

# Covenant Christian Academy



## PARENT-STUDENT HANDBOOK

Updated: August 2025

### **Abstract**

*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.*

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



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# COVENANT CHRISTIAN ACADEMY

6905 Post Road, Cumming, GA 30040

770-674-2990 (School Office)

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[www.covenantrams.org](http://www.covenantrams.org)

Covenant Christian Academy (CCA) is a private Christian school serving K through 12<sup>th</sup> 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,<br>Zion, city of our God.<br>He whose word cannot be broken<br>Formed thee for His own abode:<br>On the Rock of Ages founded;<br>What can shake thy sure repose?<br>With salvation's walls surrounded,<br>Thou may'st smile at all thy foes.               | Round each habitation hov'ring.<br>See the cloud and fire appear<br>For a glory and a cov'ring;<br>Showing that the Lord is near:<br>Thus deriving from their banner<br>Light by night and shade by day,<br>Safe they feed upon the manna<br>Which he gives them when they pray. |
| See, the streams of living waters,<br>Springing from eternal love;<br>Well supply thy sons and daughters,<br>And all fear of want remove:<br>Who can faint, while such a river<br>Ever flows their thirst t'assuage?<br>Grace which, like the Lord, the Giver,<br>Never fails from age to age. | Savior, if of Zion's city<br>I, through grace, a member am,<br>Let the world deride or pity,<br>I will glory in thy Name:<br>Fading is the worldling's pleasure,<br>All his boasted pomp and show;<br>Solid joys and lasting treasure<br>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 60 churches in the metro Atlanta area.

CCA is fully accredited by the Georgia Association of Christian Schools. 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.

## 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 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 K-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. The athletic department and our competitive teams are expected to mirror the CCA school mission and its goals. Athletics and academics are intended to work together as equals for the overall good of the school.
- b. The department, teams and coaches will be continuously evaluated to ensure alignment with the CCA mission. 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. The athletic department takes Luke 2:52 as its spiritual and inspirational guide for student-athlete development. 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.

#### 1.11. ATHLETIC POLICIES

- a. **Playing Time:** All students are invited to try out for athletic teams, however, not all student who try out will make the team roster. Once on a team, playing time is not guaranteed and will be at the discretion of the coaching staff. Concerns over playing time should be addressed between coach, parent and athlete. Playing time issues should not be addressed before or after contest or practices. Use 24 hours as your guide.
- b. **Required Forms:** All student-athletes are required to have a current physical on file with the school and any pertinent GAPPS forms based on sport participation.
- c. **Transportation:** Teams will be transported via school minibus when possible. As needed, parents will be asked to transport student-athletes to contests. If your student-athlete needs to be transported by another family, permission via email must be sent in advance to the head coach with the Athletic Director copied.
- d. **Early Dismissals:** From time to time, our contest schedules may require early dismissal from school. It is the student-athlete’s responsibility to speak with all teachers prior to missing class time and/or class work.

- e. **Uniforms:** Team uniforms are the property of CCA and are on loan to student-athletes. The student-athlete is responsible for having all pieces of their uniform at contests and is also responsible for lost uniforms or unreasonable wear and tear. Players should bring every piece of the uniform to every game. Uniforms should be washed inside out and air dried. At the conclusion of each season, the student-athlete will be responsible to launder and return all issued equipment and uniforms.
- f. **Game Schedules:** These will be posted on the CCA app and will be made available at all times by the coach.
- g. **Sportsmanship:** CCA student-athletes, coaches, families and fans are expected to represent Christ, their families and CCA in the highest regard. Opposing teams and student-athletes, as well as officials, should always be treated with the utmost respect and kindness.
- h. **Admissions:** All home contests at CCA will have admission cost. CCA students and faculty may enter at no charge. For annual passes and other ways to support the athletic program contact the Director of Development.
- i. **Supervision:** Students and children younger than 6th grade should be accompanied by an adult at all times. At no time should anyone walk under the bleachers during home contests.
- j. **Academic Eligibility:** Student-athletes representing the school must remain academically eligible. A student who has passed 5-unit subjects in a semester is eligible for the following semester. Of the 5-unit subjects, 3 units MUST be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion and Business Education. High school students must also accumulate units towards graduation annually in order to remain eligible. A student-athlete who loses eligibility during a season will remain ineligible through the end of that semester.

## 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, church.
- b. A new student application and a 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.
- c. The school 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. The school 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.
- d. The school may not be able to provide services to students whose educational, social and physical needs cannot be met by its existing programs, services, or staff. Students enrolling in 1<sup>st</sup>-12<sup>th</sup> grades must demonstrate the ability to be successful.

e. Age requirements for enrollment:

- (1) Kindergarten – 5 years old on or before September 1<sup>st</sup> of the year of enrollment;
- (2) First grade – 6 years old on or before September 1<sup>st</sup> of the year of enrollment.

## 2.2. RE-ENROLLMENT

Re-enrollment forms will be issued to students in good standing during the second semester. Families must return the re-enrollment form and pay the annual, non-refundable registration fee by May 1<sup>st</sup> to hold placement for a child for the next academic year.

## 2.3. 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 be completed by a physician and have an expiration date or an X placed in the appropriate box for school attendance. Note: The State of Georgia requires additional immunizations before entering 7<sup>th</sup> grade and 11<sup>th</sup> grade.
- 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.

