

# COVENANT CHRISTIAN SCHOOL

## ELEMENTARY STUDENT/PARENT HANDBOOK



*Our school is an accredited member of the  
Association of Christian Schools International.  
TEPSAC Approval since 1987.*

**4503 Interstate 45 North  
Conroe, Texas 77304**

**[www.covenantonline.com](http://www.covenantonline.com)**

**936.890.8080**

***“Cultivating a Distinctive Generation”***

Dear Parents and Students,

Welcome to Covenant Christian School!

The teachers, administration, and staff are excited about helping you in your educational endeavors this school year. This handbook has been compiled to answer the many questions that arise at the beginning of school and throughout the year. Please take a few minutes to read the information so you will be acquainted with the policies, procedures, and expectations at our school. Although it is impossible to provide published policies that anticipate every situation, the contents of this handbook provide a basis for understanding day-to-day issues. Adherence to the rules and guidelines will greatly enhance the operation of our school, resulting in a more rewarding educational experience for your family.

If, at any time, you have questions or need assistance, please contact us by phone, email or stop in the office. Thank you for working with us to provide academic and spiritual training for our students.

In His Service,

Dr. Glenn Slater  
Head Administrator

Mrs. Sara Cummins  
Elementary Principal

*Covenant Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies and programs.*

# Table of Contents

<b>FOUNDATIONAL STATEMENTS OF CCS.....</b>	<b>6</b>
MISSION STATEMENT.....	6
VISION STATEMENT.....	6
STATEMENT OF FAITH.....	6
PHILOSOPHY OF CHRISTIAN EDUCATION.....	7
CORE VALUES.....	9
<b>GENERAL INFORMATION.....</b>	<b>10</b>
SCHOOL HOURS.....	10
STUDENT ARRIVAL AND DEPARTURE.....	10
AFTER SCHOOL CARE.....	11
LEAVING SCHOOL EARLY.....	11
EXPECTATIONS FOR VISITORS.....	11
CAFETERIA INFORMATION.....	11
CELL PHONE POLICY.....	12
LOST AND FOUND.....	12
SCHOOL PARTIES.....	12
<b>ATTENDANCE.....</b>	<b>13</b>
DAILY ATTENDANCE.....	13
FAMILY TRIPS DURING THE SCHOOL YEAR.....	13
TARDIES.....	13
<b>ACADEMIC INFORMATION.....</b>	<b>13</b>
AFFILIATIONS.....	13
COURSE OF STUDY.....	13
ACADEMIC GRADING SCALE.....	13
6 <sup>TH</sup> GRADE EXTRACURRICULAR POLICY (NO PASS, NO PLAY).....	14
<b>EVALUATION OF STUDENT PROGRESS.....</b>	<b>14</b>
REPORT CARDS.....	14
PROGRESS REPORTS.....	14
PROMOTION TO THE NEXT GRADE.....	14
HOMEWORK.....	15
MAKE-UP ASSIGNMENTS FOR ABSENCES.....	15
LATE WORK POLICY.....	15
ANNUAL ASSESSMENTS.....	15
PARENT/TEACHER CONFERENCES.....	15
THE VALUE OF DOING ONE’S OWN WORK.....	15
<b>STANDARDS OF CONDUCT.....</b>	<b>18</b>
RESPECT FOR GOD.....	18
RESPECT FOR AUTHORITY.....	18
RESPECT FOR OTHERS.....	18
RESPECT FOR PROPERTY.....	18
RESPECT FOR SCHOOL RULES.....	18
<b>ELEMENTARY STUDENT DISCIPLINE PLAN.....</b>	<b>19</b>
GRADE LEVEL SYSTEMS.....	19
CATEGORIES OF CONSEQUENCES.....	20
CONDUCT GRADE.....	22
<b>LIBRARY/MEDIA CENTER (LMC).....</b>	<b>23</b>
GENERAL INFORMATION.....	23
BOOK FAIR.....	23
USED BOOK FAIR.....	23
STUDENT USE OF THE INTERNET.....	23

DISCLAIMER OF LIABILITY .....	23
<b>STUDENT ACTIVITIES .....</b>	<b>24</b>
TRANSPORTATION TO ACTIVITIES.....	24
FIELD TRIPS .....	24
<b>HEALTH AND SAFETY .....</b>	<b>25</b>
ADMINISTERING MEDICINE.....	25
IMMUNIZATIONS .....	25
ILLNESS AT SCHOOL.....	25
MISSING SCHOOL DUE TO AN ILLNESS .....	25
ACCIDENTS .....	25
HEARING, DISTANCE ACUITY VISION, AND SCOLIOSIS SCREENING.....	26
<b>EMERGENCY INFORMATION.....</b>	<b>26</b>
EMERGENCY DRILLS.....	26
SEVERE WEATHER PROCEDURE.....	26
SCHOOL SAFETY .....	26
<b>REENROLLMENT .....</b>	<b>26</b>
GROUNDS FOR REVERSAL OF ACCEPTANCE.....	26
WITHDRAWING A STUDENT .....	27
STUDENT RECORDS.....	27
<b>SUPPORTING CCS.....</b>	<b>27</b>
PARENT INVOLVEMENT.....	27
FINANCIAL SUPPORT .....	27
<b>SCHOOL APPEARANCE CODE.....</b>	<b>28</b>
<b>APPENDIX A – STUDENT HARASSMENT POLICY.....</b>	<b>32</b>
<b>APPENDIX B - CHAPERONE EXPECTATIONS .....</b>	<b>34</b>

## BOARD OF TRUSTEES

Jace Houston.....	President
Greg Casey.....	Vice-President
Pamela Walters.....	Secretary
Craig Parker.....	Treasurer
Elizabeth Stinson.....	Marketing
Chris Wade.....	Member
Priscilla Gillett.....	Member

## ADMINISTRATION, FACULTY, & STAFF

Glenn Slater.....	Head Administrator
Dathan Petruccio.....	Secondary Principal
Sara Cummins.....	Elementary Principal

### Teachers

Tami Campbell.....	Pre-Kindergarten
Andrea Carrier.....	Grade 5, 6
Courtney Clark.....	Kindergarten
Virginia Cutbirth.....	Music
Laura Dodd.....	Elementary Art
Jessica Dorough.....	Grade 4
Catherine Eggers.....	Grade 3
Luke Fox.....	Music
Lisa Hancock.....	Grade 5, 6
Lisa Holm.....	Pre-Kindergarten
Letitia Jones.....	Early Childhood Center Teacher's Aide
Cathy Kennedy.....	Grade 3
Sarah Long.....	Grade 2
Samantha Malak.....	Assistant Cougar Care Director
Kay McMullin.....	Cougar Care Director
Danette Merryfield.....	Grade 5, 6
Anne Patterson.....	Kindergarten
Holly Stange.....	Grade 1
Patrick Stubbs.....	PE
Allison Swift.....	Grade 1
Melanie Thompson.....	Elementary Computer
Amber VanBrouaene.....	Grade 4
Melissa Wall.....	Grade 5, 6
Susan Watson.....	Grade 2

### Support Personnel

Brent Brock.....	Maintenance
Marie Barringer.....	Food Service Manager
Denise Bahr, Mary Kipness.....	Food Preparer
Brandon Boyd.....	Computer/Technology Director
Randi Nabors.....	Library
Jeff Evans.....	Athletic Director
Karina Snider.....	Library

### Office Personnel

Lauren Fluellen.....	Workroom
Angela Howard.....	Clinic
AnnMarie McGrew.....	Receptionist/Records Clerk
Jamie Ferguson.....	Administrative Secretary
Jennifer Miller.....	Office Manager/Financial Secretary
Kelli Noriega.....	Admissions Director
Amanda Smith.....	Marketing Director

# FOUNDATIONAL STATEMENTS OF CCS

## ***Mission Statement***

Covenant Christian School cultivates a distinctive generation that pursues the preeminence of Christ in all aspects of life and culture.

