



K5-8th Grade PARENT AND STUDENT HANDBOOK 2023-2024

Mission Statement:

Shaping the future and making disciples through Christ-centered, Classical, and Reformed Education.

Notice of Nondiscriminatory Policy as to Students: Covenant Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

The provisions of this handbook may be amended or canceled at any time, at the School Board's//Head of School's sole discretion, with or without notice. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the School Board (policies)/Head of School (procedures).

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INTRODUCTION

We're glad that you have chosen to enroll in Covenant Christian School. We believe that a Covenant education is one of the finest that children can receive anywhere. Here, parents are assured that their children will be motivated to glorify God in everything. With that as our goal, how can children do any less than achieve outstanding results?

This parent and student handbook has been produced to establish a bond between the families, students, faculty, and staff who comprise our school. If read and understood properly, it will form the foundation for building a mutually beneficial relationship throughout the year. This handbook contains vital information about the perspectives, policies, and procedures which operate within our school. Parents should read it closely and ensure a proper understanding with their children.

A PROFILE OF OUR SCHOOL

Covenant Christian School (CCS), for grades Pre-Kindergarten through 8th grade, is a non-profit and related ministry of Smyrna Presbyterian Church (Presbyterian Church in America). Established in 1975, the school continues in its commitment to helping parents nurture their children in the Christian faith and to firmly establish them in a relationship of faith with God as Creator and Savior. To that end we provide students with educational opportunities in the classical tradition, which integrate knowledge of God into personal practice and encourage productive, disciplined lives. Our central focus is to extend the work of the Christian family and church in the task of educating their covenant children.

Statement of Faith:

Covenant Christian School is committed to the historical Christian faith as summarized in the creeds and confessions from the Protestant Reformation, in particular, the Westminster Confession of Faith. The school holds to the central doctrines of Protestant Christianity, namely that:

- ❖ The Bible is the infallible, inspired Word of God.
- ❖ There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ❖ Man is totally depraved and must experience the new birth in order to be saved from sin.
- ❖ Jesus Christ is the divine Son of God, was born of a virgin, was crucified on the cross, rose bodily from the grave, and ascended into heaven.
- ❖ Jesus Christ will personally return to this earth in power and glory.
- ❖ Jesus Christ, by His shed blood on the cross, made atonement for believers' sins.
- ❖ The saved will be resurrected into everlasting life, and the unsaved will perish in an eternal hell.

Philosophy of Education:

Christian Foundation

The basis for all Christian education is the Biblical fact that God is sovereign over all things and that man was created to glorify and enjoy Him. True education enables students to think God's thoughts after Him and to love Him with all their heart, soul, mind, and strength. It is the inerrant and authoritative Word of God which allows us to see God's world as it really is- mankind fallen into sin, unable to save itself, and in need of the redemption which Christ alone can give. We do not, therefore, simply add Bible classes to an essentially secular curriculum. But as a Christian school, we seek to have the light of God's Word permeate every subject and every activity and to teach our students to think and behave as Christians.

Our Christian commitment encourages excellence throughout our academic program, for in all we do; we desire to bring praise to God. We offer a curriculum that is rich in liberal arts and traditional in methodology, one which opens growth

opportunities for our students and puts them on a path toward higher education. In that pursuit our students have consistently attained high results based on nation-wide standardized tests.

While our curriculum builds upon the sure foundation of the Bible, it also draws deeply from our past. It reflects the appreciation we have to God for our Western Civilization and the history, culture, literature, art, and science which it has produced. We also want our students to develop a deep love for acquiring knowledge, and so we try to impart the necessary tools they will need to continue learning after the teaching stops.

This is possible only when our students have submitted themselves to Jesus Christ and acknowledged the claims which He makes on their lives. Our teachers pray that they will be used to bring every student who does not have a relationship with God the Father into such a relationship through Christ. In that way they, together with those who already know the Lord, may be encouraged to develop that relationship through the Christian education they receive.

Classical Methodology

We identify with the classical approach in our teaching, drawing upon proven methods of millennia past. Our method is the pattern we use of taking students through three traditional stages of development: grammar, dialectic, and rhetoric. Taken together these stages form the Trivium. In medieval education they provided the structure for a student's general education through his childhood years. After completing the Trivium, he would then proceed on to what was called the Quadrivium, the study of the various subjects in higher education.

As Dorothy Sayers pointed out in her essay, "The Lost Tools of Learning", these three stages of the Trivium correspond with what can be commonly observed as stages of development in children. Our responsibility in teaching our students is to require specific things of them when they are naturally most receptive to learn them at these defined stages.