## 2.4. REQUIRED STUDENT FORMS

Unless otherwise noted, the following student forms are requested annually; school administration should be notified if any information on these forms change during the course of an academic year:

- a. Student Medical Update: Describes the basic health/illness history of each student.
- b. Family Update Form: Lists emergency contact names and phone numbers.
- c. Carpool Registration Form (K-5<sup>th</sup> grades only)
- d. Sports Physical: Only for student athletes. The physical is valid for one year.

## 2.5. WITHDRAWAL

If withdrawing a student during the school year, parents must submit a completed and signed withdrawal form to the school office. A student will not be considered officially withdrawn until Covenant Christian Academy completes its internal withdrawal process. CCA requires the withdrawal form to be submitted at least two weeks in advance of the withdrawal date (see 3.1.b.).

## 2.6. STUDENT RECORD MAINTENANCE

- a. All student records are maintained and stored securely.
- b. Records for students who graduate high school from Covenant are maintained permanently.
- c. Records for students who do not graduate high school from Covenant are maintained for at least five years.
- d. In the event that the school ceases operation, student records will be transferred to Horizon Christian Academy, which is currently located at 1270 Sawnee Dr, Cumming, GA 30040.

## 3. FINANCES

### 3.1. TUITION / FEES

- a. Payment of Tuition and Fees:

Enrollment at CCA is considered a commitment for the full academic year. Tuition and fees are billed according to the payment schedule outlined in the enrollment contract. Parents/guardians are responsible for ensuring that payments are made on time, regardless of whether the student completes the year.

- b. Registration Fee:

Families of new students will be asked to pay the registration fee once a tuition agreement 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.

- c. Refunds / Withdrawal:

Application fees, registration fees, and tuition payments are NOT refundable. Should a student withdraw from the school for any reason, fees and any prepaid tuition will not 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. Additionally, there may be a withdrawal processing fee required to complete the withdrawal process.

- d. Delinquent Accounts:

Timely payment of tuition and fees is essential for the operation of the school. If a payment becomes past due, the following actions may be taken:

1. Late Fees – Accounts not paid by the due date are subject to a late fee of [insert amount or %] per month until the balance is satisfied.
2. Loss of Privileges – Students whose accounts are past due may be restricted from participating in extracurricular activities, athletics, field trips, and other school events until the account is brought current.
3. Withholding of Records – Report cards, transcripts, diplomas, and other official records will not be released if a family has an outstanding balance.
4. Interruption of Enrollment – The school reserves the right to suspend or dismiss a student if tuition and fees remain unpaid. Continued nonpayment may result in permanent withdrawal of the student from the school.
5. Collection of Delinquent Accounts – If an account is significantly overdue and no payment arrangements have been made, the school may refer the balance to a collection agency or pursue legal remedies. All associated costs, including attorney's fees and collection expenses, will be the responsibility of the parent/guardian.

e. **Returned Payments:**

A fee will be assessed for any returned checks or failed electronic payments. Repeated instances may result in the requirement that future payments be made via certified funds, money order, or cashier's check.

### 3.2. ADDITIONAL FAMILY COSTS

- a. **Field Trips** – Students in the elementary grades may take field trips during the school year. Costs are paid by parents through Facts. Every effort is made to keep all field trips affordable.
- b. **Uniforms** (see 5.4) – Used uniforms are accepted as donations year-round and are offered free to parents at the school during office hours.
- c. **Activity / Testing Fees** – Families of students who sign up to participate in an activity will be billed a fee which is payable through Facts. Testing such as AP course exams, the PSAT, and the ACT Test Prep course will be billed through Facts.
- d. **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.
- e. **Summer Reading** – Summer reading lists are updated annually and posted on the school website.

## 4. ATTENDANCE

### 4.1. EXPECTATIONS

- a. Students are expected to be present for the entirety of each school day. This includes early release days, days preceding planned school holidays, and for MS/HS students, scheduled study hall periods.
- b. Chapel attendance is required for all grade levels. This includes MS/HS students with unique course schedules.
- c. Parents are expected to adhere to school policy (see 8.2) with regards to student illness and school attendance.
- d. Parents are expected to call the school office before 8:30 a.m. in order to notify school administration of an unplanned absence.
- e. Daily attendance records are kept for all students.

### 4.2. 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 or guardian at the front office before leaving school. Students who return to school must be signed in by a parent. Students who drive to school may sign themselves out and back in if notice is provided to the front office 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.

#### 4.3. DEFINITIONS

- 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 term “Absence” designates any school day missed due to an unforeseen circumstance. Common examples include: Sickness, death of a family member, or other emergency situation.
- e. The phrase “Excused Absence” designates any absence which can be reasonably justified as a legitimate reason for being absent from school. Common examples include: Medical appointments, death of a family member, or sickness.
- d. Any student not present in their classroom when the 8:10 a.m. bell rings is considered tardy.

#### 4.4. COURSEWORK MAKE-UP

- a. Students are expected to complete all work assigned during any absence. This applies to all absences.
- b. It is the student’s responsibility to learn what coursework they missed during an absence.
- c. In the case of excused absences, 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.
- d. In the case of unexcused absences, a request for any planned unexcused absence must be submitted by parents and approved by the administration ahead of time in order that work will be allowed to be made-up. Failure to have the unexcused absence approved will result in failing grades for any assignments or assessments missed during the absence.

#### 4.5. CONSEQUENCES FOR ABSENTEEISM

- a. **Excessive Absenteeism** – In the event a student is absent from a class, or from school, for more than ten (10) days during one semester (for any reason), the student’s parents may be called to meet with school administration to determine appropriate consequences, which may include whether a student should receive credit for the course(s) affected. *Additionally, a report may be submitted to the State for excessive absenteeism.*

- b. **School Activities** Participation – 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.
- c. **Driver’s Permit Impact** – 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).
- d. **Tardiness** – 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 7<sup>th</sup>-12<sup>th</sup> grades, the consequences below also apply to “period tardies” (being tardy to classes during periods two through six). In an effort to stem habitual tardiness and more effectively prepare students for life after school, the following consequences have been established:
  - (1) **Grade Reduction** (7<sup>th</sup>-12<sup>th</sup> Grades Only) – Students will receive regular participation grades in all MS/HS courses. Each tardy may incur a grade reduction from their participation grade.
  - (2) **Sports Participation** (6<sup>th</sup>-12<sup>th</sup> 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 Head of School or principal.
  - (3) **Exam Exemption** (12<sup>th</sup> 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 Head of School or principal.
  - (4) **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 Head of School or principal.
  - (5) **Unintentional Consequences** – Consistent tardiness negatively impacts students in many ways. Not only does it result in missed concepts and disrupted learning, but it also often prevents students from attaining Honor Roll as well as other academic awards simply because of the academic impact.

## 5. BEHAVIOR

### 5.1. PHILOSOPHY OF CHRISTIAN BEHAVIOR

Students 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 are expected to demonstrate quick and cheerful obedience to administrators, teachers, parents, volunteers, and school standards (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. All students are expected 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** – 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 partner 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 (Matt 22:37).

## 5.3. BASIC SCHOOL RULES

All 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 / Cell Phone Use** – Electronic devices, including smart watches, cell phones, headphones, and earbuds, are not to be used from 8 a.m.-3:10 p.m. 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 using a cell phone during school hours, without permission, risk having them confiscated and turned into the school office. Consequences will be determined by the Head of School or principal. The school will not be held responsible for the loss or damage of any personal items brought to school by students or parents.

- e. **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.
- f. **School Property** – Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs may be assessed and billed to the family.
- g. **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.
- h. **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.
- i. **Gum** – Students may not chew gum anywhere on school property or in school-owned vehicles.
- j. **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.
- k. **Food and Drink** – Students should not eat or drink beverages, in the hallways or classrooms. Water is the only beverage permitted in the classrooms. Students and parents are not permitted to order food from outside vendors and have it delivered to the school campus.
- l. **Inappropriate Activities** – Smoking, alcohol consumption, illegal drug use, unlawful acts, and gambling of any kind, are not permissible on the campus or at any school sponsored events.
- m. **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.
- n. **Computer / Internet Use** – Unless approved by the administration, 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 6<sup>th</sup>-12<sup>th</sup> 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.
- o. **Photos/Videos** – Any photos or videos taken on the school campus should not be shared or posted online without permission from the people who appear in the photo or video.
- p. **Hallways** – Students are expected to be quiet, safe and orderly whenever they are in the hallway.
- q. **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.
- r. **Gymnasium** – Students are not permitted to be in the gymnasium without faculty supervision.

#### 5.4. DRESS CODE

As Psalm 139, Romans 12 and 1 Corinthians 12 all speak to the Lord's unique design and gifting for each of us, our desire is to help the students grow in their understanding of who God created them to be and how to express their unique qualities in a manner that highlights the aspects of the Lord that are uniquely placed in them without seeking attention. As image bearers of Christ, students are expected to maintain a clean, neat and modest appearance that reflects respect for themselves and others.

##### **a. Personal Appearance**

- (1) Hair should be clean and neatly groomed. Variations in style may be permitted as long as the overall appearance remains tidy and appropriate and does not draw undue attention. Hair coloring is permitted for middle and high school students as long as it maintains a natural and conservative look. Unnaturally bright or distracting colors or hair styles are not permitted. The school administration reserves the right to determine if a style meets the standards of modesty and simplicity.
- (2) Boys should be clean-shaven and maintain a well-groomed appearance. Light stubble may be acceptable if kept neat and intentional. Beard, mustaches and sideburns should be modest and not unkempt.
- (3) Middle and high school girls (6<sup>th</sup> – 12<sup>th</sup> grades) may wear cosmetics, provided they are applied in a modest and tasteful manner. Makeup should enhance natural features without drawing undue attention.

##### **b. Tattoos and Body Art**

- (1) While tattoos (permanent or temporary) are not encouraged, a student should cover them with clothing or a discreet covering (such as a sleeve or bandage) and avoid drawing attention to them while at school or school-sponsored event.
- (2) Jewelry and Piercings
- (3) Students may wear earrings in a modest and tasteful manner. Other piercings are discouraged and should not be visible during the school day or at school-sponsored events. Discreet jewelry such as rings, bracelets and necklaces may be worn, provided they are appropriate for a Christian school setting and do not become a distraction.
- (4) For safety reasons, students should not wear jewelry during physical education classes, athletic practices or games. Students are responsible for removing and securing their own jewelry during these times.

##### **c. Uniforms**

- (1) The dress code at CCA is designed to minimize distractions and focus on outward appearance, while providing an opportunity for individual expression.
- (2) The school will publish a list of uniform vendors; however, similar items from other stores are permitted as long as they comply with the uniform guidelines and have a CCA logo. Uniforms should always be clean, mended as needed, and pressed. Undershirts visible through the uniform must have no imprinted pictures or words
- (3) Consistent compliance with the uniform code is expected throughout the school day, including the carpool, unless a team is required to leave prior to school dismissal. Coaches will notify the students when they should change into their uniform. Appearance standards apply to all student attire while attending any school event, including if they change after the 3:10 dismissal.

- (4) Girls' skirts and shorts, hemlines should reach to the student's fingertips. Waistbands should not be rolled down on any school uniforms, including athletic team uniform shorts.
- (5) Non-CCA outer garments (heavy coats and jackets) are only permitted while outside during colder months.
- (6) Tennis shoes and cowboy boots may be worn to school; however, boots are not to be worn on the gym floor to avoid damage.

**d. Jeans Days**

- (1) Students may wear jeans to school for select field trips, service project days or school spirit days.
- (2) Jeans must be full-length, blue, not faded, without holes or excessively tight. The school administration reserves the right to determine if a style meets the standards of modesty and simplicity.
- (3) Jeans will be worn with a school uniform polo shirt. A CCA spirit wear shirt depending on the occasion.
- (4) Students may lose jeans day privilege (temporarily or permanently) should they not comply with these criteria.

**e. Senior Exception – College Attire**

Seniors may wear a polo shirt, sweatshirt, or hoodie bearing the name of the college they are planning to attend after high school on Spirit Days throughout the year.

## 5.5. DISCIPLINE POLICY

- a. 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, restoration-focused 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 parents and refrain from usurping or assuming parental responsibility in matters of discipline. We will strive, however, to ensure that appropriate and timely discipline is administered to students as necessary to protect the school culture.
- b. The goal is to develop a culture of encouragement and positive student interaction, and faculty to student interactions.
- c. Classroom teachers will be the first to engage students who are struggling to maintain this culture while on school grounds. Administrators will support the teachers when a student's actions require escalating disciplinary action or if students engage in serious or dangerous actions. CCA faculty will operate with a tiered system of minor and major infractions and a stepped process of addressing these and seeking redirection. Please see the guidelines below:

**(3) Minor Infractions**

- (a) Classroom teachers will address minor infractions with verbal warnings, and if necessary, after successive verbal warnings, a written notification to parents (email and/or FACTS behavior report) to obtain partnership in guiding the student's classroom choices moving forward.
- (b) Repeated minor infractions will result in an administrative referral.

#### **(4) Major Infractions**

- (a) Any major infraction will result in referral to a member of the CCA administrative team. Administrators will meet with the students to discuss the infraction and shepherd the students through a process of discovery, exploration and restitution for the offense.
  - (b) Administrative disciplinary actions will be addressed with written notification to parents (email and/or FACTS behavior report) to obtain partnership in guiding the student's choices moving forward.
  - (c) If a student commits an act with such serious consequences that the Head of School and principal deem it necessary, the student may be suspended or expelled. 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, use of alcohol/tobacco/drugs or vaping products, violations of civil law or any act in clear contradiction of biblical commands.
  - (d) At the discretion of the Head of School, a student may be refused re-enrollment for the following school year base upon their discipline record. Refusal to accept re-enrollment is not the equivalent of suspension or expulsion.
- d. Should an expelled or non-re-enrolled student desire to be re-admitted to CCA at a later date, the Head of School will decide based on the student's attitude and circumstances at the time of re-application. International students who are who are suspended or expelled for any reason may have their I-20 status terminated and may be required to leave the United States immediately.
- e. 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.
- f. In order to strengthen the covenant school relationship, parents or guardians who do not honor the obligations and commitments outlined in the mutual agreement between them and CCA may, at the discretion of the headmaster, be required to withdraw from the school immediately.
- g. General Notes
- (1) No members of the faculty, administration, staff, or volunteers in their roles as employees of CCA will administer corporal punishment to students.
  - (2) Discipline practices are rooted in the biblical principles of public and private apologies, forgiveness, restitution, consequences, and restoration of fellowship utilizing the following tiered system.
  - (3) If an administrative visit is required, they 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.
  - (4) In order to strengthen the covenant school relationship, parents or guardians who do not honor the obligations and commitments outlined in the mutual agreement between them and CCA may, at the discretion of the Head of School, be required to withdraw from the school immediately.

- (5) While CCA does not intend on monitoring student/parent conduct outside of school, it does reserve the right to administer the appropriate level of discipline for out of school actions that violate state or federal laws, position the school community in a bad light, or could bring negative focus to the school from the community.

d. Electronics

- (1) To protect focus in the classroom, focus and foster school community, cell phones, smartwatches, and other electronic devices are not permitted during classroom instruction times. Devices must remain turned off and out of sight. Middle/High School students may use their phones during lunch.
- (2) At times, teachers may integrate technology into the classroom for specific purposes.
- (3) Violations:
  - (a) First offense: Verbal Warning
  - (b) Second offense: Phone confiscated and sent to the Dean of Student Culture’s office. Students may pick it up at the end of the day.
  - (b) Further offenses: Will be addressed by the Dean of Student Culture.

## 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 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.

### 6.2. GRADING SCALES

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 of this manual for HOPE Scholarship implications.

a. Performance Grade Scale (Grades K – 2):

|   |  |
|---|--|
| 1 | Performance is below grade-level expectations, needs teacher support with frequent re-teaching and additional practice.                    |
| 2 | Performance is progressing toward grade-level expectations applying learned skills with some teacher support.                              |
| 3 | Performance meets grade-level expectations where student produces quality work with little to no teacher support (grade-level expectation) |
| 4 | Performance exceeds grade-level expectations where the student consistently produces outstanding work, above grade-level independently.    |

b. Numeric Grade Scale (Grades 3 – 12):

| <b>Percent</b> | <b>Grade</b> | <b>GPA (4.00 Scale)</b> |
|----------------|--------------|-------------------------|
| 90 – 100       | A            | 4.00                    |
| 80 – 89        | B            | 3.00                    |
| 70 – 79        | C            | 2.00                    |
| 60 – 69        | D            | 1.00                    |
| 59 and below   | F            | 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.*

- c. AP courses are advanced by designed. The goal of these courses is to expose students to college level work. As a result, the final course grade for all AP level courses will be weighted on a 5.0 grading scale. For example, an “A” in college preparatory US History would receive 4.0 quality points while an “A” in AP US History would receive a +1 quality point bonus, which would result in a 5.0. *Most AP courses are electives and are not required for graduation.*
- d. Numeric grades for dual enrollment courses are typically not provided. In the event that a school does not provide a numeric grade for a completed dual enrollment course, the following scale will be used for transcript and numeric GPA calculations: A (95), B (85), C (75), D or F (65).
- e. Grades at or above seventy percent (70%) are considered passing. Students taking high school courses will earn 0.5 credit for each semester grade at or above seventy percent (70%).

### 6.3. GRADE LEVEL PLACEMENT

At initial enrollment, the administration will decide 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 Head of School 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 Head of School 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 Head of School or principal of Covenant Christian Academy before credit will be granted.

## 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 Head of School or principal at any time.
- c. **Progress Reports** (Grades 3-12): These are distributed via email at mid-quarters. These reports do not need to be signed or returned to the school.
- d. **Report Cards** (K-12): Digital grade reports are distributed via email at the end of each grading quarter for grades 3 through 12. Printed report cards are provided for K through 2 students at the end of each quarter. Final grade reports for all grade levels 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. An exception to this rule pertains to high school credits earned in middle school (see 6.6.e).
- b. To graduate from CCA, a student must earn minimum of 23.5 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
  - Mathematics 4
  - Science 4
  - Social Studies 3
  - Foreign Language 2
  - CTAE or Fine Arts 1
  - Health / Physical Education 1
  - Bible 4 (or 1 credit for each year enrolled at CCA)
  - Personal Finance (online) 0.5
  - **TOTAL HS CREDITS: 23.5**

- 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.
- e. Students who are able to take high school classes in 8<sup>th</sup> grade may receive credit towards fulfillment of graduation requirements, but the grade does not factor into the student's high school GPA.
- 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. School administration will determine acceptability of previous work toward CCA graduation requirements.

#### 6.7. HOPE SCHOLARSHIP ELIGIBILITY

- a. Covenant Christian Academy offers a college preparatory high school diploma approved by the Georgia Department of Education, the Georgia Board of Regents, and the Georgia Student Finance Commission. CCA graduates are eligible for the HOPE Scholarship provided they meet the scholarship's academic requirements.
- b. Students should see the school guidance counselor or explore [www.gafutures.org](http://www.gafutures.org) for more information about how a student's HOPE Scholarship GPA is calculated, what courses are considered "rigor courses," and for more information about current HOPE Scholarship eligibility requirements.

#### 6.8. TRANSCRIPTS

Transcript request forms are available in the school office. Please allow a minimum of three full business days for a transcript to be processed. Students applying to public colleges or universities within the state of Georgia, however, are encouraged to utilize [www.gafutures.org](http://www.gafutures.org) to submit their transcript.

#### 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. Seniors taking Economics 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.
- 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 school administration. The exam must be completed according to standard make-up policy (see 4.4). 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 8<sup>th</sup> 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.

## 6.11. ACADEMIC PROBATION

Students representing the school in any extra-curricular activity, including but not limited to, athletics, the chapel music ministry, robotics, drama and student government, must remain academically eligible. A student who has passed 5-unit subjects in a semester is eligible for the following semester. Of the 5-unit subjects, 3 units **MUST** be in the following subject areas: English, Foreign Language, Science, Social Science, Mathematics, Religion and Business Education. High school students must also accumulate units towards graduation annually in order to remain eligible.

## 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. 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.

### b. Consequences

*Violation of this policy, 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, dean, 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. Elementary students will bring home *homework folders* nightly. Parents are asked to check these daily for student assignments and other communication from the classroom teacher.
- b. Middle and high school students are encouraged to use an assignment notebook daily. They also have access to Facts Family Portal. Students are expected to regularly check Facts Family Portal and retrieve missing assignments when necessary.

### 6.14. HONORS AND AWARDS

The school 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 greater than 90.00. For the purpose of the annual awards chapel, certificates are awarded to students who have earned this award through the fourth quarter progress report.

##### (2) 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.

##### (3) Qualified seniors will receive the following honors:

- Cum Laude – GPA of at least 3.400
- Magna Cum Laude – GPA of at least 3.600
- Summa Cum Laude – GPA of at least a 3.800
- National Honor Society Induction

##### (4) Students with a minimum cumulative GPA of 3.7 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 during the first quarter. 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 (K-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) Cumulative High School Academic GPA Honors

Awarded to students in grades 9-12 who maintain a cumulative academic GPA of 4.0 or higher.

(3) Middle School Academic Recognition Awards

In grades 6-8, recognition is given to students who demonstrate outstanding achievement in each of the following subjects: English, mathematics, science, social studies, and Bible. An award for each of these subjects is given to one student across grades 6-8. Consideration is given to the difficulty of courses when selections are made. This award is not necessarily given to the student with the highest grade 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) 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 grade 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.

(5) Salutatorian

Recognition is given to the senior graduating with the second highest academic GPA. If two or more students have the same academic GPA, their cumulative numeric GPA and their course rigor will be used to determine which one is the salutatorian. The salutatorian must have attended high school at CCA for a minimum of three full years.

(6) Valedictorian

Recognition is given to the senior graduating with the highest academic GPA. If two or more students have the same academic GPA, their cumulative numeric GPA and their course rigor will be used to determine which one is the valedictorian. The valedictorian must have attended high school at CCA for a minimum of three full years.

- c. 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, including consumable materials, are the property of the school. Damage beyond normal use, or lost books, may 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

Parents with materials they would like to recommend for use in the classroom may check with the classroom teacher.

b. Procedure for Lost Library Books

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.

## 6.16. FIELD TRIPS

a. Transportation for elementary field trips will be by parent vehicles only. The school mini-bus will not be used for K-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. *Parents who do not provide this documentation will not be permitted to transport students.*

b. 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 4'-9" tall or 80 pounds. However, children aged 12 and under should ride in the back seat of the vehicle whenever possible as the back seat is the safest position for children.

c. 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.

d. 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 will not 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.

(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.

## 6.17. LEARNING DISABILITIES POLICY

This policy applies to all students and teachers in all the classrooms.

### a. Definitions:

- (1) **Severe Learning Disability:** Any condition in a potential student which would require a separate classroom, services, program, and staff in order to provide the educational services requested by parents, e.g. Down syndrome, deaf/mute, blind, etc.
- (2) **Learning Disability:** Any condition in a potential student which does not require a separate classroom, services, program, or staff in order to provide the educational services requested 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 may not be admitted to CCA due to the lack of adequate staff and facilities, unless otherwise agreed upon by the Head of School and parents.
- (2) Children who have been diagnosed as having a learning disability may be admitted to CCA with accommodations as deemed appropriate by the administration.
- (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) The school 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.
- (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 varies. Students in this scenario will need to work with school administration in order to determine the best course of action.

### b. Guidelines

- (1) The principal will determine what online providers are approved for student use. Students should consult with the principal or guidance counselor before registering for any online course.

- (2) Please note that a student's financial account must be up to date before admission to online courses will be granted.
  - (3) Drop Policy – Students will need to consult their online provider for current drop policies and the school principal.
  - (4) Refund Policy – Students will need to consult their online provider for current refund policies.
  - (5) Final grades, regardless of their merit, will be permanently placed on the student's transcripts.
  - (6) With the exception of study hall, no additional time for an online course will be allotted to a student during the normal school day.
  - (7) Prior to enrollment, the student is responsible to verify with their online provider that they can satisfy at home (or away from school) all technological requirements for the course.
  - (8) Online courses cannot be used to replace existing grades. Final grades cannot be removed from a student's transcript.
  - (9) School administration reserves the right to withdraw a student from any online course if the student fails to maintain a consistent effort in their online course(s). Course progress is monitored weekly. If a student is withdrawn from a course, they will receive either a "WF" (Withdrawn – Failing) or "WP" (Withdrawn – Passing) for the course(s) on their official high school transcript.
- c. Program Cost
- (1) Costs are subject to change based upon the selected online provider.
  - (2) Some online providers will bill students for the cost of the course while others will only work with a school. See the principal or guidance counselor for more information.

#### 6.19. DRIVERS' EDUCATION

- a. Defensive Driving Credit – 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.
- b. Electronic Alcohol and Drug Awareness Program Requirement – Students can access the required eADAP program here: **Web Link:** <https://online.dds.ga.gov/eadap/>

## 7. TRANSPORTATION

### 7.1. STUDENT DRIVERS

- a. Students who plan to drive to school must have a *Student Driver Registration* 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.
- b. Student drivers must consistently arrive at school on time and refrain from loitering 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.
- c. Senior drivers are permitted to park next to the hill across the back of the parking lot (adjacent to the dumpster). All other student drivers are required to park in the lower lot adjacent to the creek.
- d. 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.
- e. 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.
- f. 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.
- g. Student vehicles may not be left on the school campus after school hours.

### 7.2. PARENT AND VISITOR PARKING AREAS

- a. Parents and students are not to leave vehicles on campus while away from the school unless they are participating in a school-sponsored event.
- b. Covenant Christian Academy is not responsible for loss from, or damage to, vehicles that are parked on school property.

### 7.3. ATTENDANCE CERTIFICATE FOR THE DEPARTMENT OF DRIVING SERVICES

- a. High school students applying for a learner's permit or a driver's license will need the adequate number of attended days to receive the required Certificate of Attendance. This certificate is issued by the school Head of School or principal, and required by the Georgia Department of Driver Services.
- b. Please request this document at the school office at least three school days 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.

## 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 during school hours, parents will be notified by school personnel regarding early release or closure. 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 **WXIA Channel 11** / <https://www.11alive.com/>. Covenant Christian Academy will NOT necessarily follow the county closure/release plan.
- c. CCA will be announced as Covenant Christian Academy-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 without medication. Parents should also keep home a student they suspect may have a contagious condition (impetigo, ringworm, chicken pox, pinkeye, 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.
- (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.

#### 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.

- (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. 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).
- b. 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.
- c. 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 Head of School.

### 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, when there is reasonable cause to suspect child abuse or neglect, that it be reported within 24 hours to the authorities. There is a specific law that failure to act with the law within a 24-hour period is a misdemeanor. 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 Head of School 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 Head of School 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. Student 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). Students are expected to be in class by 8:10 a.m. 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. Exceptions must be approved by 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. Elementary students arriving before 8:00 a.m. must enter the SIDE DOOR of the main building and remain in the cafeteria. MS/HS students should go to the gym. Students will be dismissed from the cafeteria and gym beginning at 8:00 a.m.
- (2) Neither parents nor students should be in 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 7:45-8:10 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 8:10 a.m. may go directly to their classroom by using the covered sidewalk between the main building and the gymnasium.

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. Please use the crosswalk.

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 (7:30-8:10 a.m.; 2:30-3:25 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) 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 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 Head of School to regularly leave the campus when all 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 (K-5<sup>th</sup>) carpool begins at 2:35 p.m. Note: 6<sup>th</sup> grade carpool begins at 2:50 p.m.
  - (5) Middle/High school students (7<sup>th</sup>-12<sup>th</sup>) should be picked up from school by 3:20 p.m. (unless they have permission to stay after school for athletic activities or school-sponsored meetings.)
- b. Carpool Registration – Parents of students in **K through 5<sup>th</sup> 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 **K-5<sup>th</sup> grades** will receive carpool number cards to display on the rear-view mirror 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 1:10-1:20 p.m. Students who are not picked up by 1:20 will stay in the office. Parents who arrive after 1:20 should park in a parking space and come to the front office to sign out their child.
- e. Middle and High School Pick-Up (7<sup>th</sup>-12<sup>th</sup> grades)
- (1) **Waiting Area:** Students will be dismissed from classes at 3:10 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 road leading to the soccer field) to wait for their students.
  - (3) **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.
  - (4) **Pets:** No Pets on school campus-

- (5) **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 3:25 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 **K-6<sup>th</sup>** grade students during parent-teacher conferences or if they allow their student to attend a school event that the parent is unable to attend. K-6<sup>th</sup> grade students are not permitted to be anywhere on the campus during non-school hours without adult or MS/HS sibling supervision. **K-6<sup>th</sup>** 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 to kindergarten children from 1:10-2:45 p.m. for parents who have elected and paid for aftercare.
- d. Families needing supervised child-care before 7:30 a.m. or after 3:25 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. **Elementary Newsletter:** Students in K-6<sup>th</sup> grades will receive a weekly newsletter via email. Included in the newsletter will be class information, general school information, field trip notices, subject highlights and test dates for the upcoming week.
- b. **FACTS Family Portal:** Grades and announcements for students in the 7<sup>th</sup>-12<sup>th</sup> grades will be available online through FACTS Family Portal. Students in the 7<sup>th</sup>-12<sup>th</sup> grades will also be expected to note school announcements and class assignments in a daily assignment / date book.
- c. **Website:** The school website, [www.covenantrams.org](http://www.covenantrams.org), will have the annual school calendars, athletic schedules, athletic physical forms, supply lists, uniform guidelines, and summer reading lists.
- d. **Email:** Administrators and faculty members may be reached through their school email addresses.
- e. **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 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 or else email.

- f. Families are asked to contact the school office promptly whenever their home address, email address, phone number, or other contact information changes.
- g. **Facebook / Instagram:** Announcements and updates will occasionally be posted on the school's Facebook and/or Instagram pages.
- h. **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

Parents or teachers may request and arrange conferences at any time. Parents are asked to arrange conferences in advance by calling or emailing teachers.

## 10.3. CAMPUS VISITORS / FIELD TRIPS

- 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. Any visits to a classroom or conferences with a teacher must be pre-arranged with the school office.

## 10.4. 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.

## 10.5. RESOLUTION POLICY

The objective of this policy is to establish biblical guidelines for the resolution of disputes and conflicts in the operation of the school. These guidelines are to be followed whenever there is a dispute or conflict concerning any aspect of the school'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 conflict:
  - (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 Head of School for assistance.

- b. Student / parent to administrator/faculty member conflict:
  - (1) All concerns about a specific administrator or faculty member should first be privately presented to the administrator or the faculty member by the parents or student in a respectful manner.
  - (2) If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator.
  - (3) If the problem is not resolved after meeting with an administrator, the parents or student may make an appointment with the Head of School for assistance.
- c. Parent / student to administration conflict:
  - (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 Head of School.

## **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) Student Government

Students in 9th-12th grades are elected annually to serve as Student Government Representatives along with a President, Vice-President, and Treasurer. Officers organize and sponsor various school events and service projects.
  - (2) Chapel Music Team

Students in grades 7-12 are invited to share their vocal, instrumental and A/V tech talents by becoming a member of the Chapel Music Team by auditioning gifts.

(3) Covenant Voices

Students in grades 4-6 are invited to share their vocal talents by signing up to sing with Covenant Voices during Elementary Chapel.

(4) Fine Arts Competitions

Students in grades 5-12 may sign up annually to participate in grade specific academic, music, speech, and art competitions. Submission fees may be required by the hosting organization.

(5) Robotics

Middle School Robotics (grades 6-8) and High School Robotics (grades 9-12) meet multiple days a week and compete in Vex Robotics competitions against other area schools. A student fee is charged for participation.

(6) Theater

Students in grades 6-12 may join the Theater Program. Theater students work together to produce an annual performance for the school community.

(7) Student Clubs

Students in grades 7-12 may create other clubs with the support of administration and a faculty sponsor. Examples would include Book Club, Writing Club, Bible Club, and Inspire. To form a new club, students should speak with the Director of School Culture or a teacher. Fees are not required for involvement in student clubs.

## 11.2. DRESS CODE

This school dress code is to be followed by any students and adult volunteers 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 simple and modest. The dress code also applies to formal events such high school prom, athletic awards program, and high school graduation. The general guideline for formal dress is modest and appropriate for a Christian school function. Parents in attendance are also asked to comply with this dress code.

## 12. SCHOOL EVENTS

### 12.1. SCHOOL-SPONSORED EVENTS POLICY

School-sponsored events meet the same standards for quality and content established in the educational programs. The same standards for student conduct established at the school are maintained at all events sponsored by the school.

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 Head of School
- (3) Published to CCA students and families

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 Head of School.
- (3) Attendance or participation in school-sponsored activities is voluntary. Exceptions must be granted by school administration.
- (4) Timely information about school-sponsored activities must be provided to students and parents. All written communication must be submitted to the Director of School Culture prior to being distributed to faculty, students, or parents.
- (5) 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.
- (6) All promotional materials supporting or encouraging participation in any non-school event must have approval from an administrator before they may be posted or distributed to students or parents.
- (7) Students participating in school-sponsored events must adhere to CCA rules of behavior, dress, and authority.

## 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                            | 8:10 a.m. – 1:15 p.m. ( <i>unless staying for extended day</i> ) |
| 1 <sup>st</sup> - 5 <sup>th</sup> Grade Students | 8:10 a.m. – 2:30 p.m.  |
| 6 <sup>th</sup> Grade Students                   | 8:10 a.m. – 2:45 p.m.  |
| 7 <sup>th</sup> -12 <sup>th</sup> Grade Students | 8:10 a.m. – 3:10 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                            | 8:10 a.m. – 12:45 p.m. ( <i>Carpool begins at 12:30</i> ) |
| 1 <sup>st</sup> - 5 <sup>th</sup> Grade Students | 8:10 a.m. – 12:45 p.m. ( <i>Carpool begins at 12:30</i> ) |
| 6 <sup>th</sup> -12 <sup>th</sup> Grade Students | 8:10 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, Good Friday, 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 into the front office. If the front office can 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 Head of School and/or board of directors. 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. 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). Filtered water sources are available in K-2nd grade classrooms, the hallways of the 3rd-12th grade buildings, the gym, and the cafeteria.
- b. Lunchroom Cleanliness: All students are expected to help keep the lunchroom clean. Students must clean up their trash and eating areas before leaving the cafeteria.
- c. Packed Lunches: Student lunch boxes or bags should have a last name written on them. Students should bring their own condiments and eating utensils for use with their lunches. No refrigeration will be available.
- d. Lunch Deliveries
  - (1) Parents delivering lunches to school for students must label the lunch with the student's name and grade.
  - (2) Students are not permitted to received deliveries of food from outside vendors such as *Door Dash*.
- e. Microwave Use: Students in K-3<sup>rd</sup> 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 4<sup>th</sup>-12<sup>th</sup> 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. There is no student use of the microwaves in the lunchroom except during lunchtime or otherwise permitted.
- f. Seniors may be granted permission to leave campus during the lunch period (12:45 – 1:15). Written parental permission along with school administration permission is required.

### 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 are welcome to supply individually wrapped snacks for their child's class to be eaten in the lunchroom.

### 13.7. CHAPEL AND DEVOTIONS

Chapels are usually held in the school gymnasium on Wednesday mornings. The Elementary Chapel (K-6<sup>th</sup> grades) is from 8:30-9:05 a.m. Middle and High School Chapel (7<sup>th</sup>-12<sup>th</sup> grades) is from 9:04-9:54 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. PARENT INVOLVEMENT

Parents are encouraged to be involved in the life of the school as partners in our mission as a volunteer. Administration and teachers will share opportunities to serve with the school community. Contact the office if you would like to learn more about volunteering. Volunteers may be asked to complete a criminal background check.

The following organizations provide parents with more opportunities to be involved:

### 14.1. BOOSTER CLUB

The Booster Club's purpose is to support and promote school athletics and other programs by fostering school spirit, serving the needs of our students, raising funds, and engaging the school community. Parents may join or learn more by contacting the Athletic Director.

### 14.2. PARENT TEACHER FELLOWSHIP

The mission of the Parent Teacher Fellowship is to glorify God by partnering with parents, teachers, and the school community to enhance the educational environment and support academic success through volunteer efforts, community engagement, and fundraising activities. Contact [ptf@covenantrams.org](mailto:ptf@covenantrams.org) to get involved.

### 14.3. COVENANT ARTS PATRONS

Covenant Arts Patrons is a parent group whose purpose is to support and promote the Fine Arts program. Parents may join or learn more by contacting the Director of Fine Arts.