## ***Vision Statement***

The vision of Covenant Christian School is for every student and their family to be supported and encouraged in their spiritual development, growing in their love for God and His Word, and understanding their world through the lens of Scripture.

Each family can expect their child to be well prepared for the future God has planned for them. CCS teachers and staff are dedicated to developing students':

- spiritual maturity.
- academic excellence.
- leadership traits.
- social skills.
- athletic abilities.
- fine arts talents.
- God-given gifts.

## ***Statement of Faith***

1. ***We believe*** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).
2. ***We believe*** there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. ***We believe*** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. ***We believe*** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. ***We believe*** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. ***We believe*** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. ***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; I Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).

*“See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ.”  
Colossians 2:8*

## ***Philosophy of Christian Education***

Covenant Christian School believes it is the parents' responsibility to raise their children and believes the home, church and school should complement each other in this endeavor. The purpose of a Christian school is two-fold.

First, Christian schools provide a sound academic education that integrates a biblical view of God and the world. This education equips the student so that he may mature to his fullest potential and thereby become a fruitful member of his family, his church, and his community (Ps. 1:1-3; II Tim. 3:16-17). The student will be equipped to research, evaluate, and creatively apply all information according to biblical standards (Col. 2:8).

Christian schools are not intended to shelter a student from the real world or from exposure to views contrary to his beliefs. Rather, students are provided the tools needed to evaluate information, discern what is true or false, and form convictions that are biblically based. Truth is based on the authority of God's Word and not by contemporary scholarship. All subjects can be viewed as part of the total truth of God, and for this reason, biblical principles are woven into all areas of the curriculum.

Secondly, Christian schools assist parents in fulfilling their God-given responsibility to instruct and discipline their children (Deut. 6:6-7; Eph. 6:4). They assist parents in the intellectual, spiritual, and moral development of their children so students can evaluate and perceive all life with the "mind of Christ" (Deut. 11:19; Prov. 1:7-8; 2:1-6; Jer. 10:2; Luke 6:40; Rom. 16:10; I Cor. 1:30; II Cor. 10:5; Phil. 4:8; I Tim. 6:20).

The ***educational objectives*** are grouped into the following categories (taken from the Philosophy of Christian School Education):

1. Spiritual and moral growth
  2. Personal and social development
  3. Academic advancement
  4. Physical training
  5. Coordination of home and school
- 
1. For the ***spiritual and moral growth*** of students, the school seeks to:
    - teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
    - teach the basic doctrines of the Bible.
    - lead the student to a decision of confessing Christ as Savior and Lord.
    - develop a desire to know and obey the will of God as revealed in the Scriptures.
    - equip the student to carry out the will of God daily.
    - impart an understanding of each Christian's place in the church and its world-wide task to witness, evangelize, disciple, and stimulate the students' involvement in this task.
    - develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.
    - encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
    - help the student develop for himself a Christian world view by integrating life and studies with the Bible.

2. For the students' ***personal and social development***, the school aims to:

- help the student develop his personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
- teach the student to treat everyone with love and respect since they, too, are made in the image of God and on the fullest possible development of his capabilities.
- make the student a contributing member of his society, realizing his dependence on others, their dependence on him, and the need to serve them.
- promote an understanding of time as a God-given commodity and the individual responsibility for the effective use of time.
- show a realistic and biblical view of life and work, and to provide skills for personal relationships and future endeavors.
- develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-fearing homes.
- promote physical fitness, good health habits, and the wise use of the body as a temple of God. (Moved to physical #4)
- impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

3. ***Academically***, CCS endeavors to:

- promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and math.
- teach and encourage the use of good study habits.
- teach the student how to do independent research and to reason logically.
- motivate the student to pursue independent study in areas of personal interest.
- develop creative and critical thinking and proper use of biblical criteria for evaluation.
- promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
- discuss current events and relate them to God's plan for man.
- produce an understanding and appreciation for God's world, an awareness of man's role in his environment, and his God-given responsibilities to use and preserve it properly.
- engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

4. ***Physically***, CCS provides opportunities that:

- promote physical fitness, good health habits, and the wise use of the body as a temple of God.
- involve students in athletic competitions where they focus on Christ and strive to have His attitudes, actions and mindset.
- develop character traits that honor God and acknowledge the different physical gifts God gives each student.

5. Working with the home from which the student comes, CCS desires to:



- cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
- help the parents understand the school's purpose and program.
- aid families in Christian growth and to help them develop Christ-centered homes.
- assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.

### **Core Values**

In order to achieve our statement of purpose, CCS embraces the following core values:

**GLORIFY GOD** - We seek to glorify God in all activities and relationships as well as in the use of the resources God has given us. Our Christian faith in God is woven into the fabric of Covenant, its classes, clubs, activities, rehearsals, performances, practices, and games.

**PARTNERSHIP** - We view education as a partnership between faculty, staff, students, parents, alumni, and board members. Covenant is a community where we work together and encourage one another to achieve our individual and common goals. Open communication is central to this partnership.

**TRUTH** - We acknowledge absolute truth, as revealed in God's Word, and its relevance to our lives. Covenant's teachers and staff are committed to helping students discover the truth and think critically in the classroom and in real life.

**RESPECT** - Each person is created in God's image and therefore is treated with respect. Respect is at the foundation of all we do - respect for one another and for each other's ideas.

**EXCELLENCE** - Continuous improvement and the pursuit of excellence underlies all that we do – academically, creatively, and athletically. It is our goal to help each student, faculty, and staff member achieve his or her very best.

**HONESTY** - Our relationships and academic performance are based on honesty and fairness. Covenant is a safe place. Our work is safe from being copied. There is trust between the students and faculty. We compete fairly and with integrity.

