' primary role in discipline. Rather, we believe that the school should work with parents to teach, reprove, correct, and instruct children in righteousness (2 Timothy 3:16-17).
- c. **Service** – We believe that the students' ability to relate to one another is essential to the Christian's mission to the world. Before we can minister to the world, we must first be willing to serve one another, work with one another, and show willing hospitality (Mark 10:45).
- d. **High Standards** – We strive to set a high standard in moral conduct. Because this standard is reflected in a student's grooming and personal appearance, we have established a uniform dress code and specific guidelines for grooming. The school uniform encourages students to look their best: crisp, clean, conservative, and classic (Matt 5:20).

5.3. BASIC SCHOOL RULES

All Covenant Christian Academy students should be aware of, and are expected to adhere to, the following list of school rules:

- a. **Cooperation** – Students are expected to cooperate with basic Christian standards of behavior and conversation.
- b. **Obedience** – There should be no talking back or arguing with administration, teachers, or staff. Prompt, cheerful obedience is expected. Requests from a teacher should not have to be repeated.
- c. **Weapons** – Guns, knives, or weapons of any kind, including toy versions, are not allowed on the school grounds, buses, or vehicles providing transportation for school activities.
- d. **Electronic Devices / Readers** – Students are not to bring any personal electronic entertainment devices / readers, such as iPads, iPods, Kindles, Nooks, or mini video-game systems to school. If discovered, these items may be taken from students and turned into the front office for parent pick up. The only exceptions are cell phones and calculators (see 5.3.e). Covenant Christian Academy will not be held responsible for the loss or damage of any personal items brought to school by students or parents.
- e. **Cell Phone Use** – Cell phones are not to be used from 8 a.m.-3 p.m. Phones must be **turned off** and kept in the student’s backpack or purse during school hours. If a student needs to use a phone during school hours, the student may ask permission from a teacher or administrator to use a school phone. Students who are caught with a cell phone during school hours will have them taken and turned into the school office. Consequences will be determined by the headmaster or principal.

Students may not use their phones during athletic practices or competitions. Students may bring their mobile phones/devices to away competitions, but they may not use them for entertainment, or texting/calling friends. Phones may be used to contact parents as needed. Students using their mobile devices for other purposes will have them taken away by the coach who will give them to parents. Students returning to school after an away game may use cell phones to call parents when the team is within a half hour of arriving on campus.

- f. **Entertainment Items** – Students are not to bring items of entertainment to school (i.e., toys, games, etc.), unless requested to do so by a faculty member for a specific purpose. The school will not be held responsible for loss or damage to students’ personal items.
- g. **School Property** – Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs will be assessed and billed to the family.
- h. **Lockers** – Middle and high school students will be assigned a hall locker annually. Student lockers must be kept neat and clean so that textbooks may be stored in a reasonable order. Students may provide their own combination lock. However, the combination or spare key must be submitted to the office. Students may not put writing, stickers, open food or drink containers, or trash in school lockers. Students may not exchange lockers or use a locker that is not assigned to them. Only properly packed lunch boxes may be stored in lockers.
- i. **Affection** – Students must refrain from displays of affection on school property or at school-sponsored events in other locations. Such displays include embracing, hand holding, and kissing.
- j. **Gum** – Students may not chew gum anywhere on school property or in school-owned vehicles.
- k. **Backpacks** – Students who choose to bring a backpack into a classroom must store it properly in each classroom, according to the teacher. Backpacks and lunch boxes may not be stored in building 1 restrooms at any time.

- l. **Gym Floor** – All persons are asked to not walk on the gym floor in any shoes other than athletic shoes with non-marking soles. Cleats must be removed before entering the gym.
- m. **Food & Drink** – Students are not to eat, or drink beverages, in the hallways or classrooms. Water is the only beverage permitted in the classrooms. *Classroom parties are an exception.*
- n. **On-Campus Selling of Items** – Students or their parents are not to solicit business for personal gain from other students, faculty, or parents. Any sales by students or their parents that benefit an organization, including CCA, must be approved by the headmaster.
- o. **Inappropriate Activities** – Smoking, alcohol consumption, illegal drug use, unlawful acts, and gambling of any kind, are not permissible on the campus or at any CCA sponsored events.
- p. **Student / Family Privacy** – Contact information for CCA families should be kept confidential and not used for business or solicitation purposes. Parents sending school-related emails to multiple CCA families are asked to blind-copy the recipients' email addresses if permission has not been granted to share the email address with others.
- q. **Computer / Internet Use** – Students are not permitted to bring personal computers to school or use personal cell phones to access the internet while they're on school grounds or attending school events off campus. Students, including children of faculty and staff members, are not permitted to use faculty computers at any time. Students in the 7th-12th grades must sign an *Acceptable Use of Technology Agreement* and be issued usernames and passwords before they will be permitted to use computers in the school tech lab. All student computer use must be supervised by a school employee.
- r. **Photos/Videos** – Any photos or videos taken on the school campus may not be shared or posted online without permission from every person who appears in the photo or video. Students who post any videos or photos online, which are taken on campus during school hours, will not be permitted to bring cell phones or cameras to school.
- s. **Hallways** – Students must be quiet and orderly whenever they are in the hallway. Students should hold doors open for faculty members, and visitors. Male members of both the faculty and student body are expected open and hold doors open for women.
- t. **Restrooms** – Restrooms are available for students in each classroom building, in the gymnasium, and in building one. Students are not to use the restroom in the front office.
- u. **Playground** – Only students in grades K4-6 are permitted to use the equipment on the main playground. Teachers should periodically review the playground rules with their students and provide consistent, constant supervision. Teachers should also alert the administration to any signs of wear and tear or safety concerns regarding the playground.
- v. **Lunchroom** – **K4-6th grade classroom teachers must sit with their students and closely supervise students at the assigned tables during lunch.** Students are to leave their eating areas free of spills and trash. Students may talk quietly, but must stay seated until their lunchtime ends. K4-6th grade students must ask permission to use the water fountain or restroom. Students are not permitted to leave the cafeteria without permission.
- w. **Gymnasium** – Students are not permitted to be in the gymnasium without faculty supervision. Faculty members must have permission from the administration to permit student use of the gym at times other than scheduled PE or recesses, athletic practices, and scheduled athletic games. The gym is not to be unlocked before 8 a.m. each morning and should be locked by 3:15 p.m. every afternoon unless it is being used for a scheduled after-school activity supervised by a CCA faculty member.

5.4. DRESS CODE

The school dress code expectation is always CRISP, CLEAN, CONSERVATIVE, AND CLASSIC. This expectation includes the school day and all school-sponsored events on or off campus. Students who come to school improperly groomed or out of uniform may not be permitted to attend classes until the infraction is corrected. Parent volunteers and school visitors are also expected to dress conservatively while on the school campus. Clothing choices should be modest and at or above the standard set by the school uniform.

a. Student Appearance

- (1) Hair should be clean, neatly combed, and away from the eyes. Boys' hair should not cover the ears or eyebrows or extend below the shirt collar. The headmaster will be the final judge of which hairstyles are crisp, clean, conservative, and classic. Boys should shave daily, or as needed, to prevent a "stubbled" appearance. No beards, mustaches, wide sideburns, or sideburns below the ear are permitted. Hair coloring is permissible for middle and high school students, but colors should result in a natural appearance.
- (2) Cosmetics are permissible for young ladies in 6th-12th grades, but should be modest and result in a natural appearance. Tattoos and other forms of body art, temporary or permanent, are not encouraged. All tattoos, temporary or permanent, must be covered by the school uniform or a separate covering such as a bandage while the student is attending school or school events. It is preferred that temporary tattoos be removed before the student comes to school.
- (3) Students may wear one wristwatch or wristband to school. Boys are not permitted to wear any earrings. Body piercings other than in the ear lobes are not acceptable. Due to safety concerns, K4-6th grade students may not wear rings, necklaces, bracelets, or any earrings that extend below the ear lobes. In the 7th-12th grades, girls' earrings may not extend more than one inch below the ear lobe. Rings and necklaces, if worn, must be appropriate for a Christian school. Students may not wear jewelry during PE classes or during athletic practices or games.

b. Uniforms

- (1) Each year the uniform will be reviewed and changes may be made. The uniform expectations for each grade level will be published annually. Any updates to the uniform guidelines will be distributed to families through the year and posted on the school website.
- (2) The uniform performs a service by providing an economy measure for parents, and promoting a sense of dignity for students at CCA. Uniform items are carried by Educational Outfitters (in store and online); however, similar shoes, socks, and belts from other stores are permitted as long as they comply with the uniform guidelines. Uniforms should always be clean, mended as needed, and pressed. Undershirts visible through the uniform must be WHITE with no imprinted pictures or words, and always worn tucked in. Sweaters and jackets that are not part of the uniform are not permitted. Each uniform item should be marked inside with the first and last name of the student.
- (3) Consistent compliance to the uniform code is expected of every student, every day. All students should be in school uniform throughout the school day, including the carpool and dismissal time. Parents will be notified by phone if a student consistently demonstrates non-compliance in any of the uniform expectations. Middle and high school students will not be permitted to attend classes until uniform infractions are remedied. (Students who drive to school may be permitted to go home to change after parents have been notified.)

- (4) Girls' skorts, shorts, or jumper hemlines must always touch the knee while standing. Waistbands should not be rolled down on any school uniforms, including athletic team uniform shorts.
- (5) Undershirts or camisoles, if worn, must be **white** and may not be visible below the hem of a shirt.
- (6) Hats (winter or baseball team) may be worn outside only and should be labeled with the owner's name.
- (7) Students may wear their own gloves/mittens, and scarves to school during the winter months.
- (8) Students participating in athletics may change clothes after dismissal. Students are not permitted to change into regular or work clothes before leaving campus. Middle and high school students remaining after school to attend sports competitions may change in the restrooms after 3:15 p.m. Student appearance standards apply to all attire while attending any school event.

c. Jeans Days

- (1) On occasion, students may be given permission to wear jeans to school for a field trip, a service project, or to encourage students to stay after school and attend athletic team home games.
- (2) Jeans must be carefully selected and meet specific criteria to be considered appropriate for wearing to school. They must be blue, not faded, without holes or tears, full-length, loose through the hips and thighs and worn with a belt. The waist must not sit below the hip bone when worn.
- (3) Jeans will usually be worn with a school uniform polo shirt. A CCA t-shirt may also be permissible depending on the reason for wearing jeans. Students may select to wear athletic shoes instead of a pair of uniform shoes with jeans. Other non-uniform shoes, such as *boots*, flats, sandals, or flip-flop style shoes may not be worn to school for safety reasons.
- (4) Students who do not comply with these specific criteria may be required to change into appropriate clothes before attending class and may be required to wear the usual school uniform on "jeans days" for the remainder of the school year.

d. Used Uniforms

Used uniforms are available for free to all Covenant Christian Academy parents. These are stored in cupboards in the cafeteria. Parents are welcome to look for items anytime during office hours. The uniform guidelines are posted inside the cupboard doors. Donations to the uniform collection should be brought to the school office. Volunteers are needed annually to help sort, hang, band, and label used uniforms. Tax letters for donated uniforms are available on request.

e. Senior Exception – College Attire

During the spring semester, seniors will be permitted to wear a polo shirt, sweatshirt, or hoodie bearing the name of the college they are planning to attend after high school. Jerseys or other spirit wear from said college will not be allowed.