In the grammar stage, we teach the many particulars, the many facts of subjects. "Grammar" refers to the fundamental information of a given subject, and every subject has grammar. Children in this developmental stage are characterized by an ability to memorize and store away large amounts of information, so we utilize this natural tendency in our teaching. Basic building block "subjects" like phonics, math facts, and memorization of persons, dates, and places are stressed. This is also an important time for language study and is the reason why we teach Latin beginning in 3rd grade.

Next is the dialectic (logic) stage. Children in this group are naturally inquisitive and begin to challenge what they have been taught, trying to understand it. This is a key stage to teach them the interrelatedness between the particulars taught in the grammar stage. The laws of logic and argumentation are taught as a method to encourage and temper this natural tendency. While these things are introduced earlier, a formal logic course begins in seventh grade.

When students have mastered the basic grammar of a subject and the relationship of the rudiments of it to each other, they are ready for rhetoric. Students in this rhetoric or poetic stage are naturally concerned with appearances and presentation. During this stage students are taught how to express themselves in polished and persuasive ways. Although more formally taught to high school students, our school emphasizes these basics in earlier stages as well.

Of course, these stages are not exclusive to each other. At CCS we are always emphasizing the grammar, dialectic, and rhetoric of every subject at every development level.

We also acknowledge that our Christian and classical education is a by-product of Eurasian civilization. It results from Christ being born in Hebrew society during the reign of Caesar Augustus and of the significant Christian influence in the west. Under God's sovereign design, our students are living in Western culture. Children will learn to appreciate other cultures, seeking to bring the light of the Gospel to them, only when they have been thoroughly trained to love and biblically evaluate their own.

Parents who would like to know more about our Christian and classical method should refer to the parent suggested reading list located on the CCS website under *Resources*.

Associations:

Covenant Christian School is fully accredited by AdvancED (SACS). CCS is a member of the [Atlanta Christian School Association](#) (ACSA) and the [Association of Classical and Christian Schools](#) (ACCS).

NON-DISCRIMINATION POLICY

Covenant Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, student aid, and administered programs.

STUDENT PROFILE

Education is concerned with the training and teaching of children, who are entrusted to the school by parents. This student profile represents the outcomes we seek to establish, with God’s grace, in the lives of students in order to help them become mature disciples with wisdom and eloquence. Parental support of these outcomes is essential to a successful partnership between home and school.

General	Mind	Body	Spirit
Glorifies God by embracing Christian virtues and character	Views all knowledge and life through the divine lens of Scripture as interpreted by the Westminster Confession of Faith	Presents self with godly modesty	Respects God’s authority revealed in Scripture and ordered through families and other societal institutions
Lives with a Christian worldview	Thinks logically, critically, and with problem-solving/decision-making skills	Exercises self-control	Explains the gospel in reformed terms: Sola Scriptura; Soli Deo Gloria; Solo Christo; Solo Gratia; Sola Fide
Uses talents to glorify God	Exhibits strong memorization skills and listening skills	Appreciates the body as fearfully and wonderfully made by God as His holy temple	Embraces prayer as a godly practice
Strives to excel in all endeavors	Reads and understands relationships between Biblical and both modern and ancient literary and historical texts	Understands the role of proper diet/nutrition, exercise, and hygiene	Exhibits wisdom in life
Strives to build Christ’s kingdom in a fallen world through the Great Commission	Recognizes connections between classical foundational literary texts from different eras	Develops motor skills, balance, agility, endurance, and core strength	Experiences the joy of the Lord in all learning experiences
Exhibits confidence because of Christ	Exhibits strong communication skills - written and oral		Readily recalls Scripture as a result of a rigorous memorization program
Practices manners and proper etiquette	Exhibits thorough mastery of the English language		Applies skill in biblical conflict resolution
Completes an educational program that prepares for higher levels of learning	Exhibits advanced reading comprehension and retention skills		Recites answers to questions of the Shorter Catechism of the Westminster Confession of faith
Exhibits biblical work ethic and self-discipline	Masters the fundamentals of mathematics and basic concepts of science		Has begun to identify special God-given abilities and discover and pursue God’s will
Adapts to working alone or in cooperative endeavors	Demonstrates a strong understanding of U.S. history, world history, and geography		Exhibits love for God by confessing the Lord Jesus Christ and desiring to enter upon all privileges of full church membership
Develops God-given leadership traits	Expresses creativity through art and music		

ACADEMIC POLICIES

REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued four times per year at the end of each 9-week term. Progress reports can be seen throughout each term in FACTS SIS and are sent electronically every week via email through FACTS SIS. CCS operates academically on a quarter system.