## GENERAL INFORMATION

### ***School Hours***

Student Drop-Off	7:45 AM – 8:10 AM
PK:	8:15 AM – 2:45 PM
K – 6th:	8:15 AM – 3:10 PM
First Bell:	8:10 AM
Tardy Bell:	8:15 AM
Office Hours:	7:45 AM – 3:45 PM

### ***Student Arrival and Departure***

#### Drop-off Procedure in the Morning

- Vehicles enter the driveway and proceed to the west end of the building.
- Stop along the curb and unload.
- Students must exit the vehicle onto the sidewalk, not into the driveway. After unloading, vehicles move into the passing lane and exit the campus.
- Students proceed to the designated area:
  - PK – 2<sup>nd</sup>: Cafeteria
  - 3<sup>rd</sup> – 6<sup>th</sup>: Gymnasium

#### Pick-up Procedure in the Afternoon

- Students may be picked up by those persons listed in Renweb.
- In the event of transportation changes, please provide a note for the teacher with the driver's name and inform your student of the change.
- PK – 3<sup>rd</sup>: students will be waiting on the sidewalk at the west end of the building.
- 4<sup>th</sup> – 6<sup>th</sup>: will be waiting at the east end of the building.
- Vehicles are to move ahead as far as possible, stop along the curb, and wait for their child(ren).
- Students must board the vehicle from the sidewalk. After loading, vehicles move into the passing lane and exit the campus.

Dismissal times are purposefully staggered; please arrive at the appropriate time:

- If your oldest child at CCS is in PK, please arrive at school at 2:45.
- If your oldest child at CCS is in K through 3<sup>rd</sup> grade, then you should plan to arrive at school no earlier than 3:00. If you arrive before 3:00, please wait behind the marquee to allow PK parents easy access to their children.
- If your oldest child at CCS is in 4<sup>th</sup>- 6<sup>th</sup> grades, plan to arrive at school between 3:15 and 3:25.

#### General Rules

- Students must receive their teacher's permission before proceeding to vehicle.
- Please do not detain the flow of traffic by visiting or "doing business" with teachers or parents while you are in the vehicle line. Also, do not park in the student drop-off and pick-up lane.
- Under no circumstances should a student be picked up in the passing lane.
- Texas law has banned the use of hand-held phones and texting while driving in school zones. Our driveway is considered a School Zone.

- When it is necessary for parents to come to the sidewalk, they should remain outside the student waiting area. Teachers will send students down to their parents.
- For safety reasons, everyone should cross the driveway only at the crosswalk and in cooperation with the Student Safety Patrol.
- After 3:30 students will be entered into the Cougar Care Program and the required fees will be applied.

### ***After School Care***

After school care (Cougar Care) is provided for students PK-6. An activity director and assistant(s) will oversee your child in a loving and protective environment on our campus. There will be recreation time, study time, snack time, and planned activities. There are always two workers on duty for the entire two-hour session. The program begins on the first day of school and will operate each full day that school is in session. The program will not be available on early release days when students are dismissed at noon.

### **Enrollment through Front Office**

- Complete Application
- Pay enrollment fee

### **Costs:**

- \$25 enrollment
- \$3.50/hr. until 6:00
- \$1.00 late fee/each minute late
- \$25.00 late payment fee
- Payments made through Renweb or the office
- Records will not be released if there is an outstanding balance

### ***Leaving School Early***

- Notify the front office, not students or teacher directly.
- The teacher will be notified to send students to the front office.
- Sign students out and wait for them in the front office.
- Please refrain from picking up your students during the last 15 minutes of school.

### ***Expectations for Visitors***

Parents and visitors are welcome. For the safety of our children, all visitors, including parents, must register at the front office before going to the classroom or lunchroom. All visitors must be appropriately dressed and wear a visitor badge. CCS reserves the right to deny entry to any visitor.

### ***Cafeteria Information***

#### **Breakfast**

Cold breakfast food will be available for purchase between 7:45 and 8:00. Students who choose to eat breakfast at school must eat it in the cafeteria, whether or not the breakfast was purchased at school. Breakfast must be finished by 8:10 a.m.

#### **Lunch**

Lunch menus are available online. Hot lunches must be preordered each month by logging into Parent's Web at [www.renweb.com](http://www.renweb.com). Late orders will be subject to a late fee.

If your child forgets his lunch, the school will provide lunch for a nominal fee. No phone calls home will be permitted.

- Notify the Food Service Manager if your child has a food allergy. The kitchen staff will do their best to monitor the food served to your child.
- Dropping off fast food (e.g. McDonald's, Chic-Fil-A, Subway, Pizza Hut, Taco Bell) is not permitted except on special occasions when family members plan to stay and eat lunch with their student.
- Students in grades PK-6 may not drink carbonated/caffeine drinks or Gatorade's/Power aids for lunch and are not allowed to make purchases from the drink machines. They may, however, obtain water or purchase juice or milk from the cafeteria staff.
- The Snack Bar is only available for students in grades 4-6.
- For a variety of reasons (time, space, and safety), microwave ovens and refrigerators are not available for student use.
- The only beverage that may be taken to the classrooms is water, and it must be contained in a sealable water bottle.

### ***Cell Phone Policy***

Cell phones or similar devices should not be used during school hours, and should be turned off. If a parent needs to contact their child for any reason, please contact the school office and we will relay any messages.

If your child needs to call out for any reason, they should ask the front office or a teacher for permission first.

Any phones taken up while at school will be given to the front office. Parents will be required to pick up the phone after school.

### ***Lost and Found***

Most lost and found items are kept in a storage container in the cafeteria. Valuable items are kept by the receptionist in the school office. At the end of each quarter, all lost items are displayed on a table in the foyer. After one week, the items are donated to local charities.

### ***School Parties***

School parties will be coordinated through the PTF and Room Moms. Sign-up sheets will be provided on "Back-to-School Night" in each classroom; parents can sign up to help plan the various parties throughout the school year. On special occasions, parents may bring "goodies" to share with their child's class. These "goodies" should be ready-to-serve and easy for the teachers to distribute. Please coordinate plans in advance with the teacher and adhere to any special dietary needs.

### ***Birthday Parties***

Birthdays are a wonderful celebration. Please do not pass out birthday party invitations at school unless you are inviting the whole class.

## **ATTENDANCE**

### ***Daily Attendance***

Students are expected to be in attendance for the entire day and to be on time. Please know that students must be in the classroom at least half of the school day to be considered present. A student may not be promoted if he has accumulated more than 18 absences during the school year.

Parents are required to notify the school when their child will be absent. They can request assignments by contacting the office by 10:00 AM and pick up the work after school in the front office. It is the student's (or parent's of lower elementary students) responsibility to see the teacher regarding work missed during an absence from school.

### ***Family Trips during the School Year***

Parents are expected to pre-arrange extended absences at least two weeks in advance and complete the Family Trip Form (in the office) for administrative approval. Students will be counted absent, and teachers should be consulted regarding make-up work. Administration and teachers reserve the right to deny a family trip request if a student has exceeded their absences, struggling in their academic performance, or is behind in their classwork.

### ***Tardies***

Students are expected to be seated and ready to work before the 8:15 tardy bell, otherwise a tardy will be issued. Any verified medical appointments will not be recorded as tardies. After four tardies during the quarter, the parent will be notified of such. With a fifth tardy the student (grades 1 – 6) will stay after school for a thirty-minute detention beginning at 3:15 PM and pay the \$10.00 fee to cover the cost of supervision.

## **ACADEMIC INFORMATION**

### ***Affiliations***

CCS has been a member of the Association of Christian Schools International (ACSI) since its formation in 1982. Our school is fully accredited (grades K-12) through ACSI, which is approved by the Texas Private School Accrediting Commission (TEPSAC) and sanctioned by the Texas Education Agency (TEA).

CCS is also a member of Texas Association of Private and Parochial Schools (TAPPS), which is a statewide athletic and fine arts program for private and parochial schools.

### ***Course of Study***

The course of study includes the following: Bible, Reading, Language Arts, Mathematics, Social Studies, Science, Physical Education, Computer, Art, and Music. Each student is responsible for his textbooks. If a textbook is damaged or lost, the student will be responsible for the cost of replacing the book.

### ***Academic Grading Scale***

Grades PK-1: Skill-based standards are used

Grades 2- 6: A 90-100 / B 80-89 / C 70-79 / F 0-69

### **6<sup>th</sup> Grade Extracurricular Policy (No Pass, No Play)**

As an incentive for students to place a high priority on attendance, scholastic achievement, and conduct, and to reinforce the philosophy of a balanced curriculum, the following “no pass, no play” policy has been established:

1. The policy applies to school sponsored extracurricular activities, which are activities, performances, and events that occur outside of the normal school day (8:15-3:10). The policy does not apply to practices or rehearsals.
2. Extracurricular activities include, but are not limited to, the following: athletic events (games, meets, and tournaments), cheerleading, field trips, ACSI activities, musical performances (CPG, choir).
3. Eligibility for participation will be based on scholastic achievement, attendance and conduct (see below).

#### Scholastic Criteria

1. Students must have a 70% average in every class at the end of the nine-week grading period. Any grade below 70% will initiate a three week ineligible period for the student.
2. On the last day of the ineligibility period, the student’s grades will be rechecked. Any grade below 70% will initiate another three week ineligibility period.
3. If a student has an incomplete on the report card, he shall be ineligible until a grade has been determined.

Attendance Criteria: Students may not exceed 18 absences during the school year.

#### Conduct Criteria

1. Students obtaining a Level 3 Tally will become ineligible.
2. The ineligible period will be determined by the administration.

## **EVALUATION OF STUDENT PROGRESS**

### ***Report Cards***

Report cards for grades 1-6 are issued every nine weeks; report cards for grades 2-6 will be available on RenWeb following the close of each reporting period (Parent’s Web at [www.renweb.com](http://www.renweb.com)). Kindergarten and first grade report cards are sent home; kindergarten reports are sent home only at the end of each semester. The final report card is mailed to all students at the end of the year.

The report card communicates the student’s achievement in the various academic areas, as well as conduct and attendance. K-1 students use a skills-based report card; 2-6 students receive numerical grades for academic achievement and letter grades for conduct.

### ***Progress Reports***

No formal progress reports are sent home; grades are regularly updated and posted on Parent’s Web at [www.renweb.com](http://www.renweb.com).

### ***Promotion to the Next Grade***

In order for students in grades PK through 1 to be promoted, the student must show readiness for the next grade level based on the grade level’s skills requirements as

determined by the teacher and administration. In order for students in grades 2 through 6 to be promoted from one grade level to the next, the students must attain an average of 70 or above in Language Arts (Reading, English, Spelling) and in Mathematics. In addition, students must attain an overall average of 70 or above in their core classes: Language Arts (Reading, English, Spelling), Mathematics, Social Studies and Science. Students must meet the minimum attendance requirement. Students may also be retained due to social or maturity issues. This is not based upon grades, but rather it is based on how the student is able to interact and behave in a classroom based upon their maturity and social skills.

### ***Homework***

Homework is an important part of the total educational process and is assigned as necessary to complement and reinforce instruction. Teachers tailor homework to the needs of their students and use the general guidelines below to determine the amount of time needed:

1st-3rd grade	15-30 minutes
4th-6th grade	30-60 minutes

### ***Make-Up Assignments for Absences***

When a student has been absent, teachers will use the following guide: for each day absent, students have that number of days to complete the missed work. Assignments not completed in this allotted time will receive a grade of zero.

### ***Late Work Policy***

Students in grades 2-6 will be penalized 10 points the first day for turning in late work and ten points the following two days. A Level 1 tally will also be given on the second and third day for work more than one day late. After three days, no credit will be given for the late work. Teachers will use professional judgment when creating class-specific policy.

### ***Annual Assessments***

CCS annually administers the Terra Nova Achievement Test in the spring to all students in grades 1- 6. The results are sent home with the final report card.

### ***Parent/Teacher Conferences***

Parent/teacher conferences are held by parent or teacher requests and on designated parent conference days. Conferences should be kept to twenty minutes; please respect this time frame so teachers can devote time to other conferences and responsibilities. All conferences should be scheduled; please refrain from conferencing with teachers in the hallways, in car line and at other school activities.

### ***The Value of Doing One's Own Work***

The goal for CCS students is to become independent learners with the ability to acquire and apply knowledge. Our coursework is challenging, and we expect students to do their work with integrity. We encourage collaboration among our students and will help them understand the difference between working cooperatively and taking someone else's work as their own. Students giving or receiving answers will be counseled as to why this is wrong, may receive a zero for the work, and/or may receive disciplinary consequences.

At Covenant Christian School, we believe that honesty and integrity are important and desirable traits in all areas of our students' lives including their academic pursuits. We are

committed to creating a learning environment that supports academic integrity and to educate to the best of our ability our students to high standards of academic pursuit. Furthermore, we commit to report and/or follow disciplinary guidelines when violations occur.

**DEFINITION OF ACADEMIC MISCONDUCT:** Principle of academic integrity shall be that a student's submitted work, examinations, reports, or projects must be that student's own work.

Plagiarism – Representing the ideas or language of others as one's own

- Using text from another source (e.g., websites, books, journals, newspapers, etc.) without documenting the source.
- Using a direct quotation from a text without quotation marks or formatting through indentation or font style signifying that the portion of text is a quote, even if the source has been cited correctly.
- Paraphrasing or summarizing the ideas or text of another work without documenting the source.
- Substituting a word or phrase for the original while maintaining the original sentence structure or even the organizational structure of the original piece.
- Citing sources incompletely with intention to deceive.
- Using graphics, visual imagery, video or audio without permission of the author or acknowledgement of the source.
- Obtaining packaged information (e.g., completed paper from an on-line source) and submitting it as one's own work without acknowledging the source.

Cheating – Giving or receiving unauthorized assistance (e.g., copying, using crib sheets, stealing exams, using electronic aids/devices, Internet sources, using aids like *Cliff's Notes* in place of reading the original work) in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work.

Falsification – Falsifying or inventing any information, data or citation in any academic work.

Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

Complicity – Facilitating any of the above actions or performing work that another student then presents as his or her own work (e.g., copying someone's homework or allowing someone to copy homework).

Interference – Interfering with the ability of a fellow student to perform his or her assignments (e.g., stealing notes or products of assignments, tearing pages out of books, purposefully deleting another student's work from an electronic storage area or removal of hard copies of student work from storage folders).



## STUDENT RESPONSIBILITIES FOR AVOIDING ACADEMIC MISCONDUCT:

To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work (i.e., the writer's perspective and purpose on the information). This authentication includes:

- Keep copies of all drafts of work.
- Keep copies of research materials (including downloads from websites).
- Keep notes, note cards, source cards.
- Keep logs of work on assignments and papers.
- Save drafts or versions of assignment electronically under individual file names (i.e., save each revision under a new file name to prove that the paper has gone through a writing process and what that process was).

## STANDARDS OF CONDUCT

CCS recognizes five convictions that form the foundation of our standards of student conduct: respect for God, respect for authority, respect for others, respect for property, and respect for school rules. A student who is disciplined for misbehavior failed to demonstrate one of these five convictions and may be counseled by parents and staff. This counseling session may result in the student being asked to leave the school.

### ***Respect for God***

*Revelations 4:11 – “Worthy are You, our Lord and our God, to receive glory and honor and power; for You created all things, and because of Your will they existed and were created.”*

At CCS, we believe in a supreme God who holds men accountable for their actions, their words, and the thoughts in their hearts. We desire to develop a deepening relationship with God through Jesus Christ. He is a God who is to be loved because He first loved us, worshipped because He only is worthy, and honored for all that He is and has done.

### ***Respect for Authority***

*1 Peter 5:5 – “You younger men, likewise, be subject to our elders; and all of you, clothe yourselves with humility toward one another.”*

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities for growth and service in Christ. As teachers are under the authority of the administration, and the administrators are under the authority of the school board, students must submit to the authority in their lives: parents, teachers, administrators, coaches, pastors, and governmental authorities.

### ***Respect for Others***

*John 13:35 – “By this all men will know that you are My disciples, if you have love for one another.”*

Jesus teaches us that the two greatest commandments are “to love the Lord your God...and to love your neighbor as yourself” (Mark 12: 30-31). Honesty and trustworthiness are two virtues that demonstrate respect for others and will be encouraged at CCS by every reasonable means. Students are expected to edify, encourage, and support others.

### ***Respect for Property***

*Luke 16: 12 – “And if you have not been faithful in the use of that which is another’s, who will give you that which is your own?”*

God, our Creator, has entrusted us to care for His creation. We desire to instill within our students a value and respect for the property of others. This also involves student behaviors that honor the material gifts with which we have been blessed and for which we are held accountable.

### ***Respect for School Rules***

*Romans 13: 1 – “Every person is to be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God.”*

God is a God of order and has given His people laws so that His purpose is accomplished. In this same way, CCS has identified key rules to accomplish our educational goals, to maintain a proper academic environment, and to honor God with our behavior.

## ELEMENTARY STUDENT DISCIPLINE PLAN

This discipline plan is designed to serve as a guide for faculty and administration in administering consequences to students that are not adhering to our standards of conduct. The purpose of this plan is to help maintain a safe and orderly classroom that promotes learning.

Examples are given for each level of behavior, however it is understood that some acts of misconduct may arise that are not listed or categorized. In some instances, circumstances may lead the administration to deal with an offense differently than indicated below. The principal and/or head administrator reserve the right to determine the consequence and or deviate from the discipline plan as they deem fit. Specific policies in regard to student harassment are outlined in Appendix A.

Covenant Christian School reserves the right to take disciplinary action in response to actions occurring off campus or outside of school hours when an incident hinders CCS from accomplishing its mission, reflects negatively upon the school, or erodes the trust and Christian testimony of the student.

### ***Grade Level Systems***

#### ***Color System***

Grades PK – K: Teachers use a color system to notate behavior:

Green – Student models good behavior

Yellow – Student receives more than one warning (Level 1)

Orange – Student continues to need correction (Level 1 or 2)

Red – Student has not responded to correction (Level 2-4)

When a student is on red, this usually includes a visit with the principal and may result in the student being sent home for the day.

#### ***Color and Tally System***

Grades 1 – 2: Teachers use the color system as well as the tally system:

When a student reaches red, they will be issued a Level 2 or Level 3 Tally depending on the nature of the infraction. Students will be sent to the principal, may be assigned a detention, or be sent home depending on the severity of the infraction. Level 1 Tallies received by a student will be sent home that day for a parent signature. Students receiving Level 2 or higher consequences will be sent to the principal and dealt with as outlined in the explanation of consequences.

## **Tally System**

Grades 3 – 6: Teachers exclusively use the tally system:

Tallies are issued if the student code of conduct is not followed. The severity of an infraction will determine the level of tally a student receives. Level 1 Tallies received by a student will be sent home that day for a parent signature. If a student's infraction is more severe than a Level 1, the student will be sent to the principal. Students with Level 2 infractions will be assigned a detention and parents will be contacted. Students with a Level 3 infraction will be suspended and parents will be contacted. The severity of the infraction will determine the length of the suspension. Students with a Level 4 infraction will be dismissed from CCS, parents will be notified, and any further action deemed necessary will be taken by administration.

## **Categories of Consequences**

### **Level 1 Color Change/Tally**

Level 1 infractions are considered minor infractions that cause only minimal disruption.

Consequences for Level 1

PK - 2 Color Change (yellow or orange)

3-6 Level 1 Tally

These may include, but are not limited to:

- not following directions
- talking without permission
- speaking unkindly
- not having materials for class
- not completing assignments/homework (2<sup>nd</sup> grade and up given the second & third day late)
- cutting in line
- horseplay
- dress code violation

### **Level 2 Color Change/Detention**

Level 2 infractions are more serious misbehaviors that reflect a disregard for the rules, an uncooperative attitude, an attitude of disrespect, or failure to respond to corrective action taken by the teacher.

Consequences for Level 2

PK - 2 Color Change (orange or red)

3-6 Level 2 Tally and after school detention

These may include, but are not limited to:

- disrespectful attitude toward adults
- disrespectful attitude toward classmates
- lying
- cheating
- using inappropriate language
- hitting, kicking, or shoving another student

Students may be assigned lunch detentions or after school detentions. Parents will be notified one day in advance when students are assigned an after school detention so that they may make transportation arrangements. After school detentions will take place from 3:15-3:45. Students will be charged a \$10.00 fee per session to cover the cost of supervision. This fee must be turned in when the student arrives to serve the after school detention. Parents will be expected to pick their child up promptly at 3:45 from the designated classroom. If the parent is late, then the child will be entered into the Cougar Care program and the parent will be obligated to pay the fees for Cougar Care.

After school detention is assigned for Level 2 infractions or for excessive tardies. Each student is allowed four tardies per quarter without consequence. Detention will be assigned for each tardy thereafter until the end of the nine-week period.

### **Level 3 Suspension**

Level 3 infractions are severe incidents that reflect malice, blatant disregard for school rules, defiance of authority, or spirit of defiance.

#### Consequences for Level 3

PK - 6 Suspension from school. Students are required to complete all work assigned/due during the suspension; however, work missed/assigned during a suspension will only receive a maximum score of 70%.

These may include, but are not limited to:

- abusing another's property
- pornography
- stealing
- inappropriate use of technology
- willful disobedience
- hurtful and or inappropriate words or actions repeatedly used to harm another student
- fighting

Students may be suspended from school upon receiving a Level 3 Tally. Students are required to complete all work assigned/due during the suspension; however, work missed/assigned during a suspension will only receive a maximum score of 70%.

### **Level 4 Expulsion**

Level 4 infractions are considered so severe as to warrant expulsion from school. These are extreme misbehaviors that endanger others, create distrust, severely weaken the student/school relationship, severely damage the reputation of the school in the community or are illegal.

#### Consequences for Level 4

PK - 6            Expulsion

Students may be expelled from school upon receiving a Level 4 Tally. Students will forfeit all benefits of enrollment at CCS. Students may reapply for the following year, but the nature of the offense and the response of the student will determine re-enrollment eligibility.

## ***Expulsion Policy***

The dismissal of a student from Covenant Christian School is an extremely serious matter that is considered very prayerfully and cautiously by school officials. This decision usually occurs after all other means of discipline have proven to be unfruitful, but could occur as a result of a single act of a student whether it be on or off campus. Expulsion will also be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if that student is becoming disruptive to the environment of the school. **The administration reserves the right to expel a student for any reason at any time, not limited to the reasons listed below.** The administration will take action against any student or parent whom they feel is a continuing negative influence upon the school. Some possible reasons for expulsion:

- Academic failure
- Unresolved academic or disciplinary issues
- Commission of any serious infraction while on academic or disciplinary probation
- Multiple suspensions
- Continued disregard of school rules and policies
- Continued disrespect of school authority
- Sexual immorality
- Abusing, supplying, or possessing drugs or alcohol
- Stealing
- Assault or battery
- Possession or use of a weapon
- Inappropriate use of social networking (see above under Suspensions)
- Serious violation of any local, state, or federal statute
- Tuition and fees that are 60 days in arrears without prior arrangements being made
- Failure of the parents to support the school's philosophy, uphold school policies, or support decisions made by the administration and/or school board

### **Impact of Recurring Infractions**

Three Level 1 Tallies in a week = after school detention (becomes a Level 2 offense)

Five Level 1 Tallies in a quarter = after school detention (becomes a Level 2 offense)

Fifteen or more Level 1 Tallies in a semester = suspension (becomes a Level 3 offense)

Three Level 2 Tallies in 1 semester = suspension (becomes a Level 3 offense)

Three Level 3 Tallies in 1 semester = expulsion (becomes a Level 4 offense)

Parents of students who continually show a lack of respect for the standards and guidelines of CCS, will be asked to meet with administration.

### ***Conduct Grade***

Daily classroom behavior and demeanor will be considered.

*Grades 1-6*

E (Excellent)

S (Satisfactory)

N (Needs improvement)

## LIBRARY/MEDIA CENTER (LMC)

The overriding purpose of the Library/Media Center is to provide students, staff, and parents of CCS with broad and varied sources of information, along with the technology to access it. The LMC is open Monday through Friday from 8:00-2:30.

### ***General Information***

- Books and materials are checked out for a two-week period.
- Overdue fines (5 cents per day) and lost or damaged books, videos, etc. will be charged to the borrower at market value.
- If a lost book is located within two weeks of payment then overdue fees are charged, and the balance of the money is returned to the borrower.
- To return books, use the circulation desk during the school day and book return box after school.
- Library privileges will be denied and tallies will be issued for unpaid fines.

### ***Book Fair***

Each school year Covenant Christian School hosts an annual Book Fair beginning on the first Tuesday after Thanksgiving. The LMC program is the beneficiary of all profits from the book fair.

### ***Used Book Fair***

A "Used Book Fair" is held at the end of each school year. Previously read and owned books appropriate in content and meeting our selection policy standards are donated to the LMC. The LMC also uses this opportunity to remove older books and worn books from the holdings to donate to the book sale. Again, all proceeds from this book fair are given to the LMC.

### ***Student Use of the Internet***

When enrolling, students and their parents must agree to the conditions as stated on *The Policy for Acceptable Use of Computers and the Internet* form. Students are responsible for appropriate behavior and expected to comply with school standards:

- Network administrators have access to CCS student accounts and all school computers. Activity on the school network is monitored. The user is responsible for maintaining the privacy of his password and the school's access code.
- Students should not download or install any software, shareware, or freeware onto school computers.
- Student work should be saved as designated by the teacher.
- Misuse of technology will result in a loss of privileges.

### ***Disclaimer of Liability***

The school is not liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school is not responsible for ensuring the accuracy or usability of any information found on the Internet. The school does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

## STUDENT ACTIVITIES

Student activities at Covenant Christian School are intended to supplement the regular instructional program. They provide a different forum through which knowledge and skills can be applied and transferred to new situations. Advisors emphasize the following goals for student activities:

- provide a variety of activities that will interest and challenge students.
- discover more about the gifts that God has given them and develop confidence in using those gifts to His glory.

Covenant Christian School participates in the academic and/or athletic activities programs of the Association of Christian Schools International (ACSI) and Texas Association of Private and Parochial Schools (TAPPS).

### ***Transportation to Activities***

Drivers of school vans must register with the Office Manager. Drivers of the bus must have a commercial driver's license and register with the Office Manager.

Parent drivers, driving their own vehicles, must provide the office with a copy of their valid driver's license, proof of insurance, and cell phone number. Cell phone numbers are also given to the other drivers of the activity.

If you are driving other students, you must also have on file with the school office the Volunteer Driver Form.

### ***Field Trips***

Throughout the year each class may take a variety of field trips to enhance learning or to celebrate special events. Teachers will provide the details and the purpose for each field trip as it approaches. In order to protect the integrity of the learning environment and the safety of our students, the following are basic guidelines for all field trips:

- Additional guests may not attend educational field trips. These include:
  - Siblings
  - Other adults not serving as official chaperones
- Items may not be purchased from the Souvenir or gift shops unless they are being purchased for the entire class

The school will designate and approve all chaperones. Chaperone expectations are outlined in Appendix B.



## HEALTH AND SAFETY

### ***Administering Medicine***

The school clinic is open during the entire school day (7:45-3:15). All medicine must be in its original container and administered through the clinic. Students are not allowed to medicate themselves and should never give any type of medicine to other students. All medicine is kept locked in the clinic. The classroom teacher will not administer medicine but will treat minor cuts and scrapes.