5.5. DISCIPLINE POLICY

A Christian school is not characterized by the absence of behavioral issues, but by the way it deals with these situations. The focus of all biblically-based disciplinary measures is to lead children away from sinfulness and teach him or her to trust in Christ, and encourage self-discipline from the heart. These disciplinary measures should be an act of love designed to work in unity

with the child's parents. Therefore, our goal as a school will be to work with parents and refrain from usurping or assuming parental responsibility in matters of discipline. However, we will strive to ensure that appropriate and timely discipline is administered to students as necessary.

a. General Notes

- (1) No members of the faculty, administration, or staff in their roles as employees of CCA will administer corporal punishment to students. Volunteers are also expected to refrain from any physical contact that is or may be interpreted as being punitive.
- (2) The type and amount of discipline (punishment) will be determined by the teachers and, if necessary, the principal or the headmaster. Discipline will be administered in light of the individual student's needs.
- (3) All discipline will be based on biblical principles which include public and private apologies, forgiveness, restitution, consequences, and restoration of fellowship.
- (4) As a general rule, the vast majority of discipline problems are to be dealt with at the classroom level.
- (5) Teachers may send a note home to alert parents of behavior problems the teacher had to address during the school day. If a problem is ongoing, it may be addressed by the principal or the headmaster. Parents may be called if the child is sent to the administration for a discipline issue.
- (6) If a student commits an act with such serious consequences that the headmaster and principal deem it necessary, the student may be suspended or expelled immediately. Examples of such serious misconduct could include acts such as: Endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction of biblical commands.
- (7) At the discretion of the headmaster, a student may be refused re-enrollment for the following school year based upon their discipline record. Refusal to accept re-enrollment is not the equivalent of suspension or expulsion.
- (8) Should an expelled or non-re-enrolled student desire to be re-admitted to CCA at a later date, the headmaster will make a decision based on the student's attitude and circumstances at the time of re-application. International students who are suspended or expelled **for any reason** may have their I-20 status terminated and will be required to leave the United States immediately.

b. Automatic Referral to Administration

- (1) Disrespect shown to any staff member, fellow student, visitor, policy, or the property of the school or another person.
- (2) Dishonesty in any situation while at school, including gossiping, lying, cheating, and stealing.
- (3) Disobedience (outright rebellion in response to instructions or assignments).
- (4) Fighting (striking in anger with the intention to harm another person).
- (5) Using obscene language or the possession or display of obscene materials.
- (6) Truancy (intentional or chronic absence without prior approval) (see 4.2.a).
- (7) Bullying (threatening the well-being of or consistently harassing another person).

- (8) Sexual Harassment (inappropriate verbal or physical actions).
 - (9) Inappropriate Sexual Behavior (any intentional sexual expression that is unlawful or unbiblical).
 - (10) Other Serious Misconduct (acts which endanger the lives of other persons, gross violence, possession of a weapon or toxic substance, serious destruction or defacing of school property, violations of civil law, or any act in clear contradiction of biblical commands).
- c. During a visit with the principal, the principal will determine the nature of the discipline. The principal may require restitution, janitorial work, parental attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate.

6. ACADEMICS

6.1. CURRICULUM

“Curriculum” is defined by the overall learning aims of the educational program, not merely the textbooks. Broadly speaking, curriculum is the planned instructional objectives delivered to the students over the course of a school year. The professional teacher is a critical aspect of the curriculum along with the instructional objectives, textbooks, workbooks, and learning / assessment tools. A range of publishers, both Christian and secular, are utilized to assist teachers and students alike. This diversity enables us to deliver a strong core of academic skills set against the truth and guidance of Scripture. A complete listing of the subjects and curriculum materials used at Covenant Christian Academy is available on the school website or from the school office.

The Bible is upheld as “God-breathed” and the source of all true knowledge. The **New American Standard** (text edition) version of the Bible is used as a reference for Bible lessons, verse memorization, and chapels. Copies of the NASB are available from the school office year round for \$20.

6.2. GRADING

All academic grading at CCA uses a criterion-referenced base for evaluation. (The students’ work will be evaluated against an objective standard in each class). Grade point averages (GPAs) are computed at the end of each quarter for high school students only. Only semester grades appear on the student’s high school transcript. High school students should see section 6.7.a of this manual for HOPE Scholarship implications.

- a. Standard Courses:

Percent	Grade	GPA (4.50 Scale)	UGPA (4.00 Scale)
90 – 100	A	4.50	4.00
80 – 89	B	3.50	3.00
70 – 79	C	2.50	2.00
60 – 69	D	1.50	1.00
59 and below	F	0.00	0.00

NOTE: Some transfer credits at the high school level may be given a “Pass” or “Fail” grade. This includes high school level courses passed during middle school.

- b. AP Courses: The goal of AP courses is to expose students to college level work. As a result, the final course grade for all AP level courses will be weighted by five (5) points. For example, a final grade of 85 for the course will receive a five point weight, resulting in a 90 for the course on the student's transcript. AP courses are electives and are not required for graduation.

6.3. GRADE LEVEL PLACEMENT

At initial enrollment, the administration will make a decision on grade placement based on the student's age, report cards, standardized testing results, and when applicable, parental preference. Placement tests or ability level evaluations may be conducted if the administration determines they will be useful in determining the best grade level or course selection for a particular student.

6.4. PROMOTION / RETENTION

- a. Students meeting the minimum levels of academic performance during the school year, and working on grade level, will be promoted to the next grade level at the end of a given academic year. Students with poor academic performance, excessive absences, or behavioral immaturity may be recommended to repeat the same grade level.
- b. Promotion / Retention for students in grades 1-6 whose yearly average indicates a failing grade in language arts (English), mathematics, or reading will be determined by the headmaster or principal.
- c. Promotion / Retention for students in grades 7-8 whose yearly average indicates a failing grade in any of the five core subjects (English, mathematics, science, social studies, or Bible) will be determined by the headmaster or principal.
- d. Students in grades 9-12 must complete and pass all subjects required for high school graduation. Any subject failed must be retaken and passed before that student will receive a high school diploma. It will be the responsibility of the student and his parents to seek and obtain make-up classes for any subjects failed. All make-up courses of study must be approved by the headmaster or principal of Covenant Christian Academy before credit will be granted (see 6.19).
- e. In the event a student is absent from a class, or from school, for more than **ten days** during one quarter (for any reason), the student's parents may be called to meet with the headmaster (and teachers, if necessary) to determine whether the student will receive a letter grade, or a grade of "Pass" or "Fail" on his report card for the quarter (see 4.1.g).

6.5. GRADE REPORTING

- a. **Weekly Test Packets** (Grades 1-6): These are sent home at the beginning of each week with students. Test packets are to be reviewed by the parent with the student, signed by a parent, and returned to the classroom teacher the next day. Parents are asked to not make copies of student tests due to copyright laws and to help protect the integrity of student evaluations for future use.
- b. **MS/HS Tests** (Grades 7-12): In an effort to maintain the integrity of our regular assessments, middle and high school teachers do not send any *publisher generated* tests home with students. However, parents may request to review a test with the subject teacher by scheduling an appointment. Parents may also request a progress report from the headmaster or principal at any time.

- c. **Progress Reports** (Grades 1-12): These are distributed via ParentsWeb at mid-quarters. These reports do not need to be signed or returned to the school.
- d. **Report Cards** (K4-12): Printed grade reports are distributed via ParentsWeb at the end of each grading quarter. Final grade reports will be mailed in early June of each year. **Report cards do not need to be signed or returned to school.**
- e. Parents are encouraged to contact teachers with any questions that arise from weekly test packets, progress reports, or the quarterly grade reports.

6.6. HIGH SCHOOL GRADUATION REQUIREMENTS

- a. Academic records from grades 9 through 12 will be used as criteria for graduation.
- b. To graduate from CCA, a student must earn twenty-three credits (GA DOE: JB 160-4-2-.48-3).
- c. To earn a college preparatory diploma, students must earn the following credits:

• English / Language Arts	4 (see 6.7.b)
• Mathematics	4 (see 6.7.b)
• Science	4 (see 6.7.b)
• Social Studies	3 (see 6.7.b)
• Foreign Language	2
• Fine Arts	1
• Health / Physical Education	1
• Bible	4 (or 1 credit for each year enrolled at CCA)
• TOTAL HS CREDITS:	23
- d. Students are encouraged to take the SAT or ACT exam during either their junior or senior years. Students in grades 10-11 are expected to participate in the PSAT administrations at CCA each October. A \$30 charge will be added to the billing for each student who takes the PSAT.
- e. Students who are able to take high school classes in 8th grade may receive credit towards fulfillment of graduation requirements, but the credit will not be calculated towards the HOPE scholarships offered through the Georgia Student Finance Commission.
- f. Students who transfer to CCA from another school, or homeschool, may receive credit for work completed previously when CCA receives sufficient documentation of their academic work. The principal is authorized to accept this work in fulfillment of CCA graduation requirements provided the work is of similar nature, i.e., similar course objectives and similar time of study. Grades for transferred credits will be recorded as un-weighted unless they are AP (Advanced Placement) courses, from an accredited Christian school, or the student has a 100 average in the course.

6.7. HOPE SCHOLARSHIP

- a. In order to be eligible for a Georgia HOPE scholarship, graduating seniors must have a **core** course grade point average (GPA) of 3.0 or higher on a 4.0 scale. Students with a core course grade point average (GPA) of 3.7 or higher on a 4.0 scale **and** an SAT score of at least 1,200 combined critical reading score and math score on a single

administration of the SAT test, **or** an ACT score of at least 26, will be eligible for the Zell Miller HOPE scholarship. Valedictorians and salutatorians with a **core course** grade point average (GPA) of 3.0 or higher on a 4.0 scale are also eligible for the Zell Miller HOPE scholarship. Cumulative GPAs on CCA report cards are weighted and include some course grades that are not included in the calculations for HOPE GPAs. HOPE GPA's are based only on math, science, English, history and foreign language courses taken in high school. HOPE GPAs are accessible via the student's GAcollge411 account after February 15 and June 30.

- b. Hope Scholarship Rigor Requirements – In order to qualify for the Hope Scholarship, students must include a specific number of courses designated as “rigor courses” by the State of Georgia. The following types of courses meet this criteria:
 - (1) Advanced mathematics, such as CCA’s “Advanced Math” course;
 - (2) Advanced science, such as CCA’s “Chemistry” or “Physics” courses;
 - (3) Advanced placement courses in core subjects, such as CCA’s “AP English” and “AP Calculus” OR the AP online options outlined in 6.19;
 - (4) Courses taken at a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses; or
 - (5) Advanced foreign language courses at an eligible high school or taken for degree level credit at an eligible postsecondary institution.
- c. In order to qualify for the Hope Scholarship, students must earn credit for a minimum of four (4) rigor courses prior to graduation (see 6.7.b for an explanation of Rigor Courses).
- d. Covenant Christian Academy offers a college preparatory high school diploma approved by the Georgia Department of Education, the Georgia Board of Regents, the Georgia Student Finance Commission, and the GAcollge411 program.

6.8. TRANSCRIPTS

Transcript request forms are available in the school office. Please allow a minimum of one full business day for a transcript to be processed.

6.9. SEMESTER EXAMS

- a. Comprehensive semester exams will be given in core courses at the end of each semester. These exams provide high school students an opportunity to demonstrate mastery of specific course content and become accustomed to college-level exam schedules and expectations.
- b. Students are expected to take their exams during the assigned exam period. Seniors who have a cumulative average of 95 or above (for the school year) in a course are exempt from the spring semester exam (see 4.4.c). Seniors taking Government during the first semester and have a cumulative average of 95 or above can exempt that exam.
- c. The Valedictorian and Salutatorian are exempted from all final exams (see 4.4.c).

- d. Students with an excused absence during a semester exam will receive a grade of “Incomplete” in the affected course(s) until the missed exam is completed. Documentation may be required to establish the legitimacy of the absence. Sole discretion for this determination rests with the headmaster or principal. The exam must be completed according to standard make-up policy (see 4.2.f). Failure to complete the exam will result in a grade of zero being recorded for the exam.

6.10. STANDARDIZED TESTING

Students in K5 through the 8th grades will take the Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (COGAT) each year in April. These standardized tests are administered by the faculty during a one week period. A copy of the test report is mailed to parents during the summer. One copy of the results is kept in each student’s file. During testing week, 9th – 12th graders will meet with designated faculty members to review for final exams.

6.11. ACADEMIC PROBATION

Students representing a school in the GCAA must maintain academic eligibility. Athletes must maintain at least a 2.0 average on a 4.0 scale and have a passing grade in all subjects to be eligible for competition. Students who do not maintain at least a 2.0 average and have a passing grade in all subjects on any progress report or report card are placed on academic probation and will be ineligible for competition in all GCAA games or contests until they receive a grade report with a 2.0 average and a passing grade in all subjects. Athletes will be restored to academic eligibility only at the time grade reports are issued. However, if an athlete goes onto academic probation in the course of the season, the student will not be permitted to rejoin the team during the season.

6.12. ACADEMIC INTEGRITY

a. Definition

- (1) Unless otherwise directed by a member of the faculty, all class work, tests, and quizzes submitted by a student are to be those of the student with no assistance from any other person or resource. Parents are encouraged to assist students with challenging homework assignments and projects, but what the student submits after obtaining assistance from his or her parents must be predominantly the original work of the student. Parents are asked to alert the student’s teacher of any homework tasks that the student was unable to do independently. Parents may write a note for the teacher or circle and initial the number of the homework problem if a student required parental assistance to complete the work.
- (2) All references and sources of information, including internet text, pictures, or charts, that are used in presentations or written assignments, must be properly obtained and referenced. Material may not be copied directly from websites without the written permission of the website author. Students are expected to follow copyright laws in reproducing any published materials.
- (3) Any form of academic dishonesty, cheating, plagiarism, or otherwise claiming the work of another person as one’s own, is a violation of the eighth commandment, “You shall not steal” and will not be tolerated as acceptable behavior by students of Covenant Christian Academy.

b. Consequences

Violation of this commandment, leading to a breach in academic integrity by a student, will be handled in the following manner:

- (1) **First Offense:** The student will receive a zero on the assignment. The student will also be required to make corrections to his or her assignment and re-submit it to the appropriate teacher and principal. The re-submitted assignment will not receive credit of any kind. Failure to correct and re-submit the assignment may result in further consequences.
- (2) **Subsequent Offenses:** The student will receive a zero on the assignment. Additional consequences will be considered, including suspension from school, athletics, school activities, and expulsion.

6.13. HOMEWORK

Although completing homework is the student's responsibility, parents are vital in supporting what can be a valuable tool in the educational process and in character development. Homework is a continuation of the learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement. Children learn character building lessons in responsibility, diligence, perseverance, and thoroughness when homework is considered important and done faithfully and to a student's best ability.

a. Parents can help with homework in these ways:

- (1) Check homework notebook or folder each day to see if your student has assignments.
- (2) Provide a quiet, well-lit location for homework, free from distractions.
- (3) Have planned hours reserved for homework and study.
- (4) Be sure all necessary tools and materials are available.
- (5) Plan for regular five-minute breaks every 30-60 minutes.
- (6) Emphasize learning, not grades.
- (7) Emphasize that reading and studying are as important as written assignments.
- (8) Go over homework with your student when it's complete to help find mistakes.
- (9) If something unforeseen arises and your student is not able to finish homework, send a signed note explaining the situation to the teacher the next day. It will be up to the teacher whether to excuse the assignment or work out another due date.

b. General Notes

- (1) Elementary students will bring home *homework folders* nightly. Parents are asked to check these daily for student assignments, Monday Monitors, and other communication from the classroom teacher.
- (2) Middle and high school students are encouraged to use an assignment notebook daily. They also have access to ParentsWeb. Students are expected to regularly check ParentsWeb and retrieve missing assignments when necessary.
- (3) Students can expect math and language assignments nightly. The amount of time spent on homework will vary greatly depending on the student. If a parent becomes concerned about the amount or difficulty of homework,

the amount of time their student is spending on homework, or the specifics of a particular assignment, they should contact the classroom or subject teacher.

- (4) Students are expected to work on homework independently unless otherwise directed by the teacher. Work needs to be submitted on time. Any work that does not meet the teacher's expectations and guidelines may need to be redone. Each assignment must be the student's own work and not that of another student or a parent. Students who come to school with missing or incomplete homework assignments may be required to miss recess or special classes so they can work on completing homework assignments.
- (5) Homework is reduced on Wednesdays to support families who attend mid-week church services and activities. It is also reduced on weekends and during vacations that occur in the school year.

6.14. HONORS AND AWARDS

Covenant Christian Academy maintains a system of formal honors and awards that are given at the end of each school year. The purpose of these honors and awards is to recognize the students who have demonstrated strong Christian character and high levels of academic proficiency, and to motivate all students to strive for excellence to the glory of God.

a. Honors

(1) Honor Roll

Recognition is given to students in grades 1-12 who have earned a cumulative average of 90.00 – 94.99. For the purpose of the annual awards chapel, certificates are awarded to students who have earned this award through the fourth quarter progress report.

(2) Headmaster's Award

Recognition is given to students in grades 1-12 who have earned a cumulative average of 95.00 – 100.00. For the purpose of the annual awards chapel, certificates are awarded to students who have earned this award through the fourth quarter progress report.

(3) Graduation with Honors

Seniors who earn an academic diploma and a certain cumulative GPA (listed below) will wear gold honor cords in the graduation ceremony. Final GPAs are determined after the completion of all academic work and semester exams.

Qualified seniors will receive the following honors:

- Cum Laude – GPA of at least 3.825
- Magna Cum Laude – GPA of at least 4.05
- Summa Cum Laude – GPA of at least a 4.275
- National Honor Society Induction

Students with a minimum cumulative GPA of 4.0 at the conclusion of their junior year may be nominated for membership into the National Honor Society. This nomination occurs at the conclusion of the student's junior year. Two consecutive years at CCA are required for consideration (Junior and senior year transfers are not considered for induction). In order to be accepted into the NHS, nominated students must meet the additional qualifications in the areas of leadership, service, and character as set forth in the NHS student application. A selection committee composed of CCA faculty will select new inductees and notify applicants by August 31st.

Students who have maintained all the requirements for membership in the NHS throughout their senior year will be recognized at the annual awards chapel and will be presented with an NHS card and pin, and a medallion to wear at high school graduation.

b. Awards

(1) Christian Character Awards

Elementary (K4-6th grades) teachers will recognize each student in their class for the outstanding development of a Christian character trait. The awards will be announced at the annual Elementary Awards Program and distributed to the students by the classroom teacher.

(2) Academic Average Award

In grades 1-12, recognition is given to the student with the highest numerical average in their respective classes.

(3) Van Til Awards

In grades 9-12, recognition is given to students who demonstrate outstanding achievement in each of the following subjects: English, mathematics, science, social studies, Spanish, and Bible. An award for each of these subjects is given to one student across grades 9-12. Consideration is given to the difficulty of courses when selections are made. This award is not necessarily given to the student with the highest GPA in each of the aforementioned subjects; rather, the focus is upon a student's work ethic and passion for the subject matter. Recipients are determined by the subject teacher and principal.

(4) Robert T. Lester Christian Character Award

In each school (elementary, middle, and high), recognition is given to a student who has demonstrated outstanding Christian character throughout the year. Students are nominated and selected annually by the faculty.

(5) Salutatorian

Recognition is given to the senior graduating with honors with the second highest GPA. The student must meet or exceed a GPA of 3.6 to be eligible to give a speech at graduation. If two or more students have the same GPA, their cumulative numerical averages from coursework completed at Covenant will be used to determine which one is the salutatorian. The salutatorian must have attended CCA for a minimum of two years.

(6) Valedictorian

Recognition is given to the senior graduating with honors with the highest GPA. The student must meet or exceed a GPA of 3.6 to be eligible to give a speech at graduation. If two or more students have the same GPA, their cumulative numerical averages from coursework completed at Covenant will be used to determine which one is the valedictorian. The valedictorian must have attended CCA for a minimum of two years.

All nominations and awards are subject to the approval of the administration. A student who fails to demonstrate the expected level of Christian character may be denied an award, or any privileges that accompany it, if the administration deems appropriate.

6.15. BOOKS / EQUIPMENT

All curriculum materials provided by Covenant Christian Academy, including consumable materials, are the property of the school. Damage beyond normal use, or lost books, will result in the assessment of a replacement fee. All curriculum materials remain the property of the school if a student withdraws.

a. Audio / Visual Policy

- (1) Parents with materials they would like to recommend for use in the classroom may check with the classroom teacher.
- (2) Parents will be given the opportunity to decide if their child will or will not view or listen to any audio/visual supplements. A parental permission slip is required for each use of audio/visual material that is not part of the prescribed curriculum. Teachers will prepare alternate activities for students whose parents choose to not have their child listen to or view the supplemental materials. Students will be properly supervised at all times whether they participate in the audio/visual activity or an alternate.

b. Library Procedures

- (1) Class/student visits – Elementary students in K4-6th grades will visit the school library weekly.
- (2) Checking out books – Students may only sign out books when a teacher or library volunteer is present.
- (3) Renewing books - Books may be renewed once for the same time period as the original loan.
- (4) Overdue books – Students with an overdue book may not borrow any additional books until the overdue book is returned.
- (5) Lost/damaged books – Books that are not returned after six weeks will be considered lost. Parents will be billed for the replacement cost of lost books or books that are too damaged to be loaned to another student. Refunds will not be issued for books that were lost, then found.
- (6) Book donations – All book donations must be brought to the school office. Books should be appropriate for a Christian school library and in very good condition with no writing inside or out. Donated books will be reviewed by the administration before they are put into library circulation.
- (7) Library volunteers – Parents of students in grades K4-5th are invited to assist teachers by helping students with selecting and checking out books during the weekly library times. Library volunteers are asked to not bring young children with them so they will be able to give their full attention to helping the students in the class. The following chart shows the # of books and the loan time periods for each grade level:

Grade	Maximum books loaned at one time	Maximum length loan period
K4-K5	1	1 week
1 st - 6 th	2	2 weeks
7 th -12 th	3	3 weeks

6.16. FIELD TRIPS

- a. Field trips are an important academic supplement to the regular classroom curriculum. Teachers will plan field trips during the school year, these may include trips that are community service projects. Field trips will typically be scheduled for no more than once per quarter.
- b. If parents do not wish for a child to participate in a particular field trip, they should notify the classroom teacher or field trip coordinator in writing by the permission slip due date. Parents are responsible for the care of their children if they choose not to participate in a field trip. The teacher may give an assignment to a student in place of attendance at a field trip. Students who do not report to school on a day that a field trip is scheduled will be given an unexcused absence.
- c. Transportation for elementary field trips will be by parent vehicles only. **The school mini-bus will not be used for K4-6th grade field trips.** Other vehicle drivers who transport CCA students must be at least 21 years old and be a parent, legal guardian, or grandparent of a current CCA student. All drivers should be prepared to show a driver's license and proof of insurance to the teacher before each field trip, should it be requested.
- d. Since Georgia law (effective July 1, 2011) requires children to be properly restrained in a child restraint (car seat/booster seat) appropriate for their height and weight in the backseat until they are eight years of age, parents must label and provide a car seat/booster seat for their student for every class field trip until they reach 8 years of age, typically affecting students in K4-3rd grades. More information can be found here:

Web Link: <http://www.gahighwaysafety.org/campaigns/child-passenger-safety/>

Web Link: <http://www.gahighwaysafety.org/fullpanel/uploads/files/2011boosterseatchangesga.pdf>

Web Link: <http://www.gahighwaysafety.org/fullpanel/uploads/files/childpassengerc3.pdf>

- e. All field trips must be pre-approved by the administration. Teachers will notify parents at least one week in advance of a field trip. Every student will receive a field trip permission slip. This will include details about the trip such as admission costs, dress code, and lunch and transportation plans. Parents should sign and return the response form with payment by the due date. Checks should be made payable to Covenant Christian Academy unless otherwise requested. If a student is absent on the field trip day, parents may contact the teacher about any available refund; however, a refund may not be available.
- f. Students and chaperones must attend the entire field trip and should avoid arriving late, leaving early, or driving separately from the rest of the group. Since the presence of younger children may distract parent chaperones from their primary responsibility of ensuring the safety of the students in their care, parents are strongly encouraged not to bring siblings or other younger children with them when they serve as field trip drivers or chaperones. Parents who must bring younger children will only be responsible for transporting and supervising their own children.
- g. Students are not permitted to bring personal electronic devices on a field trip, **including cell phones.**
- h. On the day of a field trip, drivers and chaperones must wait for the students in the cafeteria (unless otherwise instructed by the classroom teacher). When the teacher brings the students to the cafeteria, driver assignments and final instructions will be given. Once assembled, the group should pray together, **then exit through the carpool door at the side of the building**, not through the front office. Teachers must exit through the front office to leave the drivers information sheet at the front desk.

- i. When returning from a field trip, drivers must park in a marked parking space and accompany the students to the location designated by your child's teacher while you wait for their return. This is typically the cafeteria or the playground. **Parents who decide to stay on campus after the teacher arrives should sign in at the school office.**
- j. Drivers, chaperones, and students must also follow these policies:
 - (1) Drivers may not make any unscheduled stops (i.e., gas, bank, store, etc.) unless prior approval has been given by the coach, field trip coordinator or the classroom teacher.
 - (2) Drivers are asked not to use a cell phone while driving. In the event of the necessity of using the cell phone, a driver must pull off the road to make or receive a phone call.
 - (3) All persons attending CCA field trips must refrain from smoking or drinking alcohol.
 - (4) Movies may not be played in vehicles during school-sponsored trips unless prior approval from parents has been given in writing.
 - (5) Drivers or chaperones are asked not to buy treats just for the students in their vehicles.
 - (6) Music, if played, must be from Christian sources. Students may not bring iPods or electronic games into vehicles for use on school-sponsored trips.
 - (7) Students must remove all trash and personal belongings from the vehicles on return.
 - (8) Student drivers are not allowed to transport other students on field trips or athletic events (see PSHB 7.1.1).

6.17. LEARNING DISABILITIES POLICY

This policy applies to all students and teachers in all the classrooms of Covenant Christian Academy.

- a. Definitions:
 - (1) **Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents, e.g. Down's syndrome, deaf/mute, blind, etc.
 - (2) **Learning Disability:** Any condition in a potential student which does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents, e.g. hyperactivity, attention deficit disorder, dyslexia, etc.
- b. Policy – *For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.*
 - (1) Children with a severe learning disability will not be admitted to CCA due to the lack of adequate staff and facilities, unless otherwise agreed upon by the headmaster and parents.
 - (2) Children who have been diagnosed as having a learning disability may be admitted to CCA but will be expected to meet the same academic standards as all the other children in their grade level.

- (3) Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.
- (4) Students with an IEP (Individualized Educational Plan) from a public school may be eligible for the Georgia Special Needs Scholarship (SB10).
- (5) Covenant Christian Academy is not obligated by law to admit a student with learning disabilities.

6.18. ONLINE COURSES FOR HIGH SCHOOL CREDIT

a. Reasons for pursuing online credit

There are two basic reasons a student may elect to pursue online high school credits:

- (1) **Advanced Coursework** – In this case, a student does not need additional credits in order to graduate, the student simply desires additional, advanced coursework in preparation for work at the college level. The courses are offered in addition to the standard (traditional) courses required for graduation at Covenant.

The following Advanced Placement courses are offered:

- AP English Language & Composition (1 Credit) [*open to Juniors and Seniors only*]
- AP English Literature & Composition (1 Credit) [*open to Juniors and Seniors only*]
- AP Biology (1 Credit) [*open to Seniors only*]
- AP Calculus AB (1 Credit) [*open to Seniors only*]
- AP Statistics (1 Credit) [*open to Juniors and Seniors only*]
- AP US Government (½ Credit) [*open to Juniors and Seniors only*]
- AP US History (1 Credit) [*open to Juniors and Seniors only*]
- AP Macroeconomics (½ Credit) [*open to Sophomores, Juniors, and Seniors only*]
- AP Microeconomics (½ Credit) [*open to Freshman, Sophomores, Juniors, and Seniors only*]
- AP Art History (1 Credit) [*open to Sophomores, Juniors, and Seniors only*]
- AP World History (1 Credit) [*open to Sophomores, Juniors, and Seniors only*]
- AP Computer Science (1 Credit) [*open to Juniors and Seniors only*]

- (2) **Credit Recovery** – In this case, a student has failed a particular course and needs to retake it in order to receive high school credit. The variety of courses offered vary. Students in this scenario will need to work with the principal in order to determine the best course of action.

b. Guidelines

- (1) Sevenstar Academy is the only CCA approved online vendor. No other online courses will be accepted without prior, written permission from school administration.
- (2) Students are required to register for online classes through the principal. The application for online courses must be obtained directly from the principal.

- (3) If approved for the program by the principal, a student cannot be registered for the course until full payment has been received. Please note that a student's account must be up-to-date before admission to online courses will be granted. Checks should be made payable to Covenant Christian Academy.
- (4) Drop Policy – Students have a 14-day period, beginning with the first day of enrollment, to drop the course.
- (5) Refund Policy – CCA honors the Sevenstar Academy refund policy. Please contact the principal with questions about refunds.
- (6) Final grades, regardless of their merit, will be permanently placed on the student's transcripts.
- (7) With the exception of study hall, no additional time for an online course will be allotted to a student during the normal school day.
- (8) Prior to enrollment, the student is responsible to verify with Sevenstar Academy that they can satisfy at home (or away from school) all technological requirements for the course.
- (9) For AP courses, students must enroll in the program no later than the last Friday in August for full credit or first semester courses and the last Friday in January for second semester courses.
- (10) Online courses cannot be used to replace existing grades. Final grades cannot be removed from a student's transcript.

c. Program Cost (costs are subject to change based upon Sevenstar Academy rates)

(1) AP Course

- The current cost for full credit (2 semesters) courses is \$750.
- The current cost for half credit (1 semester) course is \$650.

(2) Standard and Credit Recovery Courses

- The current cost for full credit (2 semesters) courses is \$650.
- The current cost for half credit (1 semester) course is \$550.

NOTE: Sevenstar Academy assess a one-time registration fee of \$45 to students upon enrolling for their first online course. This charge is added to the cost of the student's first course.

- (3) CCA will cover the cost for one online course during a student's senior year.

6.19. ONLINE COURSES FOR COLLEGE CREDIT

- a. Through our partnership with Sevenstar Academy, students can receive a credit on a Colorado Christian University (CCU) transcript without having to take an AP test, but only if they choose to participate in this program.
- b. Students must earn at least a 73% to be eligible for a CCU college transcript and credit.
- c. Students must have a Sevenstar teacher facilitate the course.

- d. To get a CCU college credit, participants must fill out a CCU registration form. This form is available from CCA administration. There is a \$200 fee per course to register, which is due upon registration directly through CCU. Please contact CCA administration for more information. *CCU fees are subject to change.*

6.20. DRIVERS' EDUCATION PROGRAM

Students are encouraged to complete a quality drivers' education program. Students are responsible for selecting a program; however, in order for high school credit to be awarded, students must make certain that the program offers Georgia high school credit. This course will appear on a student's transcript as a "Pass / Fail" course and will be worth 0.5 credits. The student must provide a completion certificate from the program to CCA in order to receive course credit. There is also an electronic based program for the Alcohol and Drug Awareness Program (eADAP).

Web Link: <https://online.dds.ga.gov/eadap/>

7. TRANSPORTATION

7.1. STUDENT DRIVERS

- a. Student drivers with a valid learner's permit are permitted to drive to and from school with a parent.
- b. Students who plan to drive to school must have a *Student Driver Information Form* on file in the school office. This form should be submitted to the school office *a minimum of three days* before the first day the student drives to school. Driving to school is a privilege which may be suspended or revoked at the discretion of school administration.
- c. Student drivers must consistently arrive at school on time, lock their cars, not loiter in the parking lot before or after school, enter and exit the parking lot at a reasonable speed (5 mph), adhere to the traffic directions of the parking lot, and park their cars in the student parking areas (see 7.1.d).
- d. Student drivers are asked to park next to the hill across the back of the parking lot (adjacent to the dumpster).
- e. Students with driver's licenses who are transporting younger siblings to school should drop them off at the curb during morning carpool before parking in a student parking space. Drivers are not permitted to exit vehicles while in the carpool drop-off or pick-up areas.
- f. Drivers may not permit other students to enter their vehicle while it is on campus unless both students have written parental permission submitted to the front office. If you will be driving anyone else to and/or from school, please provide written permission **from one of your parents and a parent of the other student**. This written permission will not be regarded as applicable to the whole school year unless it is specified as such in the note.
- g. Students are expected to bring everything they need from their vehicle when they arrive on campus. Students may not go to their vehicles during the school day without permission from an administrator. Students must use the front office exit if they need to visit their vehicle during the day.
- h. Any speeding, squealing of tires, loud engines or music, or reckless driving of any type may result in the parents being notified and a possible suspension of driving privileges.
- i. High school students applying for a learner's permit or a driver's license will need an adequate number of attended days to receive the required Certificate of Attendance. This certificate is issued by the school headmaster or principal,

and required by the Georgia Department of Driver Services. Please request this document at the school office at least one school day in advance. Absences due to driver testing are considered planned absences. Students should make arrangements to get school assignments and take tests or quizzes before being absent for a driver's test.

- j. Student drivers picking up siblings from K4-6th grade carpool may use a carpool card if they will pick up between 2:30 and 3:00. If they pick up siblings between 3:00-3:15, they must park their vehicle and enter and exit the cafeteria through the side door located across from the gym entrance. Elementary children must stay with their brother or sister once they leave carpool. No students are permitted to play in the middle/high school waiting areas or anywhere in the parking lot, including the grassy median.
- k. Please also note that student vehicles may not be left on the school campus after school hours unless a student is participating in a school activity or event.
- l. Please remember Georgia law mandates that student drivers are NOT allowed to carry any passengers, other than their immediate family, for the first six months of having their driver's license. After six months has passed the license holder can drive with one non-family passenger under the age of 21. After one year, the license holder may drive with up to three non-family passengers under the age of 21.

7.2. CARPOOLS

Families are encouraged to arrange carpools with other CCA families. The school office may be able to provide some information about families who live in the same areas, on request. Families who do carpool together must list each other's contact information on the annual carpool registration forms.

7.3. PARENT AND VISITOR PARKING AREAS

- a. Faculty parking is located on the Post Road and field side of the parking lot.
- b. Parents and visitors are asked to use the parking spaces in the center section when visiting or volunteering at the school, but may park in any open spaces if these are filled. Parents picking up or dropping off students during non-carpool hours are asked to not leave their vehicle on the crosswalk.
- c. During events, parents and visitors may use the overflow parking located on the other side of the creek.
- d. Parents and students are not to leave vehicles on campus while away from the school unless they are participating in a school-sponsored event.
- e. Covenant Christian Academy is not responsible for loss from, or damage to, vehicles that are parked on school property.

8. EMERGENCIES / SAFETY

8.1. SCHOOL DISMISSALS - INCLEMENT WEATHER / EMERGENCIES

Covenant Christian Academy closely follows the Forsyth County Public Schools calendar, but there may be several differences between the CCA calendar and Forsyth County's.

- a. In the event of an on-campus emergency at Covenant Christian Academy during school hours, parents will be notified by school personnel regarding early release or closure. CCA has an emergency plan which includes step-by-step procedures for securing the safety of students and contacting parents with pertinent information. Please do not attempt to call the school main number or the cell phone numbers of students, teachers, or the administration as these numbers may be needed in the event of an emergency.
- b. During inclement weather, CCA families should check **WSB-TV Channel 2** broadcast or website, or **WSB Radio 750AM / 95.5FM**. Covenant Christian Academy will NOT necessarily follow the county closure/release plan.

CCA will be announced as Covenant Christian Academy of Cumming. If the school is open and you are unable to attend due to inclement weather, please contact the school by phone as early as possible.

8.2. STUDENT ILLNESS / INJURIES

Covenant Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases and prevent accidents and injuries.

a. Student Illnesses – Attendance Guidelines

- (1) Students with a temperature of 100 or higher, vomiting, diarrhea, or an unexplainable rash should not be sent to school until they have been fever or symptom free for a minimum of 24 hours. Parents should also keep home a student they suspect may have a contagious condition (impetigo, ringworm, chicken pox, pink-eye, lice, flu, etc.) or has not sufficiently recovered from an illness. **NOTE REGARDING LICE:** Students suspected of having lice must present a letter from a professional lice treatment service indicating that it is safe for the student to return to class.
- (2) During the school day, if a student becomes too ill to stay at school, vomits, has a fever or diarrhea, or has symptoms of a contagious illness, the parents will be notified and asked to come pick up their student. The student will be supervised in the school office until a parent arrives.
- (3) Students with contagious illnesses that require prescription medications should not report to school until they have been on medications for a minimum of 24 hours or longer if directed by a physician.
- (4) Minor injuries and physical complaints that do not require medication will be dealt with by the classroom teacher when possible. A first aid kit with Band-Aids and other basic first aid supplies is provided for each classroom. Teachers will take these kits to recesses and keep them stocked.

b. Injuries

- (1) All faculty members have been trained and will maintain certification in Adult and Child CPR & First Aid, Blood-Borne Pathogens, and AED use.

- (2) Teachers will treat minor injuries that only require soap and water and a bandage. **Antibiotic ointments, such as Neosporin, will not be applied unless approved and provided by the parents.** For any injuries requiring greater attention, teachers will stay with the child who is injured and send a message or student messenger to the office for immediate assistance. Students who fall or have a head injury ***will not be moved*** by the teacher or other students. An administrator will be called for assistance and parents or emergency personnel will be notified if needed.
- (3) Students with the following medical occurrences are asked to not report to school until at least 24 hours after the medical situation occurs: fainting, seizure, head injury with swelling, concussion, treatment in a hospital emergency room, asthma attack, or severe allergic reaction which required the use of an Epi-pen.
- (4) Covenant Christian Academy is not financially responsible for injuries suffered at school. Medical coverage for injuries will be the responsibility of the parent.
- (5) Students participating in athletics must have proof of medical insurance on file and must sign the GCAA release form before they may participate in practices or games.

8.3. MEDICATIONS

- a. Covenant Christian Academy will not provide any medications for student use.
- b. Non-Prescription Medications: Parents may bring non-prescription medications to the school office for storage and dispensing to their student(s). Medicines must be in the original container and labeled with the family name. Parents must sign a release form to be kept on file (Student Medical Update).
- c. A student who receives any type of medication during school hours will have pertinent information recorded in the medications log kept in the school office. Recorded information will include complaint, type of medication, dosage, date, time, and initials of employee administering the medication.
- d. Prescription Medications: Prescription medications will not be administered to students by school personnel unless a parent is unable to come to school during school hours to administer it to their student or if the prescription is for an Epi-pen or emergency inhaler. Prescription medications must be sent to the school in original containers. Parents should provide written instructions regarding dosage and time. Prescription medications must be taken home at the end of the school day unless it is an Epi-pen or inhaler that's designated for use at school.
- e. A student may not store any prescription medications in their personal belongings while on campus or in school lockers. All prescription medications brought to school (except for Epi-pens or inhalers) must be left in the school office during school hours unless other arrangements are made with the headmaster.

8.4. CHILD ABUSE REPORTING

- a. Abuse is defined as including any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a person by the parents or other persons responsible for the child's welfare.
- b. Georgia law requires that every suspicious case of child abuse be reported within 48 hours to the authorities. In matters of abuse or neglect, Georgia law does not recognize the privileged quality of communication between husband and wife or any professional person, including a counselor, teacher or administrator.

- c. Any school personnel or volunteers who suspect child abuse are required to confidentially and verbally report their observations to the headmaster on the day an observation is made.

8.5. ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires schools to annually notify employees, parents, and students of asbestos-containing building materials (ACBM). The modular buildings on the Covenant Christian Academy campus were manufactured in 1997. The manufacturer has provided written verification that these buildings are free of asbestos. The gymnasium was constructed in 2005 with asbestos-free materials. Users of the Covenant Christian Academy buildings have not and will not be exposed to any level of free and harmful asbestos.

8.6. FIRE / EMERGENCY / TORNADO DRILLS

Fire, emergency, and tornado drills will be held periodically throughout the year. It is essential that students follow emergency procedures accurately and maintain silence *throughout* the drills.

8.7. CONCUSSION MANAGEMENT

Covenant Christian Academy recognizes that adolescent athletes are particularly vulnerable to the effects of concussions. In compliance with the passage of Georgia House Bill 284, and to ensure the ongoing safety of our youth athletes, the following protocols have been established:

- a. Information Sheet

Prior to the beginning of each athletic season, an informational sheet emphasizing the risks of concussions shall be distributed to the parents/guardians of all youth athletes (ages 7 to 18).

- b. Athlete Removal

Any youth athlete who participates in youth athletics and exhibits signs of a concussion will be removed from the game, practice, competition or tryout.

- c. Athlete Reinstatement

Any youth athlete who is deemed by a health care provider as sustaining a concussion shall not be permitted to return to play until he/she receives clearance from a health care provider for a full or graduated return to play. Written notice of the healthcare provider's determination shall be provided to the school athletic director or headmaster prior to being reinstated as eligible to participate in CCA athletics. By definition, as provided within Georgia House Bill 284, "Health care Provider" means "a licensed physician or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management."

- d. Health Care Provider Documentation / Diagnosis

GA HB 284 Section 2(b)(3) states that "if a youth athlete is deemed by a health care provider to have sustained a concussion, the coach or other designated personnel shall not permit the youth athlete to return to play until the youth athlete receives clearance from a health care provider for a full or graduated return to play". In cooperation with this law, a written physician's diagnosis will be required for all concussion related injuries, whether they occurred at a CCA event or at a non-CCA event.

e. Academic Modifications / Graduated Returns

For students who have been diagnosed by an approved health care provider as defined above, said health care provider may prescribe a full or gradual return to not only sports, but academics as well. In effort to provide for the student's recovery, CCA will work in conjunction with the student's health care provider to determine what level of school participation will be appropriate. Any academic modifications deemed necessary will be determined and implemented after receiving the health care provider's diagnosis and prescription.

9. ARRIVALS / DISMISSAL

9.1. ARRIVAL

- a. CCA has a "Closed-Campus Policy". This means that attendance is required during school hours regardless of the number of study halls a student may have. However, seniors are eligible to leave after their last class (see 9.2). After arriving at school in the morning, no student may leave the grounds before dismissal without an authorized adult or specific permission from parents and/or the administration.
- b. Early Arrival: (before 8 a.m.)
- (1) Students should not be on campus prior to 7:30 a.m. without parental supervision. The academy provides supervision for students beginning at 7:30. Students should be dropped off in the carpool circle at the front of the school between 7:30 a.m. and 8:10 a.m. Students arriving before 8:00 a.m. must enter the SIDE DOOR of the main building and remain in the cafeteria. Students will be dismissed from the cafeteria beginning at 8:00 a.m.
 - (2) Neither parents nor students should be in the gym or the classroom buildings before 8 a.m.
 - (3) Students are not allowed to enter the classrooms before the teacher arrives for the class.
- c. Drop-Off Procedures
- (1) Parents dropping off students between 7:45-8:15 a.m. must drive their vehicles forward **all the way to the white line at the end of the entrance curb** before allowing students to exit the vehicle.
 - (2) NO persons may exit the vehicle on the driver's side or stand behind or in front of a vehicle that is in the carpool zone during drop-off or pick-up times. If the driver or a passenger must access the back of a vehicle or get out of a vehicle during arrival, the driver is required to park in a parking space instead of using the carpool drop-off area.
 - (3) Students arriving between 8:00 a.m. and 8:15 a.m. may go directly to their classroom by using the covered sidewalk between the main building and the gymnasium. Students may not run on the sidewalk.
- d. Pedestrians

Please do not walk along the curbed edge of the parking lot or in the roadways, but in the grassy center median or on the roadway at the ends of the parking spaces.

e. Escorts for Young Children

Parents of young children are encouraged to allow their children to exit the vehicle in the carpool zone during morning drop-off times. Parents who decide to escort their child to the classroom must park their vehicle in a parking space in the parking lot, use the crosswalk, stop in the school office if they arrive late, and say good-bye to their child outside the classroom door.

f. Middle / High School Entrance

Middle and high school students going to buildings 2 and 3, must use the covered sidewalk between the main building and the gymnasium, and the inside courtyard doors, to enter and exit the buildings. The doors of buildings 2 and 3 that face the school parking lot may not be used as entrances or exits except in the case of a school emergency, fire drill, or end of the day dismissal.

g. Important Parking Lot Safety Policies

- (1) **Always drive slowly on the school campus.** The speed limit for vehicles in the driveway loop and parking lot is 5 mph. The speed limit on the gravel road is 15 mph.
- (2) **Bear to the right and around the carpool circle** during morning and afternoon carpool times (7:30-8:15 a.m.; 2:30-3:15 p.m.) The CCA driveway loop is designed for **ONE-WAY** traffic only.
- (3) **Do not back up** a vehicle while it is in the carpool loading and unloading area.
- (4) **Do not pull in front** of vehicles that are loading or unloading students along the curb.
- (5) **Do not leave an unattended vehicle in the carpool** circle or along the entrance curb at any time. Parking spaces for parents and visitors are on the left after you pass the front door of the school. Student drivers must park their vehicles in the spaces designated for student parking.
- (6) **Do not use cell phones** while driving a vehicle on the school campus.

9.2. DISMISSAL

a. General

- (1) Any student who wishes to be dismissed from class for any reason must receive permission from the teacher. Parents who wish to take their student out of school must sign them out at the office. Office personnel will then call the teacher to have the student released.
- (2) Students who walk, or drive themselves to school must go through the school office to get permission from their parents before leaving unexpectedly. Students will not be allowed to leave school grounds during school hours without parent approval.
- (3) High school students may be given permission by their parents and the headmaster to regularly leave the campus when all of their classes for the day are completed. Students with this privilege may not return to the campus before the regular dismissal times. Students who return to campus for after-school activities must wear proper school uniform or clothing that meets school standards. Students who leave school early must sign out each day in the front office.
- (4) Elementary students (K4-6th grades) should be picked up daily **before 3 p.m.** (see 9.2.e)

- (5) Middle/High school students (7th-12th) should be picked up from school before 3:30 p.m. (unless they have permission to stay after school for athletic activities or school-sponsored meetings.) (see 9.2.f)
- b. Carpool Registration – Parents of students in K4 through 5th grades must fill out and return a carpool registration form on or before the first day of school. No student will be released to anyone not listed on the carpool registration or emergency form unless the front office receives a signed written notice or a phone call from a parent. Adults picking up children must be prepared to present a picture ID.
- c. Carpool Cards – Each family with students in K4-5th grades will receive carpool number cards to display on the dashboard of the passenger side of their vehicles during afternoon carpool. Extra carpool cards are available on request from the front office.
- d. Kindergarten Carpool – Afternoon pick-up time for kindergarten children is from 1:20-1:30 p.m. Students who are not picked up by 1:30 will stay with the teacher. Parents who arrive after 1:30 should park in a parking space and come to the front office to sign out their child. The classroom teacher will be called and either asked to send the child to the office, or notified that the parent has been given permission to come for the child.
- e. Elementary Carpool:
- (1) **Pick-Up Time:** Afternoon pick-up time for 1st – 5^h grades, and kindergarten students who have remained on campus to wait for sibling dismissal, is from 2:45-3:00 p.m. Students picked up before the 2:45 dismissal time must be signed out by a parent or an authorized adult at the front office. Leaving campus before 2:45 is considered an early release and will be recorded as a checkout in the student attendance record.
 - (2) **Loading Vehicles:** Faculty carpool supervisors and student members of the CCA Safety Patrol will help elementary students get into vehicles at the curb from 2:45-2:55 p.m. All students must exit the cafeteria from the SIDE DOOR during afternoon carpool. Students will be permitted to walk to their vehicle once all cars in the carpool circle have stopped moving. For safety reasons, students may not walk behind or in front of any vehicle in the carpool line unless they are using the crosswalk with adult supervision. Students may only enter a vehicle on the passenger side. If a parent has special circumstances that prevent a child from entering a vehicle according to these procedures, they must pull into a parking space and escort the child to the vehicle.
 - (3) **Crosswalk and Grounds:** Students must use the crosswalk to access a parked vehicle and may not do so without being accompanied by an adult or an older sibling. Students must remain in a vehicle once they are picked up in carpool. Students are not permitted to play in any area of the parking lot, including the grassy median, the middle/high school waiting area, or the fields and hills on the campus.
 - (4) **Elementary Student Pick-Up from 3:00-3:15:** Parents of K4-5th grade students in elementary carpool who arrive after 3:00 p.m., but before 3:15 p.m. should park in a parking space and enter the cafeteria by using the SIDE DOOR of the main building. **Please do not pass through the front office to pick up a child in carpool.** The parent must be acknowledged by a faculty member before any child may be dismissed. Elementary children will only be released to an authorized adult or to a 6th-12th grade sibling who has written permission from the parent to pick up the child from carpool.
 - (5) **Parent/Faculty Meetings:** Parents who wish to speak with a faculty member after school must make an appointment in advance or wait until after 3:15 p.m. when teachers are finished with carpool responsibilities.
 - (6) **Elementary Student Pick-Up after 3:15:** Any elementary student not picked up by 3:15 p.m., will be taken to the front office to wait for their ride. Parents arriving after 3:15 p.m. must park their vehicle in a parking space and come to the front office to pick up their child. The pick-up time should be noted on the carpool sheet

by a faculty member or administrator. On faculty meeting days (usually Wednesdays), students remaining at 3:15 p.m. will wait for their ride in the cafeteria.

- (7) **Car/Booster Seat Storage:** Car seats left at the school for field trips or carpooling, should be stored on the floor (under the bulletin board) located just inside the student carpool entrance door in building 1.
- f. Middle and High School Pick-Up (6th-12th grades)
- (1) **Waiting Area:** Students will be dismissed from classes at 3:00 p.m. They must wait for their rides outside the middle/high school buildings near the front of the school or, in case of rain, on the covered sidewalk between the cafeteria and the gymnasium.
 - (2) **Loading Zone:** The carpool loading zone for middle and high school students runs along the fence side of the parking lot. Parents waiting for MS/HS students should pull to the line at the end of the carpool loop (near the top of the gravel road) to wait for their students. Middle and high school students should come directly to the vehicle upon dismissal. No student may wait in another student's vehicle or leave the main campus at any time without proper authorization. The parking lot is off limits to students whose rides have not yet arrived.
 - (3) **Student Drivers:** Students who drive to school should leave the campus by 3:15 unless they are staying after school for authorized reasons. Student drivers may not transport other students without permission from the driver's parents and the other students' parents. All student drivers must have a *Student Driver Information Form* on file in the school office. This form should be updated at the beginning of every school year or whenever the driver or vehicle information changes.
 - (4) **Extra-Curricular Activity Attendance:** Students should report to their meeting place or practice location before 3:15. All extra-curricular activities must be pre-approved by the administration and supervised by at least one faculty member. (Younger siblings should be picked up at regular dismissal time even if older siblings are staying after school.)
 - (5) **After-School Supervision:** Since no students or children are to be anywhere on the campus at any time without adult supervision, students are not permitted to play on the playground, athletic field, or anywhere on the school campus after school, unless a faculty member or parent is providing direct supervision.
 - (6) **Pets:** Pets visiting the school campus must remain in the family vehicle, be carried, or be on a leash.
 - (7) **School Uniform:** All students must remain dressed in school uniform while they are on campus during school hours and during arrival and dismissal times.

9.3. AFTER-SCHOOL CARE

- a. Covenant Christian Academy does not provide supervision of students before 7:30 a.m. or after 3:15 p.m. unless students are participating on an athletic team or attending a school-sponsored MS/HS meeting.
- b. Parents are responsible for making child-care arrangements for their **K4-6th** grade students during parent-teacher conferences or if they allow their student to attend a school event that the parent is unable to attend. K4-6th grade students are not permitted to be anywhere on the campus during non-school hours without adult or MS/HS sibling supervision. **K4-6th** grade students need alternate adult supervision if their MS/HS sibling is participating in athletic practices or games. **Coaches, faculty members, or administrators may not be asked to provide supervision of elementary children after school hours.**

- c. Covenant Christian Academy provides supervision of kindergarten children from 1:30-2:45 p.m. if they have older siblings attending Covenant for the full school day. Kindergarten parents should notify their student's kindergarten teacher whenever their K4 or K5 student will be staying until the elementary dismissal at 2:45.
- d. Families needing supervised child-care before 7:30 a.m. or after 3:15 p.m. should contact the school office for information regarding local before and after school childcare programs.

10. SCHOOL-PARENT COMMUNICATION

10.1. METHODS OF COMMUNICATION

Communication between school personnel and the families of enrolled students is vital to the mission of Covenant Christian Academy. The school will use a variety of means to keep parents informed of important information.

The following are some of the means used by the school to help students and families stay informed:

- a. **Monday Monitors:** Students in K4-6th grades will receive a printed Monday Monitor on Mondays. In the event that school is closed on a Monday, students may receive a "Tuesday Treasure" on a Tuesday. Included in the Monday Monitor will be class information, general school information, field trip notices, subject highlights and test dates for the upcoming week.
- b. **RenWeb:** Grades and announcements for students in the 7th-12th grades will be available online through RenWeb. Students in the 7th-12th grades will also be expected to note school announcements and class assignments in a daily assignment / date book.
- c. **Periodic Flyers / Notices:** Important reminders about field trips, school events, or last minute changes, may be sent home with students in the form of flyers or notices.
- d. **Website:** Information about CCA activities and projects will periodically be added to the school website at www.covenantrams.org. The website will also have the annual school calendars, athletic schedules, athletic physical forms, supply lists, uniform guidelines, and summer reading lists.
- e. **Email:** Administrators and faculty members may be reached through their school email addresses. These addresses are listed weekly on the elementary Monday Monitors, **on the course syllabus of each 7th-12th grade teacher**, and on the back of this handbook. All school email addresses are the employee's first initial with their full last name at covenantrams.org. Since teachers may not have time to read and respond to email during school hours, parents are encouraged to send a written note to the teacher or school office for non-urgent matters and to call the school office with urgent notices or concerns. Group emails from faculty, administration or room parents to other CCA parents will be sent in a manner that protects the email addresses of individuals and families.
- f. **Cell / Home Phones:** Parents and students are asked to refrain from calling or texting teachers' or administrators' cell phones during school hours. Parents and students are also asked to not call CCA employees' home numbers. Parents who need to speak to (or leave a message for) a teacher, administrator, or a student during school hours should call the main school number for assistance.
- g. Families are asked to contact the school office promptly whenever their home address, email address, phone number, or other contact information changes.

- h. **Facebook:** Announcements and updates will occasionally be posted on the school's Facebook page.
- i. **Parent-Student Communication:** Parents and students are expected to communicate through the front office during the normal school day. Please note that classroom activities will not be interrupted, except in emergency situations, to allow a parent-student conversation.

10.2. PARENT-TEACHER CONFERENCE

Parent-teacher conferences are not set for a specific time in the school year. Parents or teachers may request and arrange such conferences at any time. Parents are asked to arrange conferences in advance by calling or emailing teachers. **Impromptu conferences before or after school are not permitted.** K4-6th grade students must be supervised by an adult if they are on campus during a parent-teacher conference. Parents are responsible for arranging their own childcare if students are not to attend a conference.

10.3. FAMILY INVOLVEMENT

“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)

As a support and extension of the family unit, Covenant Christian Academy considers the family to be of first importance to a child. God, through His Word, the Bible, indicates that the family is the most important human institution He designed, since He compares it to the relationship believers have with Jesus Christ, and God the Father. Therefore, at CCA we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are some of the ways families can be actively involved at CCA:

- a. Visit the school. (Please make prior arrangements through the front office.)
- b. Assist as a driver and/or chaperone on field trips.
- c. Assist the teacher with library visits.
- d. Present your vocation to the students.
- e. Share your experiences, trips, vacations, when they relate to an area of study in a class.
- f. Help with class parties or special activities.
- g. Volunteer to assist with serving lunches.
- h. Volunteer to supervise children on the courtyard sidewalks during morning arrival time.
- i. Closely monitor and praise your child's progress by reading all teacher notes and student papers that are sent home.

10.4. CAMPUS VISITORS / VOLUNTEERS

- a. Any persons other than CCA students, staff, faculty, administration, or members of the CCA Board of Directors, are considered visitors and must report to the school office and sign in before going anywhere on campus.
- b. All volunteers must be approved by the administration for specific duties and are not permitted in campus buildings during school hours unless the administration has approved and been notified of the purpose and times the volunteer will be on campus. Volunteers should first come to the school office to sign in and receive any special instructions or schedule changes. All volunteers are required to sign out in the office when leaving campus. When a volunteer is unable to be present as scheduled, the teacher or the school office should be notified as much in advance as possible so other arrangements can be made.
- c. Volunteers are asked to follow the casual dress code as outlined in section 11.2.
- d. Parents who visit for class parties must sign in and out at the school office.
- e. Parents driving for field trips will not be required to sign in as the classroom teacher will take attendance when the parents and students assemble in the cafeteria prior to departure. Parents who return to the school after field trips should sign in at the office if the classroom teacher has returned and the parent decides to remain on the campus.
- f. Out of courtesy to the classroom teacher, all visits to a classroom or conferences with a teacher must be pre-arranged.

10.5. SALES AND SOLICITING

Parents and students may not sell merchandise or services for personal gain on the school campus. They are also prohibited from communicating with CCA families using any contact information provided by the school to promote their product, business or service. Since Covenant is not affiliated with any one particular church, the school will not promote, advertise, or provide facilities for the events or activities of any particular church or church group without the approval of the CCA Board of Directors.

10.6. GRIEVANCE POLICY

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Covenant Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of CCA's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and the members of the Board of Directors.

- a. Parent to parent grievance:
 - (1) Parents who have a concern about their student's interactions with another student are encouraged to humbly contact the student's parents and initiate a discussion.
 - (2) If the problem is not resolved, the parents may bring the concern to the appropriate administrator.
 - (3) If the problem is still not resolved, the parents should make an appointment to appeal to the headmaster for assistance.
- b. Student / parent to administrator/faculty member grievance:

- (1) All concerns about a specific administrator or faculty member must first be presented to the administrator or the faculty member by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
 - (2) If the problem is not resolved with a faculty member, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have written permission from his parents to do so.
 - (3) If the problem is not resolved with an administrator, the parents or student may make an appointment with the headmaster for assistance. If the student brings the concern, he must have written permission from his parents to do so.
- c. Parent / student to administration grievance:
- (1) If parents, or a student, have a grievance or dispute about a school policy or procedure, or the general operation of the school (apart from the operation of the classroom), they should bring their concerns to the appropriate administrator first.
 - (2) If the situation is not addressed or resolved, they should make an appointment to present their concerns to the headmaster.

10.7. OPPORTUNITIES TO GIVE TO CCA

a. Volunteering (see 10.4)

Parents are needed throughout the school year to help with lunch distribution, elementary library times, planning class parties, chaperoning and driving for field trips, helping transport athletes to away games, and helping with school events..

b. Donations

Covenant Christian Academy has been blessed by monetary contributions as well as donations of physical labor and a variety of items that have greatly enhanced the classrooms, property, gymnasium, parking lot, and library. All donations are tax deductible. Tax letters for monetary and material donations will be mailed each January. Please see the Annual Fund page on the school website (link below) for more information on ways to contribute.

c. GA Qualified Education Tax Credit (HB1133)

In 2008, the State of Georgia passed House Bill 1133 which allows tax payers to receive a tax credit for donations made to approved Student Scholarship Organizations (SSO). These organizations then fund individual scholarships for students seeking private school enrollment. Covenant is using the funds available to provide scholarships to qualified students. More information can be found here:

d. Additional Opportunities

Publix shopping card, Kroger shopping card, Coke, Amazon Smile, and Box Tops for Education.

11. STUDENT ACTIVITIES

11.1. EXTRA-CURRICULAR STUDENT OPPORTUNITIES

a. General Notes

- (1) Extra-curricular activities are primarily for students in grades 7-12.
- (2) Students participating in these activities must adhere to CCA rules of behavior, dress, and authority. The administration must approve all extra-curricular school-sponsored activities.
- (3) A student who is absent from school may not participate in extra-curricular activities for that day.
- (4) Elementary siblings may not attend extra-curricular activities with their older siblings unless they are accompanied by a parent.

b. Specific Activities / Opportunities

(1) Yearbook Production of *The Legacy*:

Middle and high school students in grades 7-12 may attend periodic meetings after school, volunteer to take and submit photographs, and do tasks to help with designing the pages of yearbook. The yearbook is completed in March and distributed before the end of the school year to students who've purchased them.

(2) Covenant Christian Student Association (CCSA)

This is a volunteer organization for students in grades 7-12. Members organize and sponsor the annual Fall Festival for the elementary children. The CCSA also operates the concession stand during home games, assists with school events and fundraisers, and participates in community service projects.

(3) Chapel Music Team

Students in grades 7-12 are invited to share their vocal and instrumental talents by becoming a member of the Chapel Music Team. The team meets for weekly rehearsals on Wednesday afternoons from 3:15-4:15 in the school gym. Members help lead the music and provide special music for the weekly 7th-12th grade chapel.

(4) GACS Fine Arts Competitions

Students in grades 7-12 may sign up annually to participate in academic, music, speech, and art competitions. Some areas of competition are open to grades 4-6. Students compete with other GACS students from across Georgia at events held from February through April. High school students who excel at the state level have the opportunity to compete at the national level.

11.2. CASUAL DRESS CODE

This dress code is to be followed by volunteers and any students who decide to change out of regular school uniform and into casual clothing at school-sponsored events, including athletic games. The general guideline for casual dress is **clean and conservative**. **Volunteers are asked to also comply with this dress code.**

a. Girls / Women

- (1) Shorts, skorts, dresses, or skirts may not be shorter than finger-tip length.
- (2) Tops may not be see-through, low-cut, too tight, or immodest.
- (3) Sundresses, dresses, or tops with spaghetti straps are only acceptable with a shirt or blouse worn underneath. Backless and strapless dresses or tops are not permitted.
- (4) Any graphics or wording on clothing must be appropriate for a Christian school student.
- (5) Clothing where the midriff shows when worn, or when arms are raised, is unacceptable.
- (6) Shorts, jeans, pants, or slacks may not be skin-tight, ragged, fringed, torn, baggy, or grunge wear.
- (7) Bike pants may not be worn alone, but may be worn under other clothing.
- (8) Heels of shoes should not exceed three inches.

b. Boys / Men

- (1) A shirt must be worn.
- (2) Shorts, jeans, pants, or slacks must sit no lower than at the waist and be worn with a belt.
- (3) Shorts, jeans, pants, or slacks may not be ragged, fringed, torn, baggy, skin-tight, or grunge wear.
- (4) Shirts may be with or without a collar, but tank tops or muscle shirts may not be worn.
- (5) Any graphics or wording on clothing must be appropriate for a Christian school student.
- (6) Bike pants may not be worn.

Students who do not consistently comply with this dress code may be required to wear the school uniform to school-sponsored events, including athletic games.

11.3. FORMAL DRESS CODE

This dress code is to be followed by students who attend formal school events. These include high school prom, athletic awards program, and high school graduation. The general guideline for formal dress is **clean, classic, and conservative**. Parents in attendance are also asked to comply with this dress code.

a. Girls / Women

- (1) Dress or skirt hems may not be higher than the top of the knee when standing.
- (2) Clothing may not be see-through, low-cut, too tight, or immodest.
- (3) Backless and strapless dresses or tops are not permitted.
- (4) Any graphics or wording on clothing must be appropriate for a Christian school student.

- (5) Clothing where the midriff shows when worn, or when arms are raised, is unacceptable.
 - (6) Bike pants, leggings, or shorts may not be worn.
 - (7) Heels of shoes should not exceed 3 inches.
- b. Boys / Men
- (1) A shirt must be worn.
 - (2) Pants or slacks must sit no lower than at the waist and be worn with a belt.
 - (3) Pants or slacks may not be ragged, fringed, torn, baggy, skin-tight, or grunge wear.
 - (4) Shirts must be with a collar. Tank tops or muscle shirts may not be worn.
 - (5) Any graphics or wording on clothing must be appropriate for a Christian school student.
 - (6) Bike pants or shorts may not be worn.

Students who do not consistently comply with this dress code may be required to wear the school uniform to school-sponsored events, including formal occasions.

12. SCHOOL EVENTS

12.1. SCHOOL-SPONSORED EVENTS POLICY

This policy seeks to ensure that school-sponsored events meet the same standards for quality and content established in the educational programs at Covenant Christian Academy. It also seeks to ensure that the same standards for student conduct established at the school are maintained at all events sponsored by CCA. Finally, this policy is designed to limit the liability assumed by Covenant Christian Academy for school-sponsored events.

- a. School-sponsored Events are:
- (1) Organized by a CCA employee acting in his or her official capacity as a teacher or administrator,
 - (2) Approved by the headmaster and organized by the CCA Student Association,
 - (3) Published on the CCA yearly calendar or events calendars, or
 - (4) Receive financial support from CCA (including fundraising).
- b. General Guidelines
- (1) School-sponsored events should be consistent with the goals of Covenant Christian Academy.
 - (2) School-sponsored events and activities must be pre-approved by the headmaster. Event organizers must submit a written proposal and receive approval of event date and activities before any events are announced.

- (3) Class time is not to be used for planning school-sponsored activities with the exception of brief announcements or other information of benefit or interest to a majority of students.
- (4) Attendance or participation in school-sponsored activities is voluntary and limited to students who are currently enrolled at Covenant Christian Academy. Exceptions must be granted by the headmaster.
- (5) Timely information about school-sponsored activities must be provided to students and parents. All written communication must be submitted to the headmaster prior to being distributed to faculty, students, or parents.
- (6) Parents must sign a written waiver releasing CCA from any liability for all events taking place off campus. The waiver must include a statement which authorizes medical treatment to be given to a student in case of an injury or emergency.
- (7) All printed materials supporting or encouraging participation in any non-school event must have approval from the headmaster before they may be posted or distributed to students or parents.
- (8) Students participating in school-sponsored events must adhere to CCA rules of behavior, dress, and authority.
- (9) Elementary children (K4-6th grade) should be supervised at school-sponsored events by a parent, teacher, or other responsible adult.
- (10) Students and family members attending school-sponsored events should remain in the area where the event is taking place and not go to other areas or buildings of the campus.

12.2. SCHOOL ACTIVITIES AND EVENTS

The following is a chronological list of events and programs in which the CCA students normally participate. Additional programs and events may be added throughout the year as they meet the quality and time criteria.

- a. **PSAT Testing** – All full-time students in grades 10-11 will take the PSAT (Pre-Scholastic Achievement Test) at the school in October. The charge for this test will be added to billing. Results will be sent home with students after they are reviewed in English and math classes.
- b. **School Pictures** – Individual student photographs are taken in the fall of the year and will be made available for parent purchase. These photographs are used in the annual yearbook.
- c. **Family and Friends Day** – Elementary students in grades K4-6 prepare presentations and invite their grandparents to come spend part of the school day at the campus in November.
- d. **Fall Festival** – The Covenant Christian Student Association sponsors an annual fall celebration in late October or early November.
- e. **GACS Fine Arts Competitions** – Students in grades 4-12 may participate in this competition on an annual basis. Competitions are held in academics, music, art, and speech. High school students, who place first, second, or third in their category may have the opportunity to compete at the American Association of Christian Schools national fine arts competition in April.
- f. **K4-6th Grade Field Day** – Elementary students enjoy spending part of a school day participating in fun activities.

- g. **Junior / Senior Prom** – Students in the junior and senior classes enjoy an evening of chaperoned entertainment and social interaction. Students in the 9th-10th grades may attend by invitation only.
- h. **Awards Chapels (May)** – Students are honored for academic scholarship and character development.
- i. **Athletic Awards Program and Reception** – Athletes and their families are invited to attend an evening program in which participants on the sports teams are recognized and given awards. A reception follows the awards program.
- j. **High School Graduation** – Covenant Christian Academy’s graduation will be held on Friday evening of the last week of school.
- k. **Kindergarten Graduation** – Kindergarten students participate each year in a graduation program on the third Saturday of May.
- l. **Science Expo** – A celebration of science among elementary students through student generated experiments.
- m. **Elementary Book Fair**

13. SCHOOL OPERATIONS

13.1. HOURS OF OPERATION

REGULAR SCHOOL DAYS

Early Arrival (Cafeteria)	7:30 a.m. – 8:00 a.m.
CCA Front Office	8:00 a.m. – 3:30 p.m.
Kindergarten Students	8:15 a.m. – 1:15 p.m.
1 st - 5 th Grade Students	8:15 a.m. – 2:45 p.m.
6 th -12 th Grade Students	8:15 a.m. – 3:00 p.m.

EARLY RELEASE SCHOOL DAYS

Early Arrival (Cafeteria)	7:30 a.m. – 8:00 a.m.
CCA Front Office	8:00 a.m. – 1:30 p.m.
Kindergarten Students	8:15 a.m. – 12:45 p.m. (<i>Carpool begins at 12:30</i>)
1 st - 5 th Grade Students	8:15 a.m. – 12:45 p.m. (<i>Carpool begins at 12:30</i>)
6 th -12 th Grade Students	8:15 a.m. – 12:45 p.m.

SCHOOL VACATIONS

The school offices will be closed during scheduled “NO SCHOOL” days.

Vacations include Labor Day, Fall Break, Thanksgiving Break, Christmas Break, MLK Day, Winter Break, and Spring Break.

SUMMER OFFICE HOURS

The office will be open on Tuesdays and Thursdays from 9 a.m. to 2 p.m.

13.2. LOST AND FOUND

Lost items should be turned in to the front office. If the front office is able to identify the individual who has lost the item, it will be returned to the individual promptly. Other items will be placed in lost and found. Parents and students should check regularly

for missing items by checking with the front office personnel. At the end of every quarter, lost items become the property of the school and may be discarded.

13.3. JANITORIAL AND MAINTENANCE SERVICES

All buildings are cleaned daily by hired custodians. Students are expected to do their part in keeping the buildings and grounds clean and neat, and in not littering or creating unnecessary trash or work for someone else.

13.4. CAMPUS USE DURING NON-SCHOOL HOURS

Anyone interested in using the campus buildings, grounds, parking lot, or facilities during non-school hours must have pre-approval from the headmaster. Such use includes playing on the playgrounds or athletic field, using the parking lots or private roads, or any other activity on the private property owned by the school.

13.5. LUNCH – GENERAL POLICIES AND PROCEDURES

- a. No refrigeration is available for drinks or lunches brought from home or delivered to school.
- b. Lunch Location: All food and drink must be consumed in the cafeteria unless a classroom teacher decides to take students outside to eat lunch at the picnic tables on the playground. Only properly packed lunch boxes may be stored in lockers (or elementary classrooms). Cooled water fountains are available in K4-2nd grade classrooms, the hallways of the 3rd-12th grade buildings, the gym, and the cafeteria.
- c. Lunch Room Cleanliness: All students are expected to help keep the lunch room clean. Students must clean up their trash and eating areas before leaving the cafeteria.
- d. Lunch Manners: Students should remain seated while eating, not talk with food in their mouths, talk in a moderate volume, and not share or beg for food from others.
- e. Lunch Volunteers: Helpers are needed to assist in the distribution of lunch orders and for cleaning up. Volunteers should sign in on arrival and sign out when they leave the campus. Parents are requested not to bring preschool children to school with them if they are volunteering to assist with lunch.
- f. Packed Lunches: Student lunch boxes or bags should have a last name written on them. Students should bring their own napkins, condiments, and eating utensils for use with their lunches.
- g. Microwave Use: Students in K4-2nd grades should not bring any lunch items that require the use of a microwave. A limited number of microwaves are available in the cafeteria for 3rd-12th grade student use. Microwaved items need to be able to be heated in less than two minutes. Styrofoam or foil may not be used in microwaves. Students must clean up any food spills.
- h. Lunch Deliveries
 - (1) Parents delivering lunches to school for students must label the lunch with the student's name and grade.
 - (2) Parents are asked to take the lunch to the cafeteria and place on the table near the kitchen door. Parents should also write their student's name and grade level on the white board provided. Please do not leave delivered lunches in the school office.

- (3) Deliveries brought to the school via outside food vendors must be pre-paid and brought to the school office. Students may not order food for delivery during school hours without administrative approval.

i. Lunch Visitors

- (1) Parents may visit the campus to eat lunch with their student, but must sign in and out at the front desk. Students may be signed out by a parent to eat lunch off campus, but they must be picked up no sooner than the beginning of the scheduled lunch time and return to school before the regular lunch time ends.
- (2) Visitors other than family members, alumni, or pastors, who wish to visit the school during lunch time, must call ahead and make arrangements with the front office. All lunch visitors must sign in at the school office, leave campus when lunch is over, and be dressed modestly.
- (3) Lunch visitors are not permitted to visit in classrooms without prior arrangement with the classroom teachers and the headmaster.

j. Lunch Ordering

- (1) Lunch may be ordered online monthly through ParentsWeb. Ordering lunch is optional. Lunch ordering deadlines are posted on the school website.
- (2) Ordering Procedures: All lunch orders MUST be pre-paid and pre-ordered by the deadline. Late orders will not be accepted. Parents should keep a record of their orders so they know which days their student has lunch and which days they need to bring a lunch. Parents should check their students' Monday Monitors weekly to avoid ordering lunches on days when class field trips are scheduled. Lunch ordering deadlines will be posted on the school website throughout the school year.
- (3) Refunds / Exchanges: Changes cannot be made once the order is made. Credits may be requested when students have an unexpected long-term absence.
- (4) Payment: Checks must be written to Covenant Christian Academy and submitted on or before the first school day after the lunch ordering deadline. Please write "lunch order" on the memo line of the check. Please write separate checks for lunch orders and other school payments such as tuition.
- (5) Students without Lunch: Extra food will not be ordered from vendors who deliver lunches. Students who forget to bring a lunch will be offered a sandwich or crackers. Student drivers are not permitted to leave campus to go buy lunch.
- (6) Lunches of Absent Students: Lunches will be saved until the following day. If the student is absent the next day (or there is no school the next day), the perishable lunch items will be discarded. These lunches are not given to another student.

13.6. BIRTHDAY CELEBRATIONS

- a. Parents or students planning an off-campus birthday party must invite every student in the class if invitations are brought to school to be distributed.
- b. Parents or students may bring cake, ice cream, or other birthday treats to celebrate a student's birthday. All birthday celebrations on campus will be held during the last 15 minutes of the class lunch time. Parents and students bringing

food or drink are asked to bring everything necessary for serving, including plates, napkins, forks, spoons, and cups. Items for birthday celebrations should be well marked with the student's name and grade if they are left in the front office. All items for birthday celebrations will be stored in the school kitchen or cafeteria until needed. For safety reasons, parents are asked not to distribute any balloons to their student's classmates at birthday celebrations or class parties.

- c. Middle or high school students who wish to place birthday wrapping paper on the locker of the student with a birthday should arrive between 7:30-7:45 a.m. and request permission from an administrator or the cafeteria supervisor. Students may not use scotch tape to secure paper to the locker and may not place any food items in the locker. All wrapping paper must be removed before the next school day.

13.7. CHAPEL AND DEVOTIONS

Chapels are held in the school gymnasium every Wednesday morning. The Elementary Chapel (K4-6th grades) is from 8:30-9:00 a.m. Middle and High School Chapel (7th-12th grades) is from 9:10-10:00 a.m. Students in grades 5-12 are required to bring their Bibles to chapel. Chapels include singing and a message and may include special music, guest speakers and special presentations.

14. Administration, Staff, and Faculty Information List

All phone calls to administrators or faculty during school hours should be directed through the school office.

*For general inquiries, attendance notices, or urgent messages, please call the school office **instead of using email**.
School Office: 770-674-2990

FACULTY MEMBER	RESPONSIBILITIES	OFFICE	*EMAIL
Arnold, Gretchen	Five-Year-Old Kindergarten	502	garnold@covenantrams.org
Arnold, Johnathan	Headmaster / Athletic Director	102	jarnold@covenantrams.org
Baskam, John	MS/HS English	202	jbaskam@covenantrams.org
Cieslewicz, Karl	Director of Facilities	107	kcieslewicz@covenantrams.org
Farley, Hedy	K4-7 Music (Mondays)	601	hfarley@covenantrams.org
Friday, Amber	K4-7 Art (Thursdays) / AP US History	604	afriday@covenantrams.org
Friday, James	MS/HS Bible	304	jfriday@covenantrams.org
Gentry, Leanne	MS/HS Math and Science	203	lgentry@covenantrams.org
Grizzle, Whitley	Four-Year-Old Kindergarten	504	wgrizzle@covenantrams.org
Howard, Mary	Fifth Grade	403	mhoward@covenantrams.org
Kennedy, Steve	Principal / AP English Literature	104	skennedy@covenantrams.org
Marietta, Jennifer	Director of Guidance / Mathematics / 6 th	301	jmarietta@covenantrams.org
Moore, Chanel	HS Spanish, MS&HS History	204	cmoore@covenantrams.org
Mosher, Christy	Director of Enrollment Services	108	cmosher@covenantrams.org
Mosher, Scott	Sixth Grade / MS/HS History	406	smosher@covenantrams.org
Peele, Deborah	Fourth Grade	401	dpeele@covenantrams.org
Perry, Terri Lee	MS/HS Science / Literature	306	tperry@covenantrams.org
Priest, Brian	MS/HS Bible & Math / Dir. of Curriculum	302	bpriest@covenantrams.org
Rhodes, Hannah	First Grade	501	hrhodes@covenantrams.org
Richardson, Kami	Third Grade	402	krichardson@covenantrams.org
Schoessler, Lori	Physical Education / MS & HS Health	605	lschoessler@covenantrams.org
Tognarina, Vivian	MS/HS Study Hall / Fine Arts	201	vtognarina@covenantrams.org
Ward, Cindy	Second Grade	503	cward@covenantrams.org
Wheeler, Kari	Elementary Teacher Asst. / Office Asst.	404	kwheeler@covenantrams.org
Zauche, Carolyn	Administrative Assistant	100	czauche@covenantrams.org