GRADING SYSTEM

K5

Academics

E	90 – 100
S+	80 - 89
S	70 - 79
S-	65 - 69
NI	0 - 64

(K5 uses the same grading scale as grades 1-8 for Phonics and Math)

Elementary and Logic School: (grades 1-8)

Academics

A	90 – 100
B	80 - 89
C	70 - 79
D	65 - 69
F	0 - 64
I	Incomplete

Co-Curricular Subjects, Conduct, and Work Habits

E	Consistently exceptional
S	Acceptable progress
N	Needs Improvement
U	Unsatisfactory, immediate improvement required

Note: Reading in K4 and K5 will be graded with E, S, N or U, as outlined above.

TESTS AND ASSIGNMENTS

Teachers will schedule tests, reports, and other assignments throughout the year. All such assignments are due on the date assigned. Ordinarily, tests, reports and larger assignments will not be scheduled the first day students return from vacations. Additionally, electronic assignments will be made in your student's Google classroom. In this instance, the assignments due date will be listed.

TESTING PROGRAM

The standardized testing program at Covenant provides for annual achievement testing of each student in grades K5 through 8th grade.

HOMEWORK

Sometimes, class time is provided to begin and complete most work assigned. However, daily assignments which are not completed in class will be sent home to be completed and returned the next school day.

There are many positive benefits for work completed at home. Homework assignments help your child in many ways including the following:

- ❖ develop responsibility
- ❖ practice skills he/she is learning at school
- ❖ review concepts learned at school to develop long term memory
- ❖ understand practical applications of what he/she is learning at school
- ❖ prepare for future classes, and
- ❖ learn to manage a long-term project.

Various assignments will also be made in your child's Google classroom page. Each student will have a Gmail account that gives them access to this page. In the event of remote learning, it is essential that students log into their Google classroom to access assignments, tutorials, etc. Teachers will instruct their students at the beginning of the year on the process for accessing the classroom, viewing the assignments and how to turn in work electronically.

Parents' full cooperation is anticipated in seeing that their children complete all assignments on time. Failure to complete homework will affect the student's grade. Any work assigned is due on the due date. Late work will not be accepted without prior consent of the teacher.

Contact your child's teacher if homework routinely takes more time than you think it should. The teacher will have some suggestions for helping your child manage his study time. In some cases, the need for extra help or tutoring may be indicated.

Fifth through eighth grade students are required to turn in their homework to their teachers each day before the 8:15 bell; therefore, they should arrive in plenty of time to unpack and submit their work to each teacher before the tardy bell rings. Students who are tardy are given a grace period to submit the work by the end of the homeroom period at 8:30 but will still require a tardy slip from the office. Failure to submit the homework by 8:30 will result in a maximum grade of 50.

CONFERENCES

A regularly scheduled parent-teacher conference (fall) is held each school year and is noted on the school calendar. If a teacher believes an additional conference is necessary, he/she will contact the parents. If parents believe a conference with the teacher is necessary, they should send a written request to the teacher who will arrange an appointment. Children are not allowed to sit in on conferences. Parents are required to attend scheduled parent-teacher conferences. Parents are expected to avoid impromptu conferences with a teacher before, during, or after school.

STUDENT PROGRESSION AND PLACEMENT

If a student fails more than one core course for the year, he/she may be recommended for retention and possibly non-admission for the coming year. It is the school's prerogative to place students in the appropriate grade level.

Standard for success at the Next Level: Reading, Language, and Math:

1. Any student scoring below 70 (C) cumulative average for the first semester and the third quarter in Reading, Language, Math, History, Science and Latin will require a conference with parents, teacher, and an administrator to address possible retention, tutoring, or academic probation. Conference is to be held at spring conference time.
2. After Stanford Achievement Test (SAT) scores are received in the school (usually late May to late June), a conference may be held with parents of students scoring below the 50th percentile. This may involve

the classroom teacher and an administrator. A decision may be made whether tutoring or academic probation will be warranted. Criteria may include the following: teacher recommendation/classroom performance, SAT score, and administrative input.

3. If tutoring is decided, the following criteria may need to be met in order for students to remain at CCS:
 - a. 20 hours of documented services for one or more of the following—reading, language, or math. This will be available for a fee through CCS staff, or an outside agency chosen by the parents. Documentation should include interventions used, site of services, person administering services, record of attendance, materials used, and any test data from sessions.
 - b. Academic Probation for first quarter of the fall.
 - c. Re-evaluation by teacher and administrator at the fall parent conference using data collected by the classroom teacher from tests and class work. Continued enrollment at CCS is contingent upon performance at 70 (C) or above.
4. The administration reserves the right to make any exceptions to this policy.

SUMMER TUTORING

Students are required to attend summer tutoring if they fail Math, Latin, or Literature. If they fail two or more other courses, summer tutoring is required as well. Tutoring is paid for by the parent and the rates are based on what the teacher charges. Any tutor considered for academic credit must be approved by CCS administration. The amount of curriculum to be taught and assessed will be determined by the administration.

CLASSROOM VISITATION BY PARENTS

Parents or other guests are welcome to make an appointment if they wish to visit classroom areas while classes are in session. Parents may visit the classroom outside of school hours when an appointment for a conference has been arranged in advance with the teacher. Parents are encouraged to visit the classroom on Orientation Night and at specific open house date(s), which are announced. At the beginning of each school year, parents are asked NOT to visit classrooms for the first month of school (unless invited by a teacher) so that the classroom dynamic can be established. Parents who volunteer or need to conduct business at the school, as well as all visitors, must sign in at the school office. All doors remain locked at all times.

FIELD TRIPS

Throughout the year student excursions are made outside the classroom in order to enrich the educational experience. Parents will be notified by note as to the nature of these trips and any other necessary information. An outside bus company is under contract with CCS to transport students, teachers, and chaperones to and from all field trips. In the event a parent is needed as a driver and/or chaperone, the teacher will make the final determination on which parents will attend and how many will be needed. The teacher is the lead on field trips with regards to discipline, conduct and the overall flow of the day. Parents attend to assist teachers. Parents attending a field trip to drive and/or chaperone must have a background check approved by the administration on file in the school office. Background checks are valid for two (2) school years at CCS.

Drivers:

A Driver is someone who agrees to drive children and or Teachers to a desired field trip but does not plan on attending. Drivers are required to fill out the Driver Application Form and furnish the office with a copy of a valid driver's license, proof of insurance for the vehicle being driven, copy of the insurance declaration page and a valid background check (background checks are valid for two school years). Insurance coverage must be minimum liability of \$100,000 personal injury, \$300,000 per occurrence, and \$50,000 property on each vehicle. All required documentation must be returned in 10 days prior to the field trip. Failure to timely turn in the required documents may result in the documents not being approved in time for the trip. The administration approves all drivers.

All Drivers will cooperate with the teacher and abide by stipulated guidelines including:

- ❖ *Each student must wear a safety belt at all times; one child per belt.*
- ❖ *Make no unplanned stops (fast food places, for example).*
- ❖ *Do not provide special treats for students in your group.*
- ❖ *Correct children's behavior assigned to your group. Report problems to the teacher.*
- ❖ *If an emergency arises, stop and call the school office.*
- ❖ *A specific route may be designated and must be followed.*
- ❖ *Obey all rules of the road*

Chaperones:

A Chaperone is someone who is going to attend a field trip and help to watch the children. Chaperones do not bring other children on the field trip because it may be distracting to the duties of a chaperone. All chaperones are required to complete a background check or have a current background check on file prior to the trip. Background check forms are sent and filled out electronically and must be submitted by the chaperone 2 weeks prior to the trip.

Students will always wear school uniforms for field trips unless otherwise stipulated by the Teacher. Students not in complete uniform may not be allowed to go on the trip.

TEXTBOOKS

All loaned textbooks and other assigned materials remain the property of the school. If these materials are lost or damaged beyond what is considered normal wear, parents will be charged an amount equivalent to the depreciated replacement cost of the book. Students must refrain from writing anything in the books or other assigned materials.

SUPPLIES

The school provides school texts and many other printed materials. In general, students are to supply their own paper and binder, pencils, pens, crayons, paperback dictionary, book bag, an approved version of the Bible (e.g. English Standard Version) among other supplies. A grade specific supply list is available on the CCS website under the Parent tab.

Some classes may use special materials during the school year for which there will be an additional charge. These will be included in the separate supply lists, or parents will be otherwise notified.

LIBRARY

A student library is maintained to provide reference and reading materials for use in class assignments, research projects, and for personal enrichment and edification. Students are personally responsible for the books they borrow and for the use of any other resource. Charges will be made for lost or damaged items. Students using the library must also maintain a quiet atmosphere there.

ENRICHMENT

Classical Christian learning is enriched by opportunities that broaden exposure and give students hands-on experience in the liberal arts. CCS provides graded art, music, and physical education instruction for K5-8th grade.

ATTENDANCE POLICIES

ABSENCES

In order to maintain high educational standards for our students, specific attendance policies are followed. Consistent attendance and promptness are imperative. The following policies are in effect throughout the year.

All absences are considered unexcused absences until a written note or email is provided to the school office. Some absences may not be considered excused even if a note is provided. Examples of excused absences are: illness of the student, serious illness in the student's family, death in the student's family, or pre-approved family trips.

Schoolwork for excused absences can be made up. It is the student's responsibility to get the missed assignments from the teacher as soon as he/she returns to class. The student will have the same number of days he/she was out in which to complete the work and return it to the teacher. **If you know in advance that your child will be absent, please notify the teacher so that work may be sent home.**

Since the school year affords many days of vacation, parents are asked to use these periods for scheduling vacations and family trips. If you choose to make a trip on scheduled days of school, the following guidelines will apply:

- (1) Work may not be given to students prior to the vacation or trip, except at the Teacher's discretion. Work missed may be accumulated and given to the student upon return to school.
- (2) Students/ parents should confer with teachers about making up any missed assignments. Parents will hold their student(s) accountable to have all make-up work turned in by the agreed upon date.
- (3) The teacher is not required to re-teach the material missed in class. It is the parent's responsibility to ensure that the student has grasped the concepts in the lessons.
- (4) Credit will be given for work completed by the student, but the absence will be recorded.
- (5) In order for the vacation to be excused, a written note must be submitted to the Head of School for approval.

Either prior to or after a student absence, parents must submit a note to the front office for any absence. The note or email must be from a parent, guardian, or doctor. Every absence will be considered unexcused until such a note is received. The final decision of whether an absence is excused or unexcused will be made by the administration. The school reserves the right not to allow make-up work for repeated or unexcused absences. A pattern of unexcused absences demonstrates a lack of cooperation with the school and may be grounds for probation or dismissal. If a student misses more than fifteen (15) days of school or 15 days of logic school classes for any reason, it is the school's prerogative not to promote the student to the next grade.

SCHOOL PROGRAMS

Each year the school has a Christmas Program and a Spring Program highlighting what the students have been working on during music and/or art classes. Student participation and attendance are expected at their assigned program for the year. Attendance and participation are counted as portions of the student's grade.

TARDINESS

Each student is expected to be on time for class. Promptness demonstrates self-discipline, personal responsibility, and respect for others- qualities of the Christian life that should be goals for every CCS student.

Students in all grades are counted tardy when they are not in the classroom when the 8:15 bell rings. To avoid being tardy, parents should plan to have their children to school between 8:00 a.m. and 8:10 a.m. Students who arrive after 8:15 a.m. will report to the office **with a parent** who must sign in using the school's check-in system stating the time of arrival and the reason for being tardy.

Every tardy is considered unexcused unless the parent provides a note or email to the school office for approval. Examples of an excused tardy are: traffic accident, car issues, extreme inclement weather, and scheduled appointments. Using the check-in system does not excuse a tardy. It only permits the student to class. The following chart represents levels of unexcused tardiness occurring in a semester with resultant actions.

Tardy Level	Action
Level 1: Tardy Three Times	1. Notification from teacher.
Level 2: Tardy Six Times	1. Letter from Head of School or Department Head. 2. One day's unexcused absence counted.
Level 3: Tardy Nine Times	1. Parent meeting with Head of School. 2. Second day's unexcused absence counted.
Level 4: Tardy Twelve Times	1. Board of Trustees informed of student's tardiness. 2. Third day's unexcused absence counted. 3. Student placed on probation through end of the semester with maximum of 3 times tardy allowed by end of semester. Parent(s) subject to \$50 fine (Student taken off probation after the semester and until fine is paid).
Level 5: Tardy Fifteen Times	1. Head of School recommendation to the Board of Trustees that student be withdrawn from school.

EARLY DISMISSALS/MEDICAL APPOINTMENTS

Please try to schedule your child's appointments after regular school hours or during vacation days. Early dismissals disrupt the classroom just as absences do, even at the 'end' of the day. When it is necessary to take your child out of school early due to a medical appointment or other important occasion, please send a written note to the child's Teacher on the morning of the early release and a note/email to the front office (schooloffice@ccssmyrna.org). The note should state the reason for the early dismissal, the time the student will be picked up, and who will pick up the student. Students may not be picked up for early dismissal after 2:45 pm due to carpool

If an unexpected emergency arises, please call the office before coming early to pick up the child.

Parents will report to the school office and wait there while the student is paged. If the student returns to school after an appointment, the parent must report to the office and sign in the student. Students who are **picked up before 11:30 a.m.**, and who do not subsequently return to school that day, **will be counted absent.**

BEFORECARE AND AFTERCARE PROGRAM SCHEDULES

Beforecare program hours are 7:00-8:00 a.m. Aftercare program hours are 3:30-6:00 p.m.

EMERGENCY SCHOOL CLOSINGS

In the event of threatening weather, the safety of students, families, faculty, and staff is our priority. We consider public alerts and updates, actions by other area schools, and the impact of conditions on staffing and transportation in making the decision to close school or schedule early dismissals and late starts. Parents will be notified by email and/or text of any special announcements regarding emergency school closings. It will also be reported on the school website and Facebook.

STANDARD OF CONDUCT

CAMPUS BEHAVIOR

We expect our students to aim to please God and to glorify Him in everything they do. But we also understand that all persons everywhere are in need of the saving blessings God offers through Christ. Only those who truly confess Christ as Savior and express that confession in lives of repentance and faith can truly perform service for Christ. While not every one of our students is a Christian, we believe that each one may benefit from a Christ-centered education to the extent that he or she submits to the obligations and responsibilities of being a student here.

Obedience to the rules is not in itself designed to ensure spiritual growth or acceptance by God. However, our rules are designed to produce an atmosphere of cooperation, discipline, and orderliness while shepherding students in matters of the heart. The aim is that outward conformity reflects inner reality.

Students are expected to show proper respect to all CCS teachers, staff, volunteers, and visitors at all times.

PARENT INVOLVEMENT

For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11

Covenant Christian School believes that godly means of discipline are required in the normal course of rearing children. God has primarily given to parents the command to train their children to love and obey God. Teachers derive authority to nurture and discipline students from their parents. They are responsible, therefore, to train their students consistently with the manner in which the Bible requires children to be trained at home.

A nurturing school environment where discipline underlies the teaching is a happy and secure place for children. Students benefit from an atmosphere where discipline exists to enforce the authority of the teacher. They are taught to use self-restraint in personal conduct through disciplinary correction when needed. The Bible provides authoritative and divine instruction as to how God's training and discipline are to be administered, whether through the parents, or through their delegates: Christian school teachers and administration.

When student conduct or behavior problems occur, the teacher will take corrective action, and a disciplinary note will be sent home to inform the parents. This is an indication that the parents need to take action at home so that the teacher's time is not consumed with behavior problems. This note must be signed by a parent and returned the next school day. Our teachers depend upon parent support with the following:

- ❖ Have appropriate consequences at home when your child is corrected or disciplined at school. The consequences should neither be too severe nor inconsequential.
- ❖ Don't excuse your child if you do not agree with a disciplinary action taken at school. Doing so indicates that it is acceptable to excuse him/her whenever he faces unwanted discipline.
- ❖ Don't excuse your child if you do not agree with one of the school's rules. In doing so, you communicate to him/her that you do not mind if he breaks a rule, you do not like. You also teach him that it is acceptable to be disobedient if he disagrees with those in authority.

If parents do disagree with an action, they should speak with the teacher. Honest disagreements may occur, but they do not need to lead to broken relationships between parent and teacher or administrator. Both teacher and parents agree to hold to the highest standards of conduct in actions and words when dealing together with difficult problems.

If the student or parents will not cooperate with the school's standards, ideals, or disciplinary policies, the student may be placed on probation or be dismissed from the school. Attendance at Covenant Christian School is a privilege and not a right. Students forfeit that privilege if they or their parents do not conform to the standards and ideals of the school.

PROCEDURES FOR DISCIPLINARY ACTIONS

Disciplinary Actions for Misconduct

When a student's conduct or behavior is contrary to biblical standards or behavioral standards of the school, efforts will be made by the teacher to call the student to repent through loving confrontation and Biblical counsel. The goal of this exhortation will simply be to encourage the student to demonstrate the change required. Ordinarily, incidents of misconduct within the classroom will be handled by the teacher in charge, who will also follow up with the student as indicated. Every effort will be made to follow the guidelines for confrontation and correction as set forth by Scripture (e.g., Matthew 18:15-17).

Ordinarily, where incidents of misconduct involving a student are only reported and not actually witnessed by the teacher, the teacher will make every effort to guide the student making the report to confront the accused student before taking additional action. Appropriate reprimand, with Biblical counsel for the offending student, may be indicated, and parents may be notified.

If misconduct cannot be handled by verbal admonition, or if misbehavior persists, other means of requiring student compliance will be applied. Teacher discretion is used when determining disciplinary measures for misconduct within the classroom. Appropriate records of misbehavior and action taken will be maintained by the teacher and available to the administration. Parents will be notified by the teacher when such disciplinary action has been taken, and an opportunity for further parent and teacher discussion will be offered.

Serious Offenses

Some individual offenses require stricter forms of discipline and correction. They include such offenses as disrespect to a teacher or staff member, lying or cheating, rebellion, or willful disobedience, stealing, fighting, obscenity or profanity (cf. Exodus 20). These serious offenses require a trip to either the Head of School or the Principal with the teacher. When a student is thus brought to the office, he/she will be disciplined. The parents will be notified, usually by the teacher.

Suspension or Expulsion

Other single or multiple instances of serious misconduct will be handled through action taken by the administration. In these cases, suspension or expulsion may be warranted. Willful disregard for authority, persistent misconduct, or other serious and sinful offenses (see above) may warrant suspension or expulsion at the discretion of the Head of School. Ordinarily, the decision of the Head of School will be final. However, if dismissal is called for, the parents may submit a written request to the Board of Trustees, within 5 days, asking that their child be allowed to continue.

Any missed work must be submitted to the teacher the day the student returns.

Probation

In some cases, a student may be placed on a probationary status due to a failure to meet the behavioral standards of the school. Any student thus placed on probation will have a designated period defined in which he/she will demonstrate an ability to consistently conform to the standards of the class or school. This period may continue through the balance of the current term or be extended one additional term if warranted. Students will not be permitted to continue in this status beyond a second term.

Either the administrator or a teacher will formally oversee the student during the probationary period. The student will regularly meet with the designated counselor to discuss progress. During this time, the support of the parents is also anticipated so that together, change and growth will be encouraged. At the end of the prescribed period of probation, the student's improvement will be evaluated.

Conclusion

At all times, the various forms that discipline takes at CCS will follow the clear guidelines and requirements of Scripture. Specifically, parents can rely upon the school to administer student discipline which will:

1. Reflect Biblical standards of fairness and justice
2. Preserve the student's dignity having been made in God's image
3. Fit the misconduct in intensity and kind
4. Act as a restraint for further misbehavior
5. Require restitution for loss
6. Call the student to abandon old ways
7. Direct the student to forgiveness and reconciliation
8. Instill hope for change

And while the faculty and administration of Covenant Christian School believe in and support the principles contained above, the school recognizes that not all parents may fully understand our policy and practices. Questions to the administration are invited from parents. Please direct these concerns to the administration so that an understanding is reached before enrollment or whenever parent concerns surface.

The ultimate goal in all discipline is the heart of the student and character building. Hebrews 12:11, speaks of God’s discipline of His children and clearly has heart and character-building in view: “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”(ESV).

K5-4th GRADE DISCIPLINE SYSTEM

Most disciplinary issues with K5-4th grade students will be handled by the teacher in the classroom. Teachers train students in acceptable classroom behavior by clearly communicating expectations, holding students accountable, providing consequences for misbehavior, and highlighting and praising commendable behavior for purposes of encouragement and modeling.

For more serious and/or recurrent infractions, students may be referred to the administration for disciplinary action. The following chart details the consequences for each office referral for disciplinary reasons.

<p>1st office visit</p> <ul style="list-style-type: none"> >Student meets with the Division Head >Appropriate discipline administered >Telephone call to parent >Behavior notification emailed to parent via Fact Sis 	<p>2nd office visit</p> <ul style="list-style-type: none"> >Student meets with the Division Head >Appropriate discipline administered >Telephone call to parent > Behavior notification emailed to parent via Fact Sis
<p>3rd office visit</p> <ul style="list-style-type: none"> >Student meets with the Division Head >Appropriate discipline administered >Administrator conference with parent > Behavior notification emailed to parent via Fact Sis 	<p>4th office visit</p> <ul style="list-style-type: none"> >Student meets with the Division head >Administrator conference with parent > Behavior notification emailed to parent via Fact Sis
<p>5th office visit</p> <ul style="list-style-type: none"> >Student meets with the Division Head >Student placed on probation >Head of School conference with parent > Behavior notification emailed to parent via Fact Sis 	<p>6th office visit</p> <ul style="list-style-type: none"> >Student meets with Head of School >Head of School conference with parent >Recommendation to school board by Head of School that student be expelled from school

5th-8th GRADE DISCIPLINE SYSTEM

The following table includes but is not limited to the types of behavior for which students may receive demerits via Facts Sis. The number in parentheses represents a general but flexible demerit range that may be assigned for a particular behavior.

_____ Abusive Speech/Profanity (1-3)	_____ Unauthorized use of electronic devices (1)
_____ Cheating/Plagiarism (1-3)	_____ Lying (3)
_____ Disrespect for Faculty/Staff (1-3)	_____ Mistreatment of Property (1-3)
_____ Disrespect for Other Students (1- 3)	_____ Rebellion/Willful Disobedience (3)
_____ Disrupting class (1)	_____ Stealing (3)
_____ Dress Code Violation (1)	_____ Tardiness to Class: 3 Unexcused (1)
_____ Fighting/Bullying (1-3)	_____ Violation of Classroom Rule (1)
_____ Inappropriate/Questionable Materials (1-3)	_____ Horseplay (1)
	_____ Other (Administrative Approval Req.)

PROGRESSIVE PLAN OF DISCIPLINARY CONSEQUENCES

The following plan for administering disciplinary consequences contains six levels of consequences. Each level is attained with the issue of three demerits. Consequences may include: silent lunch, missing break, other loss of privilege, among others.

LEVEL	NUMBER OF DEMERITS	ACCUMULATED DEMERITS	CONSEQUENCES
1	3	1 2 3	1. Letter to Parents 2. Behavioral Management
2	3	4 5 6	1. Letter to Parents 2. Behavioral Management 3. Meeting with Head of School
3	3	7 8 9	1. Letter to Parents 2. Behavioral Management 3. Meeting with Head of School
4	3	10 11 12	1. Letter to Parents 2. Behavioral Management 3. Goal-Setting Contract 4. Meeting with Head of School
5	3	13 14 15	1. Letter to Parents 2. Behavioral Management 3. Probationary Contract 4. Meeting with Head of School
6	3	16 17 18	Dismissal from School

**For rising 7th and 8th Graders: A Level 1 demerit is disqualification from or loss of eligibility for the National Junior Honor Society.*

RESOLVING CONFLICTS

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother. But if he does not listen, take one or two others along with you, so that every charge may be established

by the evidence of two or three witnesses. If he refuses to listen to them, tell the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.
Matthew 18:15-17 ESV

The Scriptures have a definite pattern to follow in the area of interpersonal problems.

I Corinthians 13 teaches that love always believes the best about another individual. If a problem does arise between a parent and a teacher, a parent and the administration, or a parent and a parent, it should be dealt with quickly and prayerfully with love, patience, forgiveness, and with the goal of reconciliation. Only if the conflict cannot be resolved, should others be involved (e.g., the administration). Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God.

Certain Biblical lines of authority are followed at Covenant:

1. Classroom problems will be primarily handled between the parent and teacher. If either party does not satisfactorily resolve the problem, the next step is to involve the administration.
2. Problems with school policy, procedure, or philosophy should be taken up with the administration first, and then with the School Board if no solution is found. Parents wishing to meet with the Board need to submit a request in writing. The Board will take appropriate action at its discretion. Its decision will be considered final by all parties. CCS staff and parents agree to this as the only appropriate procedure to follow should disagreements or other offenses occur.
3. Parent-to-parent problems should be solved between the people involved, without the involvement of teachers, the administration, or other parents. Parent-to-parent disputes should not be handled on school property, nor should such disputes influence the behavior of the parents' children at school.

Problems between individuals should be handled honestly, directly, lovingly and in a spirit of humility. If these guidelines are followed both at home and in school, God will bless our relationships with others.

DRESS POLICIES

UNIFORM WARDROBE

Girls (K5-3rd Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY, AND FRIDAYS

Jumper	Plaid jumper in style #172 or #194 in plaid #57. Length must be to the knee all the way around. Privacy shorts must be worn.
Knit Dress	Navy only (K5 only) Privacy shorts must be worn. Embroidered School Logo-Required.
Privacy Shorts	Navy or black bike shorts for under jumper (mandatory).
Skort	Full Wrap in plaid #57. Length must be to the knee all the way around.
Shorts	Pleated or flat front in Khaki or Navy (Bermuda length).
Pants	Pleated or flat front in Khaki or Navy.
Blouse	Peter Pan, S/S or L/S, in white. Shirt may only be worn with Jumper. Must have Embroidered CCS Letters in Navy on Collar- Required.
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S, in White, Yellow, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Fashion Fit Polo Shirt	White, Yellow, or Navy. S/S or L/S. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Belt	Leather in Black, Brown, or Navy (Not required for K4-K5).
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.
Shoes	Loafers, Mary Janes, Merrill or T-Strap Style (non-skid soles) – Black, Brown or Navy. Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAY

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered Covenant Christian Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.

Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.

Girls (K5-3rd Grades)

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Jumper	Plaid jumper in style #172 or #194 in plaid #57. Length must be to the knee all the way around. Privacy shorts must be worn.
Privacy Shorts	Navy or black bike shorts for under jumper (mandatory).
Blouse	Peter Pan, S/S or L/S, in white. Must have Embroidered CCS Letters in Navy on Collar- Required.
Sweater	V-neck cardigan sweater in Navy. Must have Embroidered Covenant Christian Logo-Required.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Shoes	Loafers, Mary Janes, Merrill, or T-Strap Style (non-skid soles) – Black, