

# COVENANT CHRISTIAN SCHOOL

## STUDENT/PARENT HANDBOOK

2011-2012



*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**

***“Education You Can Trust”***



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. We are looking forward to meeting you and we will do everything possible to make your experience here enjoyable and fruitful.

The purpose of this handbook is 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 that follows 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. Adherence to the rules and guidelines will greatly enhance the operation of our school, resulting in a more rewarding educational experience.

If, at any time, you have questions or need assistance, please feel welcome to contact us by phone or come by for a visit. ***Thank you for your support as we work together to provide academic and spiritual training for our leaders of tomorrow!***

In His Service,

Mr. John W. Weaver  
Head Administrator / Elementary Principal

Mr. Dathan Petruccio  
Secondary 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.*

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# COVENANT CHRISTIAN SCHOOL

## BOARD OF TRUSTEES

Ruth Smith .....	President
Steve Moses .....	Vice-President
Paula Ohendalski .....	Secretary
Chip VanSteenberg .....	Treasurer
Jennifer Breedlove .....	Member
David Hargrave .....	Member
Jay Lewis .....	Member
Dan Wilds .....	Member

### ADMINISTRATION, FACULTY, & STAFF

John W. Weaver .....	Head Administrator / Elementary Principal
Dathan Petruccio .....	Secondary Principal

#### **Full-Time Teachers**

Beverly Allen .....	Government/Economics/History/English
Wayne Allen .....	History/Career Exploration/Athletics
Barbara Bledsoe .....	Grade 1
Tami Campbell .....	Grade 2
Harmony Clark .....	Bible/English/Computer/JH Drama
Stacey Cutbirth .....	Math
Tera Dudley .....	English/History/Yearbook
Shannon Fox .....	Bible/English/Speech/Drama/Theater Arts
Lisa Holm .....	Pre-Kindergarten
Kim Killian .....	Grade 6
Marci Mayes .....	Grade 6
Randi Nabors .....	Grade 4
Jill Nolan .....	Grade 3
Sherrie Owens .....	Chemistry/Physics
Anne Patterson .....	Kindergarten
Pam Patterson .....	Grade 4
Dathan Petruccio .....	Bible
Jill Pratt .....	Bible/Pre Algebra/Newsletter/Reading
Carolyn Roetman .....	Secondary Math
Diane Severson .....	Bible/Science/Health/Athletics
Jan Smith .....	Bible/Chapel/Music
Karina Snider .....	Pre-Kindergarten
Lisa Stephens .....	Bible/Science
Tricia Thompson .....	Grade 2
Cynthia Tyminski .....	Grade 5
Susan Watson .....	Grade 1
Terrie Weaver .....	Kindergarten

#### **Half-Time & Part-Time Teachers**

Renee Adams .....	Elementary Art
Missy Banks .....	Computer/Yearbook
Pat Cullum .....	Elementary Computer/Library
Mike Fletcher .....	Webteam
Cynthia Fore .....	Elementary Music
Sonia Miller .....	Spanish
Lynn Peverill .....	Secondary Art

#### **Support Personnel**

Gina Baldwin .....	Food Preparer
Marie Barringer .....	Food Service Manager
Gina Baldwin, Jennifer Wheeler, Nikki Dieckhoff .....	Food Preparer
Mike Fletcher .....	Computer/Communication Team
Darwood Heldmann .....	Maintenance Supervisor/Athletic Director
Linda Tatko .....	Library
.....	Cougar Care Director

#### **Office Personnel**

Sherry Cunningham .....	Administrative Assistant/Registrar
Kristina Garvin .....	Clinic Aide
Sandra Holub .....	Receptionist/Records Clerk
Gayle Martin .....	Director of Admissions
Jennifer Miller .....	Office Manager/Financial Secretary
Jackie Moody .....	Workroom Aide/Copy Czar

## Mission Statement

*Covenant Christian School is committed to the academic, spiritual, physical, and social growth of our children in a Christ centered environment. Building on a solid foundation, based on Biblical principles, our school complements the home and church and prepares our children for an ever-changing world.*

## Vision Statement

The vision of Covenant Christian School is for every student and their family to be supported and encouraged in their spiritual development.

We look forward to partnering with parents to assist them in helping each child to grow daily in their love for God and His Word, and to understand their world through the lens of Scripture.

Each family can expect their child to be surrounded by teachers and professionals who are devoted to their child's spiritual maturity and academic excellence, to learn leadership, social skills, and life lessons through athletics and fine arts programs, and to become confident in who they are, where they are going, and what the future holds.

## 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*

## **What the Bible Says about Becoming a Christian**

### ***We are all sinners...***

“For all have sinned, and come short of the glory of God.” Romans 3:23

### ***Sin has a penalty...***

“For the wages of sin is death and the gift of God is eternal life through Jesus Christ our Lord.” Romans 6:23

### ***Christ paid our penalty...***

“But God commended His love toward us, in that, while we were yet sinners, Christ died for us.” Romans 5:8

### ***Confess, believe, pray and receive...***

“That if thou shalt confess with thy mouth the Lord Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved. For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation. For whosoever shall call upon the name of the Lord shall be saved.” Romans 10:9, 10 & 13

## **History of Covenant Christian School**

CCS was formed in 1982 under the original name of Conroe Bible Christian School. The name was changed to Covenant Christian School in 1983 in an effort to appeal to a broader segment of the Christian community. For the first eighteen years, the school functioned as a ministry of Conroe Bible Church and used the CBC facilities as its campus. The school has always been governed by an independent Board of Trustees, comprised of parents and at least one member of the elder or deacon boards of CBC as one of several “sponsoring churches” from the local community. The student body comes from many different parts of Montgomery, Walker, San Jacinto, and Liberty counties. The school families currently represent approximately twelve denominations and more than fifty local churches.

For eighteen years the school was located at 1202 Callahan Avenue, adjacent to Conroe’s largest public park (Candy Cane Park) and directly across from the Conroe Recreation Center. The students enjoyed the privilege of being able to use both these facilities, including the ballparks, tennis courts, and gymnasium.

During its first year, Covenant Christian School used makeshift classrooms located in the back of the CBC sanctuary. In 1984, the school moved into a spacious new educational facility located behind the church. The church also utilized this building, referred to as the Christian Education Building or C.E. Building, for Sunday school and other church functions. In 1988, two portable buildings, Heritage Hall and Tucker Hall, were donated and moved onto the campus. In 1995, another portable building, Providence Hall, was constructed on site.

In August of 2001, CCS relocated to a new, 42,000 square foot facility north of Conroe on Interstate 45. The building, which is located on a thirty-five acre campus, currently houses students in Pre-K through twelfth grades. However, the long-range plan calls for a second

building, which will serve the elementary grades. When completed, the new facility will provide a comprehensive educational program for 800 students.

## **Philosophy of Christian Education**

The purpose of a Christian school is two-fold. First, it provides a sound academic education integrated with a Christian view of the world. This education is to equip the student so that he may mature to his fullest potential and thereby become a fruitful member of his family, his church, and his society (Ps. 1:1-3; II Tim. 3:16-17). The student will be equipped to form an eternal perspective by which he can research, evaluate, and creatively apply all information according to biblical standards (Col. 2:8).

The purpose of the Christian school is not to shelter a student from the real world or from exposure to views contrary to his beliefs. Rather, the purpose is to provide students with the tools necessary to evaluate all information and discern what is true or false so as to form convictions that may not be popular but will be correct. Truth is not necessarily truth because it is regarded as such by contemporary scholarship.

When we speak of the need to integrate truth, we refer to the need to teach all subjects as part of the total truth of God, thereby enabling the student to see the unity of natural and special revelation. To achieve the integration of truth in the classroom there must be a commitment to the authority of the Bible in every area of life.

In addition, a Christian school assists parents in fulfilling their God-given responsibility to instruct and discipline their children (Deut. 6:6-7; Eph. 6:4). Therefore, the purpose of a Christian school is simply to assist parents in the intellectual, spiritual, and moral development of their children so that they 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 four categories (taken from the Philosophy of Christian School Education):

1. Spiritual and moral growth
  2. Personal and social development
  3. Academic advancement
  4. Coordination of home and school
- 
- I. For the ***spiritual and moral growth*** of students, the school seeks to:
    - A. teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
    - B. teach the basic doctrines of the Bible.
    - C. lead the pupil to a decision of confessing Christ as Savior and Lord.
    - D. develop a desire to know and obey the will of God as revealed in the Scriptures.
    - E. equip the student to carry out the will of God daily.
    - F. 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.
    - G. develop the mind of Christ toward godliness and sin and to teach the students how to overcome sin.

- H. encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
  - I. help the student develop for himself a Christian world view by integrating life and studies with the Bible.
- II. For the students' ***personal and social development***, the school aims to:
- A. 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.
  - B. teach the students 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.
  - C. make the student a contributing member of his society, realizing his dependence on others, their dependence on him, and the need to serve them.
  - D. promote an understanding of time as a God-given commodity and the individual responsibility for the effective use of time.
  - E. show a realistic and biblical view of life and work, and to provide skills for personal relationships and future endeavors.
  - F. develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-fearing homes.
  - G. promote physical fitness, good health habits, and the wise use of the body as a temple of God.
  - H. impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.
- III. ***Academically***, CCS endeavors to:
- A. 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.
  - B. 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.
  - C. teach and encourage the use of good study habits.
  - D. teach the student how to do independent research and to reason logically.
  - E. motivate the student to pursue independent study in areas of personal interest.
  - F. develop creative and critical thinking and proper use of biblical criteria for evaluation.
  - G. promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
  - H. discuss current events and relate them to God's plan for man.
  - I. 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.
  - J. engender an appreciation of the fine arts through the development of the student's understanding and personal expression.

- IV. Working with the **home** from which the student comes, CCS desires to:
- A. cooperate closely with the parents in every phase of the student's development, especially as it relates to the school program.
  - B. help the parents understand the school's purpose and program.
  - C. aid families in Christian growth and to help them develop Christ-centered homes.
  - D. assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.

## Purpose of the School

Covenant Christian School believes the home, the church, and the school should complement each other in promoting a child's spiritual and educational growth. Our purpose is to help parents meet their responsibility of teaching their children by providing excellence in academic education while integrating a biblical view of God and the world.

## Financing CCS

Covenant Christian School is financed totally by tuition, fees, donations, and fundraisers. Therefore, it is very important and necessary for every parent to assist the school by participating in our fundraisers each year. Two of our largest yearly fundraisers are the **Fall Golf/Walkathon** and the **Spring Round-Up Auction**. Our on-going **Scrip** fundraiser is an excellent way to generate revenue for the school without any additional cost to our families. It is imperative that everyone support these fundraisers financially and by serving on work committees to plan and execute them.

The **Giving for Growth** program is our on-going fundraiser that families and friends can contribute to continually and consistently throughout the entire year. Since our school is incorporated and has its own tax exemption number, we can receive **matching funds**. Therefore, we greatly encourage you to participate in a matching funds program through your company or employer. This is an excellent and easy way to double your ability to provide financial help to the school.

Our school needs your support! Please consider the following informative quotes from Roy W. Lowrie, Jr., Ed.D. as they appeared in the **Christian School Today** journal:

"HOW SHALL WE GIVE? Foremost, give **willingly**, for God loves a cheerful giver. Never give out of guilt feelings or from pressure. Give **proportionately** as God gives to you. Also, ask God to do something special so you can give it to the school's ministry. There is a blessing in a **'faith promise'** – exercising faith that God will give to you and you will give it back to Him. Give **sacrificially** for, if giving does not cost us much, there is not much to it."

"WHEN SHALL WE GIVE? Give on a consistent, regular basis, and special gifts when God provides for them. **Consistent** gifts keep the finances on an even keel throughout the year. Do not neglect summer gifts for they, too, are necessary. As we give for the children and young people, the deep significance is this: we are giving to Christ, for He said, '...Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.'" Matthew 25:40b

## General Information

### **School Hours**

PK – K:	8:15 AM – 2:45 PM
1st – 12th:	8:15 AM – 3:10 PM
First Bell:	8:10 AM
Tardy Time:	8:15 AM
Office Hours:	8:00 AM – 4:00 PM

### **Late Pick-Up**

Please be punctual in picking up your child at the end of the school day. We are not staffed to supervise students after 3:30 unless they are involved in an official after school activity such as athletics or Cougar Care. **All students, regardless of age or grade, who are left after 3:30 will be waiting in the cafetorium. They will be entered into the Cougar Care or Cougar Study Hall programs, and the required fees will be applied (see below).**

### **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. An adult-supervised after school study hall is provided for students in grades 7-12. Both programs begin on the first day of school and will operate each full day that school is in session. Neither program will be available on early release days when students are dismissed at noon.

A simple application form needs to be completed and returned to the school office along with a \$20.00 processing/application fee. This will secure a place for your child in one of our programs. The cost of after school care/study hall is \$3.00 per hour. A late fee of \$15.00 for every 15 minutes thereafter is assessed for children who leave after 5:30 PM. Fees for after school care are paid to our Financial Secretary; all fees must be current for a child to continue to participate in the program. There will be a fee of \$25.00 assessed for late payments. Also, records will not be released if any fees are in arrears.

### **Student Arrival and Departure**

#### Drop-off procedure in the morning

All students, except student drivers, are to be dropped off in front of the school and proceed to the designated area where they will wait for the 8:10 bell: PK-1 in the cafetorium; grades 2-6 in the gymnasium; grades 7-12 in the secondary classrooms. A cold breakfast will be available between 7:45 and 8:00. All food and drinks must be consumed in the cafetorium. At 8:10, students must be finished eating and move to their classrooms. Teachers will escort PK-1st grade students to their classrooms. Vehicles are to enter the driveway and proceed to the west end of the building, park along the curb, and unload. **Students must exit the vehicle on the right side only.** After unloading, vehicles may move into the passing lane with caution and exit the campus. (Please see page 24 for information on **tardies**).

### Pick-up procedure in the afternoon

Students will be picked up in front of the school. Students in PK through fourth grade will be waiting on the sidewalk at the west end of the building. Students in grades 5 through 12 will be waiting on the sidewalk at the east end of the building. Vehicles are to enter the driveway, proceed as far as possible, park along the curb, and wait for their child(ren) to be escorted to the vehicle. **Students must board the vehicle on the right side only.** After loading, vehicles may move into the passing lane with caution and exit the campus. Please do not park your vehicle in the faculty or visitor lots and go retrieve your child; this will only create congestion and increase the likelihood of an accident. Every time someone crosses the lines of traffic, even at the crosswalk, the possibility of an accident increases. For safety reasons, **everyone should cross the driveway only at the crosswalk and in cooperation with the Student Safety Patrol.**

#### General rules:

1. Teachers are to escort or direct the children to the vehicles. A student will not be allowed to go to a vehicle without the teacher's permission.
2. Parents who are late picking up children will find their students in the cafetorium. (See "Late Pick-Up".) All students, regardless of age or grade, who are not picked up by 3:30 will be escorted to the cafeteria and entered into the Cougar Care program or escorted to the library and entered into the After School Study Hall program.
3. Students not riding home in their regular carpool MUST bring a note to the teacher stating with whom they are to ride. Parents are to tell all the necessary drivers of any changes. The children should know who the carpool driver is each day and carpool drivers must know who is to be picked up each day. Regular drivers, other than the parents, must be noted on the *Permission to Pick-Up* form.
4. Please do not detain the flow of traffic by visiting with teachers or parents while you are in the vehicle line. If you must tend to school business of any kind, park your vehicle in a visitor space. Do not park in the student drop-off and pick-up lane.
5. By staggering arrival times, we will reduce the amount of time you spend in the car line. The following procedures will make our car line move more efficiently at the end of the school day:
  - A. If your oldest child at CCS is in PK or K, then you should plan to arrive at school no later than 2:45.
  - B. If your oldest child at CCS is in 1<sup>st</sup> 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.
  - C. If your oldest child at CCS is in 4<sup>th</sup>-12<sup>th</sup> grades, then you should plan to arrive at school no earlier than 3:15.
6. Under no circumstances should a student be picked up in the passing lane or in the by-pass.
7. Please understand that the pick-up procedure on rainy days will take longer and will require patience from everyone.
8. **Texas law has banned the use of hand-held phones and texting while driving in school zones.**

### **Reserved Parking**

We have four parking spaces that are reserved for the handicapped. We also have one family that won the privilege of a reserved parking space for one year because they had

the highest bid in our annual auction in February. Please do not park in any of the handicapped spaces or the space reserved for this family. You will have an opportunity to bid on this space at the next auction.

### ***Student Drivers***

Students who drive to school need to register their vehicles in the school office. To register a vehicle, the office needs a copy of the student driver's license, a copy of the insurance card, the vehicle information form signed by the parents, and payment of the \$5.00 registration fee. A registration sticker will be issued, and it should be displayed in the front window at all times. The limestone parking lot next to the baseball field is designated as the student parking lot. After parking, students are to proceed to the school building and not loiter in the parking area. They will not be allowed to return to the parking lot nor leave campus during the school day without permission from an administrator. Students must have written parental and administrator permission to drive another student off campus for any reason. The note must be presented to the office staff in the morning. Students are not allowed to call for permission.

Music should not be audible to anyone outside of any vehicle at any time. The volume should be turned down while the vehicle is on campus, whether the vehicle is parked or in motion.

***Students who do not abide by the rules as stated in this handbook will forfeit their privilege of driving to school.***

### ***Messages to Students***

Only emergency messages will be delivered to students. Any messages to be delivered to the students must be received by the office by 11:00 AM. No messages regarding lunch, PE clothes, haircut appointments, etc. will be delivered at all.

### ***Student Phone Calls***

Students will be allowed to use the telephone only in emergency situations and only with written permission from a teacher or authorized staff member. No student will be allowed to use the phone to call for PE clothes, homework, lunch, athletic uniforms, game or practice schedules, arrangements with friends, etc.

Elementary students are not permitted to bring cell phones or any other electronic communication devices to school. Secondary students are not allowed to use cell phones or any other electronic communication device on campus between 7:30 AM and 3:10 PM. These devices **must** remain off during these times and should be stored in lockers or automobiles. In addition, other electronic devices, such as cameras, recorders, Ipods, hand-held games, etc. (unless approved for school use) are not allowed on campus from 7:30 AM – 5:00 PM and will be governed by the same rules that apply to cell phones. If these devices, are used, seen, heard, or improperly stored, they will be confiscated and a Level I disciplinary notice or tally will be issued. The device in question will be turned over to the appropriate principal and the student must visit with the principal after school to retrieve the device. Second offenders will receive a Level II demerit or two tallies and will be charged \$10.00 to retrieve the device from the principal. Each additional offense throughout the year will result in a Level III demerit or three tallies, the \$10.00 charge, and the device will remain with the principal for the remainder of the semester.

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

Parents who pick up their children before the end of the school day must sign them out in the front office and wait for them to come to the office. The receptionist will call for the students. Students will not be allowed to be picked up within the last 15 minutes of the school day unless previous arrangements have been made. Messages concerning early pick up must be received by the office before 11:00 AM. ***For safety and security reasons, parents are not allowed to retrieve their children from the classrooms, cafeteria, playgrounds, gym, or fields.***

In the case of a student driver, a member of the school staff must speak directly to the student's parent before giving permission for the student to sign out of school. A student who fails to follow these procedures will be considered truant.

Secondary students who leave the campus on school business (e.g. to sell yearbook ads) must follow proper procedures established by the teacher. Any reports or evidence of unauthorized detours, reckless or careless driving while representing CCS may result in a disciplinary notice and suspension of driving privileges.

### ***Ministries for Parents***

Parent involvement is critical to the successful education of your child. Research verifies that students achieve more and enjoy school more when both parents are involved. They have a sense of pride when they see their parents actively involved at their school. We realize that work schedules can make it difficult for some parents to visit the campus, but there are other ways that you can participate in your child's education. Some ministry opportunities CCS offers to parents are:

1. ***Parent/Teacher/Student Fellowship*** – to coordinate fundraising, fellowship, and service to our school
2. ***Volunteer Program*** – to share time and gifts assisting students and teachers
3. ***Mom's In Touch*** – to pray for the needs of our school and families
4. ***Booster Club*** – to support our athletics in fundraising and promotion
5. ***Workdays*** – to fix up and "spiffy up" our facilities and grounds

The ***Family Work Service Program*** encompasses all of the ministries listed above. It provides a way to record all of the time that parents contribute to our school during the year. Whenever a member of your family provides volunteer assistance, be sure to complete the brief form that is available in the school office. By doing so, your family will receive credit toward your commitment to provide 24 hours of volunteer service to our school.

### ***Visitation***

Parents and visitors are welcome. We want you to feel like you are a part of the school. However, for the safety of your children, we must have an orderly procedure for visitors and guests. ***All visitors, including parents, must register at the front office before going to the classroom or lunchroom.*** All student visitors must be appropriately dressed to be allowed on campus. Each will be given a visitor badge to wear while on campus. Teachers will not release a student to a visitor or parent without written notice from the office. Any student visitor or alumnus will be allowed one visit per each nine weeks, during the normal school day. Student visitors and alumni may visit at lunch or

chapel, but will not be permitted to visit any classroom, unless prior approval has been granted by the administration.

### ***School Parties***

School parties will be coordinated through the PTSF, Homeroom Mothers (elementary), and Class Coordinators (secondary). Sign-up sheets will be provided for each teacher to assist in recruiting parents to help plan the various parties throughout the school year. These sheets will be displayed on "Back-to-School Night".

The only official school parties will be for Christmas, Valentine's Day, and the last day of the school year. The Christmas party will be on the day that school is dismissed for the holidays.

Other celebrations throughout the school year may be authorized by the administration. Although these are special events that include special activities, they are not intended to be parties as described above. Examples are: Grandparents Day, Christian Heritage Day, Thanksgiving Feast, and Homecoming.

Parents may, on special occasions, want to bring "goodies" to share with their child's class. These "goodies" should be cupcakes or cookies, not sheet cakes. Please coordinate plans in advance with the teacher, and these "goodies" will be accepted graciously and distributed at lunchtime for the students to enjoy.

### ***Field Trips***

On occasion, buses will be rented for field trips. When this decision is made, it is done so for the sake of student safety (for example, long-distance trips or trips into Houston). If a bus is rented for a field trip, all children will be expected to ride on the bus and contribute to the rental fee, unless other arrangements have been approved due to extenuating circumstances.

### ***Meals***

In order for your child to do his best in school, he must eat a nutritious breakfast and lunch every day. To assist you with this responsibility, CCS provides a cold breakfast program and a hot lunch program. Lunch menus are sent home each month for you to order your child's lunches for the next month. Be sure to attach a check to cover the cost of the lunches. Remember to keep the menu calendar for your reference at home and return the lunch order to the office by the deadline; late orders will not be accepted.

### **Breakfast Procedure**

Cereal, milk, and juice will be available for purchase between 7:45 and 8:00. Students who chose 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 Procedure**

Hot lunches are provided Monday-Friday. All lunches must be ordered in advance. A menu and order form will be sent home each month. If your child forgets his lunch, the school will provide lunch for a nominal fee. ***No phone calls home will be permitted.*** Please 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.

Special lunches are reserved for parties where all students can participate. ***Please do not purchase a special lunch for your child*** (e.g. McDonald's, Subway, Pizza Hut, Taco Bell) unless it has been pre-approved by the teacher. Secondary students who leave campus may not bring in outside food. Because of the Health Board Standards and Liability issues, no student may bring outside food and beverage items for sale to another student.

Students in grades PK-6 are not allowed to make purchases from the drink machines. They may, however, obtain water or purchase juice or milk from the cafeteria staff. Students in grades 7-12 may obtain water or purchase juice, milk, or soft drinks. Tea is available to seniors during lunch time. Candy will ***not*** be available for purchase for grades PK-3.

For a variety of reasons (time, space, safety), we cannot make microwave ovens or refrigerators available for students to use. ***Therefore, students should not bring lunches that require refrigeration or heating.***

The only beverage that may be taken to the classrooms is water, and it must be contained in a sealable water bottle.

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

Occasionally, articles of clothing, jewelry, books, etc. are found and are turned in at the front office. Most lost and found items are kept in a storage container in the cafeteria by the drink machines. Students may inquire about lost items before or after school. At the end of each quarter, all lost items will be displayed on a table in the foyer. After one week on display, the items will be donated to local charities.

## **Health and Safety**

### ***Employee and Student Safety***

It is the policy of Covenant Christian School to provide a safe and healthy environment for its employees and students, and to abide by accident prevention regulations set forth by federal, state, and local authorities. To implement this policy, a Safety Program has been developed. A Safety Notebook is maintained in the **clinic** to document compliance with the guidelines. The notebook includes the following: a signed safety policy statement, a defined procedure for accident prevention and reporting, safety education and training, hazard communication, blood borne pathogen procedures, and a safety review process.

Parents of students with known illnesses, such as diabetes or asthma, are solely responsible for all medical care, medications, equipment and the maintenance of said equipment, communications with physicians, and total health of the student. A detailed Medical Action form will be completed by the parents/guardians including doctor recommendations and signatures. Parents/guardians must be vigilant in quickly informing Covenant Christian School of any medical changes as well as in updating contact information (telephone numbers or email addresses) in order to be reached should the child be under duress.

## **Accidents**

The school clinic is open during the entire school day (7:30-3:30). If a child is injured or needs medication, he will be sent to the clinic for treatment. The classroom teacher will treat minor cuts and scrapes. The classroom teacher will not administer medicine.

In case of serious accident, the child's parents will be contacted and advised as to the nature and extent of the injury or illness. Every effort will be made to get the child under the care of his parents. If the parents cannot be reached and the child needs the attention of a physician, one will be called – the child's physician, if possible. In case of an accident where time consumed in trying to reach parents or family physician might endanger the life of the child, 911 will be called.

Every effort will be made to comply with the directions given on the **Medical Permission and Information Form** that was completed when each child was registered at CCS. It is extremely important, therefore, that parents update the information if it changes during the school year. Accidents and injuries occur very quickly. Please provide CCS with a phone number and alternate phone number where we can reach you quickly.

## **Exclusion of Students Because of Contagious Diseases**

If a child shows signs suggesting the presence of a communicable disease, such as discolored mucous, temperature over 100°, chills, nausea, vomiting, diarrhea, severe abdominal pain, or persistent cough, parents should seek diagnosis from a physician or other medical personnel before sending the student to school. The child should not be sent back to school without a doctor's note of approval to return to school. If a teacher detects signs while the child is at school, he shall be sent to the clinic for evaluation. The Clinic Aide will determine the proper course of action and notify parents if the child needs further attention.

## **Illness at School**

A student who becomes ill at school will be sent to the clinic. Parents will be contacted as necessary by school personnel. If the child needs to be sent home, the Clinic Aide will contact parents by phone. A child will be sent home if he has the symptoms listed in the above section. Sometimes students, particularly at the secondary level, prefer to diagnose themselves and take it upon themselves to call home without school permission. This will not be tolerated. All students, regardless of age, must follow the proper procedures.

## **Returning to School after an Illness**

In the event a student is absent from school, he is required upon return to bring a **written note** signed by one of his parents (and/or physician) giving the reason as to the absence and the nature of the illness. This note is to be given to the **Records Clerk/Receptionist**. **A student must be fever free and must not have vomited for 24 hours before returning to school.**

## **Administering Medicine**

**All medicine will be administered through the clinic unless the Administrator gives special permission. Students are not allowed to medicate themselves and should never give any type of medicine to other students.**

### Non-Prescription Drugs

Parents are responsible for providing all medicine, including Tylenol and cough drops for their children. The medicine must be brought in its original container, with instructions **for administration**. It will be stored separately in the clinic and administered only to family members. Secondary students may carry cough drops in their backpacks or purses, but they should not share them with other students.

### Prescription Drugs

The parent **must** bring the **prescription** medicine to the clinic **complete with the prescription label**. A note must **accompany the medication including** the student's name, the type of medicine, dosage, and time to administer. Prescription drugs are to be in the **original container**, labeled with the child's name and instructions on administering the medicine. Please include the length of time each prescription should be administered to the student.

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

CCS conducts annual hearing, vision and spinal screenings as required by the Texas Department of Health. Parents will be notified in writing if a child has been referred to a professional for evaluation. New students and sixth and ninth graders are required to have the spinal screening. Audio and vision screening is required for new students and student in PK, kindergarten, first, third, fifth, seventh, and ninth grades.

## **Emergency Information**

### ***Emergency Drills***

Fire, tornado, and emergency drills will be conducted regularly during the school year. Please help us impress upon your child the importance of these drills in keeping our campus safe. Their serious participation in the drills is the key to readiness in the event of a real emergency.

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

In case of severe weather conditions at any time during the school year, please visit the website or listen to the local radio and television stations to hear if school will be closed or delayed.

## **Enrollment**

### ***General Policy***

Admission to Covenant Christian School is based on a three-fold standard.

First, the child and the family must demonstrate a desire to receive an education that is built upon an openly evangelical Christian perspective that asserts the Lordship of Jesus Christ in everyday living and the authority of scripture to establish moral guidelines for righteous living. This desire is determined from personal interviews and through pastoral recommendations.

Second, the child must demonstrate academic competence as indicated by previous grades, achievement tests, and when requested, CCS administered tests to determine grade level performance.

Third, the child and the family must give evidence of a willingness to submit to the philosophy, policies, and procedures of CCS. This is determined through interviews with the child and the parents, through teacher and pastoral recommendations, and by family agreement to the ***Statement of Faith***.

In addition to the above standards, students who are under a disciplinary suspension or expulsion at another school, or who have a failing grade on their most recent report card, will not normally be accepted by CCS.

### ***Procedure***

To enroll a child in our school, complete the following:

1. Obtain an application packet from the school office. You may pick one up during school hours or by calling the school office at **936.890.8080**.
2. Return the ***Application for Enrollment*** to the school office.
3. Be sure to return the ***\$400 application fee*** with the completed application.
4. Provide a copy of all requested documents including: report cards or transcripts from the previous three years, copies of norm-referenced standardized test scores from the previous three years, the official birth certificate, and a current immunization record.

### ***Interview***

Upon evaluation of the application by the administrator, the child may be asked to take a grade level performance test. The office will schedule a time for this test to be administered.

An interview with a School Administrator will be scheduled. Upon completion of the interview, parents will be notified of acceptance or non-acceptance based on the above admission policies. If acceptance cannot be granted at that time, parents will be informed as to what conditions must be met before acceptance can be offered.

### ***Financial Arrangements***

***The application fee is non-refundable.*** Tuition and fees may be paid in full by June 1 or paid monthly. Monthly payments are made via electronic funds transfer through a tuition collection company called F.A.C.T.S.

### ***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:

One, there is evidence that information provided the school has been falsified. In the event that an attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if a prior acceptance has been granted. This includes information obtained from written records as well as from verbal comments made during interviews.

Two, a student fails to show up for school when anticipated (such as the first day of school in August) and no contact with the school has been made to account for the absence. Students who are absent for five (5) days without notification from their families will be removed from the school and their space given to another student.

## ***Withdrawing a Student***

All withdrawals must be made in writing through the CCS Registrar and shall be effective when notice is given. ***All accounts (tuition, Cougar Care, library fines, etc.) must be paid in full before records or report cards will be released to another school or the parents.*** 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, in order to cover the cost of curriculum which otherwise would not be recovered.

## ***Student Records***

A student's records are private and are protected from unauthorized inspection and use. A cumulative file is maintained for each student from the time of admission until the student withdraws or graduates. Records in the cumulative file are copied and transferred when applicable. Please allow adequate time between requesting records and picking them up. Records will be copied one time free of charge. Any additional requests for copies will require a \$5.00 fee.

## **Attendance**

### ***Daily Attendance***

Students are required to be in attendance for the entire day and to be on time.

In order to be considered present at the ***elementary level***, the student must be in the classroom at least half of the school day. At the ***secondary level***, attendance is taken at the beginning of each class.

Certain absences will be considered excused. They are: absences due to personal illness, the death of an immediate family member, dangerous travel due to weather or road conditions, or other unusual circumstances deemed acceptable by the school administrator. ***Absences other than those listed will be considered unexcused unless pre-approved by the administrator.***

A ***high school student*** (9th-12th grades) will receive no credit for any class in which he has 6 (excused or unexcused) absences during a semester. A ***junior high or elementary student*** (1st-8th grade) will not be promoted if he has accumulated more than 10 absences (excused or unexcused) during the school year. To make up for an excessive absence, the student must attend after-school study hall (ASH) for a time period equal to the length of the class period missed. For grades 7-12, the time period will be either 45 minutes or 90 minutes. ASH shall occur on Tuesdays and Thursdays or at another time approved by the administrator. ASH shall begin at 3:15. A temporary "incomplete" will be given for students with excused absences. If the student makes up the work in compliance with the make-up policy (see "Academic Information"), the temporary "incomplete" will be replaced with a grade.

Parents are required to notify the Records Clerk when their child will be absent. This will help us communicate with the teachers and better prepare for the student's return to school. This will also allow our students and staff to pray for your child during his absence.

On the day that a student returns to school after any absence, he must bring a note ***signed by parents*** stating the reason for the absence. When a student is absent for three days, the teacher or the Records Clerk will make a courtesy call to the parents. ***It is the***

**student's (or parents of lower elementary students) responsibility to see the teacher regarding work missed during absence from school.** A parent may request homework assignments for students who have been absent by writing a note or calling the front office. If the request is made by 10:00 AM, the parents can usually pick up homework that afternoon in the office.

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

The school calendar is published and distributed in the spring of the previous school year so that families can make their vacation and holiday plans around it. Every effort should be made to do so. However, we do understand that occasionally a unique opportunity for educational travel may require students to miss some school. The parents are expected to pre-arrange these absences several days in advance by obtaining a form in the office for administrator approval. Elementary students who miss school due to such a trip will be counted absent, and they will be expected to follow the Make-Up Work Policy and the Attendance Policy. **Elementary students will receive their make-up assignments when they return from their trip.** Secondary students must obtain their assignments from each teacher before their trip and complete the assignments prior to returning to school.

### **Tardies**

Students are expected to be seated and ready to work the moment each class is scheduled to begin, including the first period class. If a student is tardy for the first period class, he must obtain a tardy slip from the office and present it to the teacher in order to enter class. All tardies will be unexcused if no note is presented when the student comes to the office for a tardy slip. Tardies to all other classes will be dealt with by the classroom teacher through the disciplinary policy. Elementary students will receive a tally for an unexcused tardy and secondary students will receive a disciplinary notice for an unexcused tardy. **Secondary students only: after 15 minutes of missed class, the tardy will be considered an absence.**

Excused tardies must fall into one of the following categories and be accompanied by a signed note from the parent. It will be coded accordingly on the class admit form.

- 01 Illness
- 02 Doctor's appointment
- 03 Mechanical problems with vehicle, including flat tire
- 04 Traffic congestion due to accident or unscheduled road work
- 05 Major catastrophic event (i.e. – fire, personal wreck, hospitalization of family member)
- 06 Major (not minor) weather conditions

Any excuses other than the above reasons will be considered "unexcused".

**Elementary:** After 3 unexcused tardies during one grading period, the parent will be notified of such. With a 4<sup>th</sup> unexcused tardy the student will stay in after school for a 30 minute Study Hall.

**Secondary:** Three unexcused tardies per class will be equivalent to one absence in that class, which will be considered when determining course credit for high school students and promotion to the next grade level for junior high.

## 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. Our accreditation applies for the maximum period, which began on July 1, 2003 and extends through June 30, 2011.

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

### Course of Study

At the **high school level**, CCS offers the distinguished Achievement Program of Study, which requires **twenty-five credits** for graduation. This program is designed to prepare students for college entrance.

Courses	Credits Required
English	4
Math (Algebra I, Geometry, Algebra II, Pre-calculus, Calculus, College Algebra, Math Applications)	4
Social Studies (US History, World History, World Geography, Government/Economics)	4
Science (Integrated Physics & Chemistry, Biology I, Biology II, Chemistry, Physics)	4
Foreign Language	2
Health	½
Physical Education	1 ½
Computer	1
Fine Arts (Art, Music, Drama, Speech)	1
Electives	3

In addition, Bible is required every year at CCS.

The course of study for the **elementary grades** includes the following: Bible, Reading, Language Arts, Mathematics, Heritage Studies, Science, Health, Physical Education, Computer, Creative Arts, and Music.

### Academic Grading Scale

A 90-100 / B 80-89 / C 70-79 / F 0-69

### Selection of Valedictorian, Salutatorian, and Honor Graduates

1. Only students who have been enrolled at CCS for the **entirety** of their freshman, sophomore, junior, and senior years are eligible for recognition as valedictorian and salutatorian.
2. A **numeric grade average** will be used to quantify academic achievement on the student transcript, to determine class rank for intra-school purposes, and to determine qualification for graduation with honors, including designation as valedictorian and salutatorian.

3. The highest-ranking graduate will be referred to as the **“Valedictorian”** and will be the recipient of the TEA scholarship. The second highest-ranking graduate will be referred to as the **“Salutatorian”**.
4. **A minimum numeric average of 90** is required to be selected valedictorian and salutatorian. In the event that no student meets the minimum requirement, neither a valedictorian nor a salutatorian will be named.
5. **Summa cum Laude** will be awarded students with a numeric average of **96** or higher. **Magna cum Laude** will be awarded students with a numeric average of at least **93**, but less than **96**. **Cum Laude** will be awarded students with a numeric average of at least **90**, but less than **93**.
6. The numeric average will be determined using **only courses taken at CCS**.
7. The numeric average will be determined using **only courses required to satisfy graduation credits**. If more courses for a particular category (e.g. mathematics, fine arts, electives) are reflected on the transcript, the course grades used in determining the numeric average will be chosen as follows:
  - A. Courses will be chosen in the chronological order in which they were taken.
  - B. If two applicable courses are taken in the same year, the course in which the higher grade was earned will be chosen.
8. Two conduct grades of **less than satisfactory** in grades 10-12 will render a student ineligible for graduation with honors.
9. In rare cases in which two students meet the criteria for selection as valedictorian, the students will be named **co-valedictorians**. However, in no event will more than two students be recognized as valedictorian.
10. Students who graduate with honors will be decorated at commencement as follows:
  - A. Valedictorian: white stole with “Valedictorian” and graduation year embroidered
  - B. Salutatorian: white stole with “Salutatorian” and graduation year embroidered
  - C. Summa cum Laude: gold cords
  - D. Magna cum Laude: silver cords
  - E. Cum Laude: white cords
11. The following statement will be attached to all transcripts:
 

*“As a college preparatory school, Covenant Christian School uses a selective admissions process and offers students a rigorous and advanced curriculum. Because of this selective admissions process, Covenant Christian School’s population is atypical; thus, for most students, ranking by grade point average would not accurately reflect the student’s accomplishments and capabilities. Therefore, CCS does not rank students beyond determination of the class valedictorian and salutatorian.”*

### **Official Transcripts**

Four official transcripts will be prepared and provided for graduates. There will be a \$5.00 charge for each transcript requested thereafter. Please allow five days for processing.

### **College Visitation Guidelines**

Second semester juniors and/or first semester seniors are given an opportunity to visit the college of choice in order to make plans for college entrance for the summer or semester following graduation. During these two semesters, a total of two days will be granted as “college day” absences only if the following guidelines are in place.

1. The planned absences (not to exceed two) are to occur during the second semester of the junior year and/or the first semester of the senior year.

Absolutely no college visitations will be approved during the last semester of the senior year.

(Exception: If the college has requested a return visit for testing, interviews, funding, or scholarship information, the principal can allow this to occur).

2. The office is informed at least three school days BEFORE the day is claimed for visitation purposes.
3. Assignments are obtained BEFORE the absence, and the assignments due the day of the absence are to be turned in BEFORE the absence. Work will be accepted late ONLY if the student has obtained teacher approval prior to absence.
4. On the day of return to school, please submit to the main office, a letter from the college that offers proof that you visited the office of admissions. Be sure that the individual with whom you discussed finance, scholarship, or entrance, etc signs it.
5. The misuse of this day's purpose will result in the loss of privilege.

The days are intended as days to assist students in being better prepared to enter college. They are not defined by students for personal use.

### ***Senior Exemption from Final Exams***

As an incentive for seniors to stay engaged in their studies, and as a reward for doing so, the following policy was developed. The policy applies only to students who are in the second semester of their senior year. A student will be declared eligible and exempt from taking the second semester exam for each course in which he meets or exceeds the following criteria:

1. scholastic average of 90 or above for the second semester only
  2. no more than two (2) absences for the second semester only
  3. no more than six (6) conduct demerits for the second semester only
- or
1. scholastic average of 85 or above for the second semester only
  2. no more than one (1) absence for the second semester only
  3. no more than one (1) conduct demerit for the second semester only

### ***Exclusion of Students from Participation in Extracurricular Activities: "No Pass, No Play"***

#### Rationale

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.

#### Definition and Scope

1. The policy applies to students in grades 7 through 12.
2. 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.
3. Extracurricular activities include, but are not limited to, the following: athletic events (games, meets, tournaments), cheerleading, field trips, overnight class trips (Forest Glen, Frontier Camp, Carolina Creek), ACSI activities, theatrical performances (Crighton Theater), musical performances (CPG, Band, Choir, Chimes).
4. Eligibility for participation shall be based on scholastic achievement, attendance and conduct.

### Scholastic Criteria

1. Eligibility for participation will be based on grades on Friday at 3:15 one week after the last day of the nine week period. At Christmas break, eligibility will be determined at 3:15 on the first Friday after the students return to class. The same will apply to Spring Break if it falls at the end of a nine week period. In addition, eligibility for the first nine weeks will be based on grades from the previous school year's fourth nine weeks. A student who fails any course for the previous school year's fourth nine weeks will be ineligible for the first three weeks of the new school year. At the end of the third week of school, a progress report from each course will be generated for this student. If all grades are passing, the student will be eligible for the remainder of the nine week period. However, if any grade is below passing, the student will be ineligible for one calendar week. At the end of that time, the process will be repeated and will continue, if necessary, through the eighth week of the nine weeks.
2. In order to be eligible, the student must achieve a minimum grade of 70 in each course or subject listed on the report card. This includes electives, fine arts, physical education, and Bible.
3. The ineligibility period shall encompass three weeks, beginning on the Friday at 3:15 one week after the end of the grading period or student holiday period, except for the first nine weeks, as stated in statement #1.
4. On the last day of the ineligibility period, the student's grades will be checked by the principal at 3:15 PM. If grades in all subjects are passing (70 or above), the student will be eligible for events after that time. If the grade in any subject is not passing (below 70), the student is ineligible for another three weeks, beginning on the next calendar day following the recheck. The ineligible student will need to obtain a "Grade Verification Sheet" from the office at the end of the three week period. This sheet will need to be taken to each teacher. The teacher will record the current grade and initial the sheet. The student will then turn the sheet into his coach or teacher from whose events he has been ineligible. The coach will use this information to determine the student's eligibility status.
5. If a student has an incomplete on the report card, he shall be ineligible until a grade has been determined. If the grade is determined to be below 70, the student then becomes ineligible for the remainder of the three-week ineligibility period.

### Attendance Criteria

1. Students in grades 7-8 are allowed 10 absences (excused or unexcused) per year. Students in grades 9-12 are allowed 5 absences (excused or unexcused) per semester. Three tardies constitute an absence. A student who exceeds the allowance for absences shall be ineligible until the absence is made up.
2. The ineligibility period begins on the day following the excessive absence and continues until the absence is made up.
3. To make up for an excessive absence, the student must attend after-school study hall (ASH) for a time period equal to the length of the class period missed. For grades 7-12, the time period will be either 45 minutes or 90 minutes.
4. ASH shall occur on Tuesdays or Thursdays or at another time approved by the administrator. ASH shall begin at 3:15.

### Conduct Criteria

1. Eligibility will be based on the conduct grade that appears on the report card.
2. Students must maintain a conduct grade of "S" (Satisfactory) or above in order to be eligible.

3. "The ineligibility period shall begin on the day after the student's conduct grade falls below satisfactory (11 demerits) and shall apply to the next eligible extracurricular activity (See #2 and #3 under Definition and Scope). The level of the discipline infraction, as noted on the Disciplinary Notice, shall determine the number of extracurricular activities that will be forfeited: one activity for a Level One infraction; two activities for a Level Two infraction; three activities for a Level Three infraction; four activities for a Level Four infraction. For the remainder of the grading period, each additional disciplinary notice will extend the student's ineligibility based on the level of the infraction as described above."
4. At the beginning of the next grading period, the student begins with the number of demerits as determined by the School discipline Plan.

### ***Participation of Home School Students at CCS***

The following guidelines will be followed in order to assure fair and consistent opportunities for home-schooled students to participate in classes, programs, and activities at Covenant Christian School.

1. Full-time CCS students will be given first priority. Home-schooled students will be accepted only if there is a vacancy in the class, program, or activity. Home-schooled students must also understand that their place in a class, program, or activity may be assigned to a full-time student who enrolls during the course of the school year. In such case, the curriculum fee and tuition will be fully refunded. However, the registration fee is not refundable.
2. Home-schooled students must complete the application process and meet all admission criteria for full-time students of CCS. This includes their agreement to abide by school rules, adhere to the appearance code, and to speak well of Covenant Christian School while in attendance. The Family Work Service requirement will be reduced to three hours per course.
3. It is preferred that all home schooled students be Christians, since they will be representing CCS on campus, at other schools, and in the community. However, the minimum requirement is at least one parent be a professing Christian.
4. It is the responsibility of the parents of the home-schooled student to acquire information regarding schedules, equipment, uniforms, and other instructional materials necessary to participate.
5. Home-schooled students are not eligible to hold office in student government or receive recognition, honors, and/or awards that require full participation at CCS.
6. Home-schooled students are not eligible to participate in high school athletics at CCS.

Tuition and fees will apply for all courses, programs, and activities. The Registration Fee must be paid in advance. Tuition may be paid in 10 monthly installments through F.A.C.T.S. via electronic fund transfer.

1. Registration Fee: \$350.00 (payable only once per year)
2. Tuition and Fees: 1/7 of the Tuition/Fee total for each course taken

### **Library/Media Center (LMC)**

The overriding purpose of the Library/Media Center (LMC) 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 8:00-3:45. Arrangements can be made with one of the LMC personnel to be open at other times.

### Check Out/Check In and Fines

Books and materials are checked out for a two-week period. A fine of 5¢ per day is assessed for every day that it is overdue (including weekends). Lost or severely damaged books, videos, etc. will be replaced or charged to borrower at market value with a minimum charge of \$2.00.

Returned books, videos, materials, etc. are to be placed in the BOOK RETURN that is located in the east hallway during evenings and holidays. The BOOK RETURN, located by the LMC entrance door, is to be used for returning books during the school day.

All LMC accounts are to be cleared every nine weeks prior to the posting of the nine-week grades to Edline. Notices of fines or late materials are issued to students during the eighth week of the nine-week reporting period. This information is distributed to the students as well as the homeroom teacher. Students may access the information about book fines or late books by selecting the Library Solutions program provided on the computers in the LMC.

Students in arrears one week into the new reporting period will be denied the privilege of checking out books, using library computers, printer or copier until all LMC accounts are cleared. During the second week of the new reporting period, students still showing this "Lack of Diligence to Duty" will be issued a tally or demerit. Tallies or demerits will be issued daily until the account is cleared. (Please note that students will have a two-week period to clear this account before demerits or tallies are issued.)

### Lost Book Policy

Books that are determined to be lost are charged replacement cost. If the book is located within two weeks of payment then overdue fees are charged and the balance of the money is returned to the patron. Books found after the two-week period become the property of the patron. The patron may choose to donate the book to the library or to keep it for personal use.

### Special Library Programs and Activities

#### **Birthday Book Club**

The Birthday Book club is designed to give students a sense of ownership in the CCS library as well as build the LMC inventory. Through this program, the Birthday Book Club has added more than 1,000 books to our LMC holdings since its inception in 1993.

All CCS students, parents and younger siblings are invited to join the Birthday Book Club during the month of his birthday or any other time before May 1 of the school year. Enrollment in the program is accomplished by submitting a completed enrollment form and \$15.00 per person. The \$15.00 covers the cost of a new library-bound book. The donor then chooses from a pre-selected group of books that the librarians have purchased for the library. A bookplate is placed in the book naming the donor and the date of his birthday. The donor is listed in the monthly newsletter as well as being honored at a special recognition ceremony in the chapel during the month of the donation. All honorees are invited to the annual Birthday Book Club Party held in May of each year.

#### **Book Fair**

Covenant Christian School hosts an annual Book Fair beginning on the first Tuesday after Thanksgiving of each school year. 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.

## **Copyright Statement & Copier Guidelines**

The Canon PC Copier is for the use of LMC patrons and faculty to assist with classroom assignments and research. It is designed for single copy use and not for multiple copies. Users of the copier are to respect COPYRIGHT© rules and regulations as the user is responsible for his/her actions.

**The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.  
The person using this equipment is liable for any infringement.**

A fee of 10¢ per letter sized copy and 15¢ per legal sized or double-sided copy is required at the time of use. Faculty and staff are entitled to copies for instructional purposes at no charge; however, there is a charge for personal copies.

Only LMC personnel are authorized to use the LMC copier. If LMC personnel are not available to make copies at the time the information is requested, then copies will be made as soon as possible. Students may leave the material to be copied with a note of instruction at the circulation desk. The material will be copied as soon as possible. The copier fee should be paid when the material is returned. Unpaid copier fees are subject to the same policy as overdue fines. (See above.)

### ***Textbooks***

Each student is responsible for his textbooks. If a textbook is damaged or lost, the student will be responsible for the cost to replace the book. Students are expected to keep a book cover on all non-consumable textbooks. This will help us preserve our books and curtail rising curriculum costs in the future. Please help us by checking your child's books periodically to be sure they are properly covered.

## **Master Plan of Student Activities**

### ***Rationale***

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. Whether the activities are competitive, cooperative, group oriented, or individual in nature, they can augment the academic, spiritual, physical, and social growth of students through experiences that extend beyond the traditional classroom setting.

The desire is to provide a variety of activities that will interest and challenge students to expand their knowledge and apply their skills. Through the process, the hope is that

students will discover more about the gifts that God has given them and develop confidence in using those gifts to His glory.

Student activities are extensions of the regular instructional program and represent an opportunity to apply the biblical principles that have been learned in the classroom. Advisors emphasize the following major goals of the activities program:

- 1) to provide a variety of activities that will interest and challenge students to expand their knowledge and apply their skills.
- 2) to discover more about the gifts that God has given them and develop confidence in using those gifts to His glory.

Most of the activities at CCS are associated with Christian sponsors, such as ACSI or Christian camps. If the experience itself cannot be appreciated within a biblical framework, the pre and post activities must relate it to biblical principles.

With regard to athletics, our school is a member of TAPPS (Texas Association of Private and Parochial Schools). While TAPPS is not a Christian organization, a majority of the member schools claim to be Christian. Regardless, we view our involvement as an opportunity to demonstrate our Christian character to believers and non-believers alike. Our desire is that our Christian witness would be evident and take precedence over winning and losing.

### ***Approved Organizations***

Covenant Christian School participates in the academic and/or athletic activities programs of the Association of Christian Schools International (ACSI), Texas Association of Private and Parochial Schools (TAPPS). Other nationally led or local leadership programs available for CCS student activities include National Honor Society, Student Council, Spanish Club, and the CCS service organization. Other affiliations for membership or involvement by CCS faculty, staff or students must be approved by the administration.

### ***Transportation***

CCS encourages the use of a chartered bus service for large groups of students that attend any events in the Houston area or for longer road trips. The administration and coordinator will determine the feasibility of this need. All transportation costs must be included on purchase orders, whether the expense is budgeted or paid for by parents.

All persons who drive the school vans must either have a commercial driver's license or take and pass a written test available in the school office.

Parent drivers must have submitted a copy of their valid driver's license and proof of insurance to remain on file during the entire school year. Cell phone numbers are also to be given to the school office and other drivers for that particular school activity.

***A STUDENT IS NEVER ALLOWED TO DRIVE CCS STUDENTS TO A SANCTIONED CCS SCHOOL ACTIVITY UNLESS WRITTEN PARENTAL AUTHORIZATION HAS BEEN GIVEN.***

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

Policy for Acceptable Use of computers and the Internet

## ***Student Agreement and Compliance Form***

Covenant Christian School is pleased to offer access to a computer network. To gain access to this network and the Internet, all students and their parents must agree to the conditions as stated in The Student Agreement and Compliance Form.

### What is possible?

Access to the Internet will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Students (and their parents) should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive.

### What is expected?

Students are responsible for appropriate behavior on the school computer network. Communications on the network are often public in nature. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be rebuked if abused. The user is personally responsible for his actions in accessing and utilizing the school's computer resources. He is also responsible for maintaining the privacy of his password or access code.

### What are the rules?

#### Privacy:

Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly. The user is responsible for maintaining the privacy of his password or access code.

#### Storage:

Users are expected to remain within allocated disk space and delete email or other material, which take up excessive storage space.

#### Illegal Copying:

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students intrude into other people's files.

#### Inappropriate Materials or Language:

No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the conditions as set forth in the *Student Parent Handbook*.

### User Guidelines

These are guidelines to follow to prevent the loss of network privileges:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way. Any malicious attempt to harm or destroy school equipment or materials, data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of school policy and administrative procedures and, possibly, as

criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not use the computer or the network for commercial activities or political lobbying.
9. Do not trespass in another's folders, work, or files.
10. Be prepared to be held accountable for your actions and for the loss of privileges if the "Policy for Acceptable Use" is violated.

### Disclaimer of Liability

The school shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by user. The school shall not be 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.

## **Evaluation and Discussion of Student Progress**

### ***Report Cards***

Report cards will be sent home every ***nine weeks***. Report cards are issued to students on the Monday following the close of each reporting period (except following the Christmas break). Students' report cards will be emailed. Because a new report card is issued after each grading period, parents are not required to print, sign, and return report cards. The final report card is mailed to all students at the end of the year. Grades may also be viewed via Edline.

The report card communicates to parents the student's ***achievement*** in the various academic areas, as well as ***conduct*** and ***attendance***.

Numerical grades are given in all subject areas for achievement. However, in the conduct column, the following letter grades are used:

O (Outstanding), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory)

### ***Interim Progress Reports***

Your child's grades will be updated weekly and posted on a secure Internet website called Edline. Each family is given an account that only they can access with their own personalized password. Complete instructions will be sent home the first week of school. Parents are requested to use e-mail to contact teachers.

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

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), a 70 or above in Mathematics, and an overall average of 70 or above for

Language Arts (Reading, English, Spelling), Mathematics, Heritage Studies and Science. In addition, students must attend at least 165 days of the school year.

For students in grades 7 through 12 to be promoted from one grade level to the next, the student must attain a final average of 70 or above in English, a final average of 70 or above in Mathematics, and an overall average of 70 or above in English, Mathematics, Social Studies and Science. Please see “Daily Attendance” section for additional promotion requirements.

### **Homework**

Homework is an important part of the total educational process and is assigned as necessary to complement and reinforce instruction that has taken place at school. Some types of homework are: drill, practice, remediation, research, and special projects. Each teacher may give homework to help students advance in their studies.

Homework assignments must be reasonable in length and complexity. When homework is given, teachers use the following guidelines to determine the amount of time needed to complete all assignments. Likewise, parents should use these guidelines to determine the amount of time they should expect their children to devote to their homework each night. Remember that these are averages. Students work at different paces; some work faster while others work more slowly. ***The actual amount of time needed for your child to complete his assignments may vary somewhat.***

1st-3rd grade	15-30 minutes
4th-6th grade	30-60 minutes
7th-8th grade	60-90 minutes
9th-12th grade	90-120 minutes

In order to allow students to participate in church activities, homework will usually not be assigned to elementary students on Wednesdays or Fridays. Major tests will usually not be scheduled for elementary students on Mondays or Thursdays.

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

#### Elementary Students

When a student has been absent, teachers will use the following scale. Assignments not handled in this allotted time will receive a grade of zero. Students will not receive credit for make-up work following an unexcused absence.

Days absent:	1	2	3	4	5
Make-up days permitted:	1	2	3	4	5

*A student will be penalized TEN POINTS PER DAY for turning work in late. After three days or after the teacher has returned the graded work to the students who turned their work in on time, no credit will be given to the student who turned his work in late.*

#### Secondary Students

Students will not receive credit for make-up work following an unexcused absence. When a student has an excused absence, it is the student’s responsibility to get the assignments that were missed upon return to campus. By doing so, the student will be able to return to

class at the same preparation level as the rest of the class. The student and/or his parent should use the following procedures after being absent from school.

Single period or one-day absence:

1. Check with the teacher or a classmate before returning to class.
2. If possible, the student should complete the work before returning to class.
3. At a minimum, upon return to campus, the student must get assignments from teacher and/or notes from a classmate.
4. Failure to get make-up work before/during the class period following the absence may result in the same penalties as those for late work.
5. On the third day following an absence, if no effort has been made to obtain make-up work, the teacher may assess a failing grade or a zero.

Extended absence (two or more days):

1. Call the office for missed assignments and arrange for pick-up.
2. Reasonable deadlines will be agreed upon between teacher and student.

### ***Late Work Policy for Secondary Students***

“Now for this very reason also, applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge; and in your knowledge, self-control; and in your self-control, perseverance, and in your perseverance, Godliness; and in your godliness, brotherly kindness and in your brotherly kindness, Christian love.” I Peter 4:6

The following guidelines are essential in order to:

1. maintain an appropriate pace for content mastery;
2. enable teachers to follow a standardized policy;
3. emphasize the importance of meeting deadlines.

*A student will be penalized FIFTEEN POINTS THE FIRST DAY for turning in late work AND TEN POINTS PER DAY THEREAFTER.*

Example:	Assume assignment is due in class on Monday.	
	If turned in after papers are collected or on Tuesday	-15
	If turned in Wednesday at the beginning of class	-25
	If turned in after class or on Thursday	-35
	Etc.	

Teachers will use their professional judgment to waive penalties in cases of extenuating circumstances.

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

Because the curriculum at CCS is very challenging, students, particularly in the upper grades, are sometimes tempted to use the efforts of other students to gain credit. Please review the following paragraphs with your child. Cheating is wrong, but these words may help you explain some of the moral reasons to your child.

1. The goal is that each student become an independent learner with the ability to acquire knowledge on his own. Cheating in both the learning and mastery process is unacceptable.
2. Cheating is defined as taking another's answers/work and presenting it as one's own. If resources are not credited in written work, it is defined as literary theft or plagiarism. Other terms associated with cheating are fraud and deception.

Cheating in any form violates moral codes, spiritual laws, and standards for ethical behavior. Every effort and action should exemplify honesty and truthfulness.

3. Many students have already recognized the value of their investment in education and are to be congratulated for taking a stand. Each must learn that there is no middle ground. Either one does cheat or does not. Therefore, there are numerous reasons to teach the importance of maintaining integrity. One who cheats robs self of integrity, knowledge and witness. There is naturally the concern that one who copied work might have an average, thus class rank, that is higher than the one who did the work. This can occur because at the high school level, there exists a reward for doing work as well as for mastery. Beyond high school, the reward is for mastery.
4. An assignment from text or reading is to enable the student to acquire and to apply knowledge essential to the area of study, and to improve skills of application, analysis, and synthesis. Worksheets or practice assignments allow students to process information. Copying answers from another student denies the learning process to the one taking the answers. The one giving the answers also denies that learning process to the other. The receiver and the giver are responsible for cheating.
5. Cheating in the learning process denies valuable steps to future learning and the acquisition of skills needed at higher levels of cognition. Cheating in the mastery process creates fraud and deception because the student appears to know, and gets credit for what is not known. Because teachers base reteaching or future instructions on grade book information, students have a vested interest in its accuracy.
6. It shows far more integrity for a student to accept the late grade or zero for work not done than to allow the lie to stand. The goal is that the consequence serves as a reminder that learning is worth the effort, and that acquired knowledge and skills are the goals.
7. Cheating does not include peer tutoring, study sessions, or calling a friend to explain a concept. Each of these efforts represents the intent to learn and to benefit from increased explanation and study. In study sessions, students contribute to the learning of others and everyone benefits. Such activities have always been encouraged.
8. No effort in education is wasted. However, rejecting the opportunity proves costly. No one can afford the long-term loss that occurs when denied the opportunity to learn. Cheating denies the opportunity. *Students giving or receiving answers shall receive a zero for the work shared or copied. Cheating also carries a Level IV disciplinary notice.*

### **Testing**

CCS annually administers the Stanford Achievement Test to all students in grades 1-12. Sophomores and juniors are given the opportunity and are encouraged to take the PSAT. National Merit Scholars receive recognition through the PSAT taken during the junior year. Juniors and seniors will take the SAT and ACT college entrance tests. SAT and ACT application forms are available online at [collegeboard.com](http://collegeboard.com).

### **Parent/Teacher Conferences**

Parent/teacher conferences are to be held during the teacher's planning period and on designated Parent Conference days. Please do not schedule vacations on these days. Since there are designated times for conferences, please refrain from conferencing with

teachers during ball games and at other after-school activities. Conferences should be kept to twenty minutes. Please respect this time frame so teachers can devote time to other conferences and responsibilities.

### ***Matthew 18 Principle***

During the course of a school year, it is not unusual for students, parents, teachers, and administrators to have concerns or problems. The Bible gives us direction for how we should approach each other at such times. In Matthew 18, we are taught to go to the person who is closest to the problem and express our concern in a loving way. The teacher can usually provide help. However, if the problem is not resolved at that level, it should be brought to the attention of the administration. If the matter is still not resolved, then it may be brought to the attention of the school board during the “Citizen Participation” segment of the meeting. Please do not approach board trustees individually, as they have authority to govern only as a group in session.

## **Standards of Student Conduct**

### ***Root Convictions for Conduct***

There are five (5) basic convictions that the school attempts to instill in students. These convictions are the basis of all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are *respect for God, respect for authority, respect for others, respect for property, and respect for school rules.*

#### Respect for God

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thoughts in their hearts. He is a God who is to be loved (because He first loved us), worshipped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). *At CCS, we desire to develop a deepening relationship with God through Jesus Christ.* Any behavior by a student that demonstrates a lack of respect for God is of great concern to the school. Parents and staff will jointly counsel such a student who demonstrates a lack of respect for God. Such a counseling session may result in the student’s being asked to leave the school.

#### Respect for Authority

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God’s grace for growth and service (I Peter 5:5). Everyone, whether students or adults, needs to grow in humility and submission. Teachers are under the authority of the administration, and the administrators are also under the authority of the school board. Students, consequently, must learn to demonstrate a willingness to submit to those who have been placed in authority in their lives; such as, parents, teachers, administrators, coaches, pastors, and governmental authorities. *The lack of respect for authority by a student is of great concern to the school because it challenges the order of things established by God.* Parents and staff will jointly counsel a student who demonstrates a lack of respect for authority. Such a counseling session may result in the student’s being asked to leave the school.

### Respect for Others

Jesus teaches us that the two greatest commandments are “to love the Lord your God...and to love others as yourself”. *This means in practice that we need to become sensitive to those around us in a manner that edifies, encourages, strengthens and assists our neighbor.* Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus made our love for each other the chief characteristic that the unbelieving world can recognize as distinctive of His followers.

Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern about others. When others cannot trust your words or actions, your own witness toward God becomes suspect. Consequently, honesty and faithfulness will be encouraged at CCS by every reasonable means that is available.

### Respect for Property

A large portion of any country’s laws has to do with property. Even the atheist recognizes the importance of respect for property and has designated laws to punish those who steal, destroy, or abuse other people’s property. *Students who steal, cheat, plagiarize, vandalize or put graffiti on walls are expressing a disregard for other people’s property.* Such behavior will be promptly disciplined.

### Respect for School Rules

In any institution there must be certain rules unique to that institution that exist for the purpose of accomplishing its goals and purposes. These are not necessarily universal moral rules, but they are necessary at a given time or place. They are like traffic laws or other man-made laws that may apply in Texas. At CCS there will be some rules designated to promote our goals and purposes that do not apply to other areas of life. Such rules will include our uniform rules, classroom procedures, absence notes, tardies, etc. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. To say that these rules can be ignored because they are not God given or are not universally applicable would at times cause chaos and prevent a teacher from accomplishing the tasks of educating students. Therefore, some degree of discipline is necessary to prevent the violating of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. *A student, however, who consistently refuses to respect the school rules, who consistently disrupts a class, who is often out of class or is in some other manner showing disrespect for the school may be suspended or even asked to withdraw from CCS.*

### ***Detention***

Secondary students may be assigned lunch detentions or after school detentions. After-school detentions for secondary students will take place on Tuesdays and Thursdays from 3:15-4:45. Parents will be notified one day in advance when students are assigned an after school detention so that they may make transportation arrangements. 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 returns the disciplinary notice to the school office.

After school detentions for elementary students will take place each day of the week from 3:15-3:45. Teachers will monitor the detention class in their own classrooms. Parents will

be expected to pick their child up promptly at 3:45 from the teacher's 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.

### ***CCS School Wide Rules***

The following basic rules will be enforced by all teachers and in all classrooms:

1. Stay seated.
2. Follow directions.
3. Speak appropriately.
4. Work independently.
5. Cooperate with teacher and classmates.

### ***Elementary School Discipline Plan***

#### Discipline

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means students understand, accept, and incorporate godly self-discipline into their behavior without constant reminders of punishment. Discipline is more than outward pressure; it involves inner understanding and acceptance. The goal of discipline is to develop godly self-control.

Any Covenant Christian School staff member may give direction to a student. The student is expected to comply.

#### Guidelines

The following are classroom guidelines for discipline:

1. Put God first (at the discretion of the teacher, 3-6 tallies may be given)
  - A. "Thou shalt love the Lord, thy God with all thy heart, and with all thy soul, and with all thy mind." (Matthew 22:37)
  - B. Examples:
    1. Lack of reverence at appropriate times
    2. Fist fight
    3. Cut down
    4. Lying
    5. Stealing
    6. Cursing
    7. Pornography
    8. Defiant disobedience
    9. Destruction of property God has given us
    10. Cheating
2. Respect for Others (1-3 tally offense)
  - A. "Thou shalt love thy neighbor as thyself." (Matthew 22:39)
  - B. Examples:
    1. Not letting someone in the door
    2. Cutting in line
    3. Talking during quiet time
    4. Bothering another child
    5. Excessive loud noises
    6. Throwing items

- 7. Abusing another's property
- 3. Ready Obedience (1 tally offense)
  - A. "If you be willing and obedient, ye shall eat the good of the land." (Isaiah 1:19)
  - B. Example: Not following teacher's instruction
  - C. Dress code policy
- 4. Diligence to Duty (1 tally offense)
  - A. "In whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God, the Father." (Colossians 3:17)
  - B. Example:
    - 1. Not accomplishing tasks to the best of your ability
    - 2. Not paying library fines at the end of the nine-week reporting period

### Simplified Rules for Preschool

- 1. Instant obedience.
- 2. The teacher is the leader.
- 3. We will not hurt others with our words or bodies.

### Tally System

The purpose of discipline is to retrain, instruct, and correct. When a student breaks a classroom rule, he is issued a warning slip called a "tally". The goal of the tally system is to encourage students to live enjoyably within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences. Tallies are issued to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. Each tally given needs to be reviewed and understood by the student, then initialed to indicate such.

A student, grade 1-6, who receives three tallies in one week, must serve a detention. If a student receives six tallies in one week, a conference is called with the father (or mother if it is a single-parent home), the classroom teacher, the principal, and the student. At this time, a course of action is decided, and the parent determines the type of discipline he/she wishes to administer. Tallies received by a student will be sent home the following Monday in the Monday folder to keep the parents alerted to the child's behavior.

### Detention (1st-6th Grade)

Three tallies accumulated in one week will result in a detention.

Students who have detention will serve immediately after school on the day following the third tally. After the 30-minute detention (3:15-3:45) the parents MUST come to the detention classroom to retrieve the child. For late arriving parents, the child will be taken to Cougar Care for a fee.

A study hall detention is issued for consistent tardiness to class. A parent will receive a call after the third unexcused tardy. Four unexcused tardies in a nine-week grading period equal one detention. Detention will be given for each tardy thereafter until the nine-week period is finished.

Since the detention and behavioral standards for CCS students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is "unwilling" to submit to those standards. The school truly desires to assist Christian parents to teach their young people how to view conformity, accountability, and submission and respect for

authority from a positive biblical perspective. We discipline students because we love them in Christ.

Each time a student receives a detention he/she must secure a parent's signature on that detention slip before the detention time can be served. Failure to report to the assigned detention or reporting without a parent's signature will result in the reassignment of the original detention and the assignment of an additional detention. We hope this process will increase the awareness in all homes regarding frequency and cause for the detention(s).

### Impact of Recurring Detentions

1. If a child gets as many as three detentions in a semester, the teacher will have a conference with the parents. An Excessive Detention Form will be filled out listing the major reasons for tallies, additional comments and the required signature from the parents and teacher.
2. If a child gets as many as six detentions in a semester, a letter will be sent to the parents, thus putting the child on probation.
3. Following the seventh detention in a semester, the principal may recommend behavioral probation or behavioral suspension for the child without opportunity to make up work.

### Conduct Grade

Please be aware that tallies and detentions affect your child's conduct grade during each reporting period.

#### *Grades 1-6*

0 detentions and 0-3 tallies per nine weeks	O (Outstanding)
1 detention or 4-6 tallies per nine weeks	S (Satisfactory)
2-3 detentions or 7-12 tallies per nine weeks	N (Needs improvement)
4 or more detentions or 13 or more tallies per nine weeks	U (Unsatisfactory)

Each 6-tally offense will count as two detentions.

### Student Wardrobe Infractions

Every staff member has the authority (and the responsibility) to inform a student of an appearance code infraction and to enforce the consequences.

## **SECONDARY SCHOOL DISCIPLINE PLAN**

### ***TEACHER FLOWCHART (per class/activity basis)***

***"Unofficial" intervention techniques***(conscious ignoring, pause, eye contact, proximity, shoulder touch, interrupt by posing a question, redirect to another task, verbal warning)

### **Level One Infractions**

These are generally ***minor*** misbehaviors that are ***occurring for the first time*** during the class period/activity.

Examples are: an unexcused tardy; coming to class unprepared; being out of class without a pass; using gym or cafeteria as a hallway; not paying attention; being off-task; inappropriate talking; disrupting; playing loud music in vehicle on campus; failing to follow teacher directions; passing notes; chewing gum; throwing objects; purchasing food/drink from cafeteria at inappropriate time;

having food in an unauthorized area; littering; loitering or being in an area that is restricted; using cell phone during school hours; using phone without permission; being in violation of the appearance code; banging on or propping open any locked exit doors; drawing on self or another student with any type of marker.

Consequences: statement of the infraction, verbal warning, redirection, discipline notice

Demerits: 1

### **Level Two Infractions**

These are somewhat **more serious** misbehaviors that reflect a **disregard for the rules**, an **uncooperative attitude**, or **failure to respond to corrective action** taken by the teacher.

Examples are: attempting to instigate a fight; arguing with another student; bullying; using inappropriate language; degrading other students through written or spoken words; showing disrespect for fellow students; defacing/destroying school property or the property of others; public display of affection; violating rules for student drivers; repeated unexcused tardiness; failure to return a signed disciplinary notice; failure to pay the fee for after-school supervision.

Consequences: change of seat, scripture verse writing, discipline notice

Demerits: 5

### **Level Three Infractions**

These are **serious** misbehaviors that reflect **malice**, **blatant disregard for school rules**, intent to cause **physical harm** to others, **defiance** of authority, or an attitude of **disrespect**.

Examples are: skipping class; arguing with teacher; disobedience; using profanity; careless or dangerous driving, any type of body art, body piercing, body carving or tattoo, whether temporary or permanent.

Consequences: immediate removal from classroom to the office, discipline notice

Demerits: 10

### **Level Four Infractions**

These are **extreme** misbehaviors that **endanger others**, **create distrust**, or **severely weaken the student/school relationship**.

Examples are: truancy (skipping school); lying; stealing; cheating; inappropriate physical contact on campus or at a school function; possession/use of tobacco or alcohol on school premises or at school functions; fighting; threatening a teacher or staff member.

Consequences: immediate removal from classroom to the office, discipline notice

Demerits: 30

### **Level Five Infractions**

These are **“no tolerance”** misbehaviors that **are illegal**, **result in injury to others**, **create distrust**, **severely damage the integrity of the student**, or **severely damage the reputation of the school in the community**.

Examples are: possession of a deadly weapon; possession/use of a controlled substance; engaging in sexual conduct.

Consequences: immediate removal from classroom to the office, discipline notice

Demerits: 50

\* The Secondary School Discipline Plan may be applied to student behavior on or off campus.

## **SECONDARY SCHOOL DISCIPLINE PLAN**

## **ADMINISTRATOR FLOWCHART (per nine-week basis)**

### **Level One Consequences**

Cumulative Demerits: 6 - 9

Consequences: student/teacher/principal conference; contact parents in writing and/or by phone; scripture assignment; apology, request for forgiveness, and commitment to correct behavior; lunch detention

### **Level Two Consequences**

Cumulative Demerits: 10 - 29

Consequences: student/teacher/principal conference; contact parents in writing and/or by phone; scripture assignment; apology, request for forgiveness, and commitment to correct behavior; lunch detention; after school detention; \$10 fee to pay for supervision after school

### **Level Three Consequences**

Cumulative Demerits: 30 - 49

Consequences: student/teacher/principal conference; contact parents by phone; scripture assignment; apology, request for forgiveness, and commitment to correct behavior; one-day suspension; zero credit for daily participation grades

### **Level Four Consequences**

Cumulative Demerits: 50 - 69

Consequences: student/teacher/principal conference; contact parents by phone; scripture assignment; apology, request for forgiveness, and commitment to correct behavior; a minimum two-day suspension and a maximum of expulsion; zero credit for daily participation grades during suspension

### **Level Five Consequences**

Cumulative Demerits: 70

Consequences: a minimum one-year suspension and a maximum of expulsion

- \* The list of examples of infractions at all levels is **not** exhaustive.
- \*\* The list of consequences at all levels is **not** exhaustive.
- \*\*\* Each student will receive a conduct grade based on the number of cumulative demerits accrued during each nine-week reporting period. The scale is as follows:  
**O** (outstanding) = zero demerits                      **S** (satisfactory) = 1 - 10 demerits  
**N** (needs to improve) = 11 - 20 demerits              **U** (unsatisfactory) = 21 or more
- \*\*\*\* A student who receives 20 - 29 demerits during a nine-week reporting period will automatically begin the next nine-week reporting period with 10 demerits on his record.  
A student who receives 30 or more demerits during a nine-week reporting period will automatically begin the next nine-week reporting period with 20 demerits on his record.
- \*\*\*\*\* Corporal punishment may be administered for **infractions at level two, three, and four.**
- \*\*\*\*\* All disciplinary notices must be signed and returned to the office the following day. Failure to do so is a level 2 infraction that will result in the issuance of another disciplinary notice.
- \*\*\*\*\* After-school detentions (ASD) will be served on Tuesdays and Thursdays from 3:15 - 5:00 p.m. A \$10 supervision fee must be turned in when the student returns the disciplinary notice to the office.

# **SCHOOL WARDROBE 2011-2012**

## **“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. Therefore, we have developed an appearance code and a school wardrobe that are based on modesty, cleanliness, neatness and safety. The 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 all clothing and outer wear. No athletic wear, spirit wear, t-shirts, tees, super tees or turtlenecks may be purchased from any of the uniform suppliers.

Parents: Please purchase size-appropriate clothing and make allowance for the growth of your child during the school year.

After School Events/Off Campus Dress: Covenant Christian School students are expected to maintain standards of cleanliness, modesty, neatness, and good taste when attending school events both on and off campus. While it is understood that school events, such as athletics contests, are less formal in dress standards than the standards of the classroom, CCS reserves the right to address dress code deviations at CCS functions.

Note to Parents: CCS requests that parents model modesty and appropriateness in dress while on campus. It is extremely important to everyone that parents lead by example.



## **APPROVED SCHOOL WARDROBE SUPPLIERS**

Clothing may be purchased from the following suppliers: Lands’ End School Catalog, Austin Clothing Company School Uniforms (Academy Sports & Outdoors), J.C. Penney School Uniforms (Izod brand), and Wal-Mart School Uniforms (Faded Glory and George). If the approved uniform clothing is not available in local stores, it will be necessary to order from the school uniform catalogues or online at the following websites: [landsend.com/school](http://landsend.com/school); [jcp.com](http://jcp.com); [Walmart.com](http://Walmart.com)

## **SHIRTS & BLOUSES**

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

## **OUTERWEAR (COATS, JACKETS, SWEATSHIRTS, & SWEATERS)**

All outerwear must be modest, size-appropriate, and not be a distraction. Outerwear may not have any logos, slogans, words, emblems, symbols, etc., with exception of CCS outerwear items.

### **COATS**

Heavier, winter coats may be worn in seasonally appropriate weather.

### **JACKETS**

Many varieties of jackets are acceptable. For example, jackets may be denim, leather, wind-suit type, zippered, fleece, sweatshirt-type, etc. CCS letter jackets may be worn.

### **SWEATSHIRTS**

CCS "hoodies" or similar fleece-type sweatshirts may be worn. Hoods may not be on while the students are in the building.

### **SWEATERS**

All sweaters must be purchased through the Lands' End school uniform clothing line. Acceptable sweaters include all Drifters as well as all Cardigans

No other garment may be worn as outerwear or over wear.

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

School Uniform selections only. To insure modesty and appropriateness, these selections must be sized properly. The length of the skirt, skorts, scooters, shorts, jumpers, or dresses (any color polo dress from Land's End) may be no more than two inches above the top of the knee. No low rise inseams or baggy pants are allowed. All selections must be solid colored (with the exception of the plaid jumpers from Lands' End, and the plaid skirt from Lands' End). Acceptable colors are khaki, olive, 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 must be made of canvas, leather, or similar type material. Belts must have a buckle. Belts may be solid or patterned. Belts may have designs on them, but their primary color must be black, brown, tan, navy, or white. Suspenders are not acceptable.

### **SOCKS**

Boys must wear socks with all shoes. Girls must wear socks, tights, leggings, or hose with all shoes. Leggings and tights must be plain or a neutral color.

## SHOES

All shoes should 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

Hats, caps and bandanas are not acceptable (unless part of a school-issued uniform or a school-sanctioned event with prior approval of the administration).

## HANDWEAR

No gloves or hand wear / arm wear of any kind may be worn in the building.

## HAIR

Hair must be neat, clean, well groomed, and must not be a distraction. Cuts must be modest and in good taste. Hair must not be over the eyes. Hair may be given slight, natural highlights, but may not be changed drastically. Hair 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. Cuts may not be lower than a size one (1) guard. Boys' faces must be clean-shaven (no facial hair). Sideburns must not extend below the bottom of the earlobe.

## JEWELRY

Jewelry should be modest and in good taste. Jewelry is intended to accent one's appearance – not be the main focus. Girls may wear no more than two earrings per ear. No gauging is allowed. Dangling earrings (no longer than 2") may be worn by secondary girls (7<sup>th</sup>-12<sup>th</sup>) only. Boys may not wear earrings. Body piercing, body art, body carvings, and tattoos, whether permanent or temporary, are not permitted.

## MAKE-UP

Only secondary girls (7<sup>th</sup>-12<sup>th</sup>) may wear make-up. It should be natural and worn in moderation. Elementary girls (Pre-K-6<sup>th</sup>) are not permitted to wear make-up.

## CHAPEL DRESS

**Elementary: GIRLS (PK - K):**

**Jumpers:** Plaid Jumper in clear blue plaid from Lands' End School

**Tops:** Woven Peter Pan Blouse, long or short sleeve from Lands' End School, or white IZOD cotton polyester blouse with Peter Pan collar from J.C. Penny.

**GIRLS (1ST - 3RD):**

**Skirts / Skorts:** Plaid A-line Skirt in clear blue plaid from Lands End School, or Plaid Pleated Skort in clear blue plaid from Lands' End School.

**Tops:** Cobalt Interlock Polo Shirt, long or short sleeve, from Lands' End School.

**GIRLS (4TH - 6TH):**

**Skirts:** Black skirt or A-line skirt in black from Lands' End School.

**Tops:** Royal blue shirt or cobalt Interlock Polo Shirt, long or short sleeve, from Lands' End School.

**BOYS (PK - K):**

**Pants / Shorts:** Black toddler pull up pants or black elastic-waist Plain-front Chinos Pants or black Pleated Chino Shorts from Lands' End School.

**Tops:** Royal blue or cobalt Interlock Polo Shirt from Lands' End School.

**BOYS (1ST - 3RD):**

**Pants / Shorts:** Black slacks or black Plain-front Chinos Pants from Lands' End School, or black Pleated Chinos Pants or Shorts from Lands' End School, or black Pleated Chinos Pants with reinforced knees from Lands' End School.

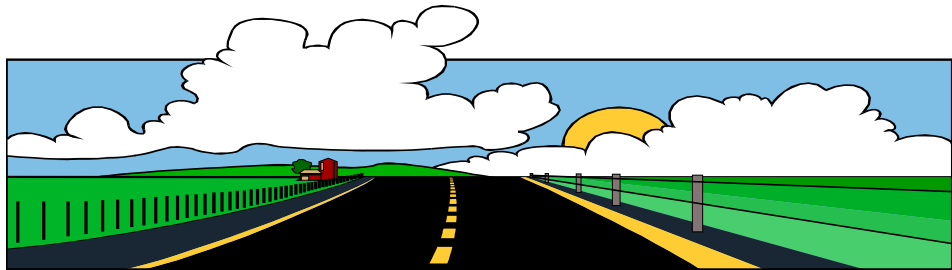
**Tops:** Royal blue or cobalt Interlock Polo Shirt, long or short sleeve, from Lands' End School.

**BOYS (4TH - 6TH):**

**Pants / Shorts:** Black slacks or black Plain-front Chinos Pants from Lands' End School, or black Pleated Chinos Pants or Shorts from Lands' End School, or black Pleated Chinos Pants with reinforced knees from Lands' End School.

**Tops:** Royal blue or cobalt Interlock Polo Shirt, long or short sleeve, from Lands' End School.

**Secondary: (7th – 12th):** Because a standard wardrobe has been implemented, the students will not have a special chapel dress. The only items from the uniform selections that are not acceptable for chapel are the shorts and capris.



## **APPEARANCE CODE for FIELD TRIPS**

The same as chapel dress unless the classroom teacher designates otherwise.

## **OFF-CAMPUS WARDROBE FOR ACSI ACTIVITIES**

When participating in ACSI activities the following attire shall be worn as follows, unless otherwise notified:

**Elementary:** The same as chapel dress unless the classroom teacher designates otherwise.

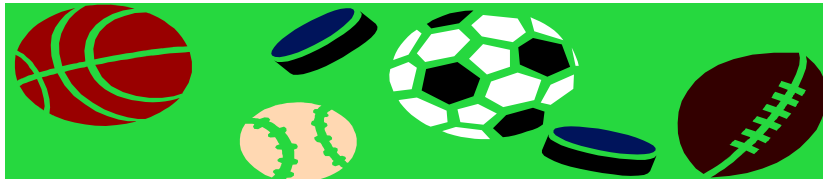
**Secondary:** The teacher will define the appropriate attire for the event.

# CHRISTIAN T-SHIRT DAY

Every Friday will be designated "Christian T-shirt Day". Students will be allowed to wear a Christian t-shirt and appropriate jeans or dress code shorts or slacks. Jeans must be neat, clean, without holes, cuts, or frays and size appropriate (no low-rise jeans & no skinny jeans). Boys must wear jeans designed for boys.

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" by wearing jeans. The opportunity to wear 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. For 4th - 12th graders, the CCS P.E. shirt, athletic shirt, and sports jersey do not meet the standard to be considered a Christian t-shirt. Christian hoodies that meet the definition of a Christian t-shirt may be worn on Fridays.

Students who have appearance code violations during the week will be ineligible to participate in Christian T-shirt Day. All other appearance code standards apply on Christian T-shirt Day (i.e. shirts must be tucked in; belts must be worn, etc.). Blue jean shorts are not acceptable.



## PHYSICAL EDUCATION & ATHLETICS

**Elementary/Secondary P.E.:** Grades PK–3 do not have a P.E. uniform. P.E. shirts and shorts must be purchased at CCS for grades 4-5. All PE clothing must be of good quality, appropriate size and in good condition (no holes). The PE uniform must be worn during P.E. class. Points will be subtracted if the uniform is not worn and a tally or disciplinary notice could be issued.

**Grades 6-8:** Whether your child is participating in an athletic sport or physical education class, he/she will be required to wear an approved uniform for class/practice time. This uniform consists of black mesh shorts and a blue t-shirt.

The black mesh shorts can be purchased at Academy, either online or in the store. Here is some helpful information to ensure you are purchasing the correct item:

BCG Boys' Basic Porthole Mesh Shorts (Caviar/Black)		
Item# BAB3003	SKU#0011699212.....	\$5.99
BCG Mens" Porthole Mesh Athletic Shorts (Caviar/Black)		
Item# MAB3006	SKU#0013448717.....	\$7.99
BCG Girls' Basic Porthole Mesh Shorts (Caviar/Black)		
Item# GAB3002	SKU#0011699592.....	\$5.99
BCG Womens' Porthole Mesh Shorts (Caviar/Black)		
Item# WAB3002	SKU#0011733409.....	\$7.99

*NOTE: The SKUs are typically based on size SMALL; if purchasing in the store, the last 3 digits of the SKU will vary, depending on the size purchased.*

The blue t-shirts can be purchased through the Physical Education Department at Back to School night and throughout the school year.

**Secondary Athletics:** practice uniform will be determined by the athletics department. Student/athlete will be required to purchase necessary practice apparel and equipment, if not issued by the athletics department. If no specific practice uniform is required, the student/athlete must wear a CCS logo athletic shirt (which can be bought through the athletic department), blue or black shorts, athletic socks and athletic shoes.

#### **CONSEQUENCES FOR NON-COMPLIANCE OF WARDROBE STANDARDS FOR SECONDARY STUDENTS**

Secondary students will receive a disciplinary notice, will be assigned a lunch detention to be served at the next lunch period (regardless of the number of cumulative demerits), and will be ineligible for the next scheduled Christian T-shirt day.