Parents of students with medical conditions such as diabetes or asthma must have a detailed action form on file in the clinic. Parents/guardians must be vigilant in quickly informing Covenant Christian School of any medical changes as well as updating contact information. Parents are responsible for providing medications and any medical equipment needed for their child.

### ***Non-Prescription Drugs***

Parents are responsible for providing all medicine, including Tylenol and cough drops for their children. The medicine must be brought in with instructions for administration. It will be administered only to family members.

### ***Prescription Drugs***

The parent must bring the prescription medicine to the clinic, labeled with the child's name and instructions on administering the medicine. Please include the duration of time each prescription should be administered to the student.

### ***Immunizations***

Students at Covenant Christian School are required to meet the immunization requirements set forth by The Department of State Health Services. Parents must insure your child's record is up to date.

### ***Illness at School***

A student who becomes ill at school will be sent to the clinic for evaluation. If the child needs to be sent home, the school will contact parents by phone. A child will be sent home if he has the symptoms listed in the paragraph below. All students, regardless of age, must follow the proper procedures and are not allowed to contact parents directly.

### ***Missing School due to an Illness***

Please keep your child home if he shows signs of the following: discolored mucous, temperature over 100°, chills, nausea, vomiting, diarrhea, or severe abdominal pain. If a child shows these symptoms while at school, he will be sent to the clinic. The Clinic Aide will determine the proper course of action and notify parents if the child needs further attention.

If your child is absent due to illness, please notify the teacher or the school office. Before returning to school, a student must be fever-free and must not have vomited for 24 hours.

### ***Accidents***

In case of a serious accident, the child's parents will be contacted and advised as to the nature and extent of the injury. If the parents cannot be reached, the clinic will follow the

directions that parents have specified on the Medical Information Form. 911 will be called when needed.

### ***Hearing, Distance Acuity Vision, and Scoliosis Screening***

CCS conducts annual hearing, distance acuity vision, and Scoliosis screenings as required by the Texas Department of Health. Parents will be notified in writing if a child is referred for a professional evaluation. Audio and vision screening is required for new students and students in PK, kindergarten, first, third and fifth. Sixth graders are required to have the Scoliosis screening.

## **EMERGENCY INFORMATION**

### ***Emergency Drills***

Fire, tornado, and lock-down drills will be conducted regularly during the school year. We will impress upon students the importance of these drills.

### ***Severe Weather Procedure***

Information regarding school closures or delays will be posted on the website and through parent alerts.

### ***School Safety***

Covenant Christian School provides a safe and healthy environment for its employees and students, and it abides by accident prevention regulations set forth by federal, state, and local authorities.

## **REENROLLMENT**

CCS hosts an Open House in February, and this marks the beginning of Covenant's reenrollment period. For students who qualify, an email invitation containing reenrollment instructions will be sent to the designated parent. During the first two weeks of enrollment, parents may reenroll their student and secure a seat in the next year's classroom. After two weeks, students who have not reenrolled will not be guaranteed a seat in the class.

Reenrollment requires parents to complete information on line through Renweb. In addition, parents must annually sign the CCS Statement of Faith and the Parent Commitment to Cooperative Effort.

### ***Grounds for Reversal of Acceptance***

In general, there are two circumstances that may cause the school to reverse a prior decision to accept a student:

- gaining acceptance by falsifying information; this includes information obtained from written records as well as from verbal comments made during interviews.
- failing to attend the start of school; students who are absent for five days without notification from their family will have their space given to another student.

### ***Withdrawing a Student***

All withdrawals must be made by completing the *Withdrawal Form* which is available in the school office. All accounts (tuition, Cougar Care, library fines, etc.) must be paid in full before records or report cards will be released. Tuition is due for the full month regardless of the day of the month the student withdraws from CCS. Also, a \$500.00 withdrawal fee will be assessed to cover the cost of curriculum.

### ***Student Records***

A cumulative file is maintained for each student from the time of admission until the student withdraws or graduates. By law, cumulative files can be viewed only by school personnel for whom the viewing of the record is required to fulfill their professional responsibilities. Student records in the cumulative file can be copied and transferred upon written request; please allow five business days to process your request.

## **SUPPORTING CCS**

### ***Parent Involvement***

Parent involvement is critical to the success of Covenant Christian and positively impacts your child's education. Families are required to complete 24 volunteer hours per year. Listed below are a few key programs CCS offers as ministry opportunities for parents.

1. Parent/Teacher Fellowship – coordinates fundraising, fellowship, and service to our school
2. Volunteer Program – shares time and gifts assisting students and teachers
3. Parents In Prayer – prays for the needs of our school and families
4. Booster Club – supports our athletics in fundraising and promotion
5. Workdays – works to improve our facilities and grounds
6. Lunch Buddies – helps and monitors students during their lunch

### ***Financial Support***

Covenant Christian School is financed totally by tuition, fees, donations, and fundraisers. Our largest yearly fundraisers are the ***Auction*** and the ***FunRun***. Our school is incorporated and has its own tax exemption number so we can receive ***matching funds*** from your company or employer. This is an excellent and easy way to double the financial help you provide the school.

A variety of activities and fundraisers take place throughout the year to supplement the financial needs of the school. Information regarding other fundraisers is provided in Monday folders, teacher letters, the Covenant Weekly News and on the school website. It is imperative that everyone support these fundraisers financially and serve on committees that plan and execute them.



## SCHOOL APPEARANCE CODE

### “Setting a Standard – Focusing on the Inner Person”

Standardized dress can promote unity among students, harmony in the classroom and an orderly, respectful image to the public. Even though we are more concerned about matters of the heart than outward appearance, we believe that a person’s appearance is a reflection of the inner being. The appearance code applies when a student is on campus as well as at all school functions. Students must be in compliance from the time they arrive on campus to the time they depart. Deviations from the code must be pre-approved by the administration. The administration will have the final decision should a questionable situation arise.

- Only CCS slogans, logos, emblems, and symbols are acceptable on outer wear provided by the school online store.
- Size-appropriate clothing should be worn to ensure modesty; please make allowance for the growth of your child during the school year.
- Students are expected to maintain standards of cleanliness, modesty, neatness, and good taste when attending school events both on and off campus.
- CCS requests that parents model modesty and appropriateness in dress while on campus. It is extremely important to everyone that parents lead by example.

## CHAPEL DRESS

### GIRLS

#### (PK - K):

- **Jumpers:** Plaid Jumper in clear blue plaid pattern from Lands’ End School
- **Tops:** Plain white long or short sleeve blouse with a collar

#### (1ST - 3RD):

- **Skirts / Skorts:** Plaid A-line Skirt in clear blue plaid pattern from Lands’ End School, or Plaid Pleated Skort in clear blue plaid pattern from Lands’ End School.
- **Tops:** Cobalt Blue Polo Shirt, long or short sleeve, from Lands’ End.

#### (4TH - 6TH):

- **Skirts:** A-line Skirt or Skorts in black
- **Tops:** Cobalt Blue Polo Shirt, long or short sleeve, from Lands' End School.

## **BOYS**

**(PK – 6TH):**

- **Pants / Shorts:** Black uniform pants or black uniform shorts
- **Tops:** Blue Polo Shirt, long or short sleeve.

## **OUTERWEAR**

- Outerwear worn during the school day must be a CCS provided or purchased item.
- Heavier, winter coats may be worn in seasonally appropriate weather to/from school and should be kept in the student's cubby during the school day.
- Outerwear worn during chapel must be the provided CCS item or a cobalt royal blue CCS item.

## **SHIRTS & BLOUSES**

- Any solid colored, long or short sleeved, two, three, or four button polos. All polo shirts must be tucked in from the time the student arrives on campus until the time the student departs. This requires the student to be able to raise both arms above the head without the shirt becoming untucked at the waistband. If an undershirt is worn, it must be plain and tucked in.
- Collared blouses must be white or baby blue. A white camisole must be worn under the properly buttoned-up blouse. Blouses are the only tops that may be worn untucked.
- No t-shirt style, turtleneck style, or johnny-collared shirts may be worn.

## **UNIFORM PANTS, CAPRIS, SHORTS, SKIRTS, SKORTS, DRESSES & JUMPERS**

- The length may be no more than two inches above the top of the knee.
- No low-rise inseams, baggy pants, or skin-tight clothing allowed.
- All selections must be solid colored (with the exception of the clear blue plaid pattern jumpers or skirts/skorts from Lands End). Acceptable colors are khaki, navy, black, or gray.
- Students in grades PK - 6 are not allowed to wear cargo pants or cargo shorts.

## **BELTS**

- A belt must be worn with all clothing designed with belt loops.
- Belts should not be a distraction.
- Suspenders are not acceptable.

## **SHOES**

- Must be enclosed, neat, clean and without holes.
- Tennis shoes (no cleats or wheels), boots, and dress shoes are acceptable.
- Girls dress shoes must not have a heel in excess of two inches high.
- All shoes designed for laces must be worn laced.
- Clogs, mules, crocs, slippers, sandals are not acceptable.

## **HEADWEAR / HANDWEAR**

- Hats, caps and bandanas are not acceptable unless for a school-sanctioned event with prior approval of the administration.
- Sunglasses may not be worn in school.
- No gloves or hand wear / arm wear may be worn during class.

## **HAIR**

- Must be neat, clean, well groomed, and must not be a distraction.
- Cuts must be modest and in good taste.
- Must not be over the eyes.
- May be given slight, natural highlights, but may not be changed drastically.
- May not be dyed. The natural, original color may not be changed.
- Boys' hair: must be above the collar, above the eyebrows and above the middle of the ear.
- Shaves, "lines," and mo-hawks are not acceptable.

## **JEWELRY**

- Should be modest and in good taste, should not be the main focus.
- Girls may wear only one earring per ear; boys may not wear earrings.
- Body piercing, body art, body carvings, and tattoos, whether permanent or temporary, are not permitted.

## **MAKE-UP**

- Elementary students are not permitted to wear make-up.

## **FRIDAY WARDROBE: Christian T-shirt Day**

The spirit of this day is to encourage our students to wear a Christian t-shirt; it is not intended merely as an opportunity to "dress down". Wearing jeans is a privilege that accompanies the student's desire to identify himself with Christ by wearing a t-shirt that clearly communicates that message. A Christian t-shirt is a shirt that has a Scripture reference, a Bible verse, or a clear Christian message written on it.

- Students are allowed to wear a Christian t-shirt, CCS tops and appropriate jeans or dress code bottoms.
- Jeans must be neat, clean, without holes, cuts, or frays and size appropriate (no low-rise or skin-tight jeans).
- Blue jean shorts are not acceptable.
- Students must adhere to all other dress code standards (i.e. shirts must be tucked in; belts must be worn, etc.).

## **FIELD TRIPS & OFF CAMPUS ACTIVITIES**

- Students will wear chapel dress or field trip shirts unless designated otherwise by the teacher.

## **PHYSICAL EDUCATION & ATHLETICS**

All PE clothing must be of good quality, appropriate size meet length requirements, and in good condition (no holes). Points will be deducted from the student's grade if the uniform is not worn and a tally or disciplinary notice could be issued.

### **Elementary PE:**

#### **GIRLS/Boys (PK – 3rd):**

- Do not have a specific PE uniform. Students wear their school uniform. However, appropriate footwear is required.

#### **GIRLS/Boys (4th – 5th):**

- PE uniforms consist of solid black mesh shorts and a gray t-shirt.

#### **GIRLS/Boys (6th):**

- PE uniforms consist of solid black mesh shorts and a blue t-shirt.

*The gray and blue t-shirts and mesh shorts must be purchased through the Physical Education Department. PE uniforms will be provided for 4<sup>th</sup> and 6<sup>th</sup> grade and any new families in 5<sup>th</sup> grade.*

## Appendix A – Student Harassment Policy

It is our goal for Covenant Christian to be a safe and secure learning environment for all students. As such, harassment and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of our school to honor Christ in all things. Scripture admonishes us to, *“Be devoted to one another with brotherly love. Honor one another above yourselves.”* Romans 12:10

At CCS, the following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Physical contact or injury to another person or his/her property.

B. “Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;



3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

This policy applies to bullying that takes place at school or off campus.

Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

If an incident is reported, CCS school officials will investigate in a timely manner and communicate with parents.

From there, the school will apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Examples of consequences would be:

1. Meeting with the student and the student's parents/guardian.
2. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option.
3. Recommending to the parent of the student counseling.
4. Suspension or expulsion, according to established CCS disciplinary policies.

## **Appendix B - Chaperone Expectations**

Thank you for volunteering to chaperone. Chaperones for CCS field trips are a vital part of our educational programs, and we appreciate your willingness to serve in this role.

All chaperones are expected to conduct themselves in a professional manner while on trips. You are being tasked to represent Covenant and supervise children which requires you to be responsible for their safety and well-being. Please make sure you are monitoring your group at all times and are conducting yourself in a manner above reproach.

### **General Guidelines:**

All chaperones must:

- Be pre-approved by the school
- Dress modestly
- Supervise students and ensure their safety and well-being
- Monitor student behavior
- Follow scheduled itinerary
- Refrain from any behaviors that would not be condoned while on school property (i.e. smoking, drinking alcoholic beverages, bringing a date, public displays of affection, etc...)

### **Driver Guidelines:**

All drivers must:

- Refrain from using cell phones while driving
- Listen to Christian or family friendly music while in the car
- Make sure all students are wearing seatbelts or car seats when appropriate
- Follow all traffic laws

### **Overnight Chaperones:**

All chaperones must:

- Follow all curfew rules set by the trip leader
- Make sure hotel/camp facilities are maintained and respected
- Arrive with students for activities on time and prepared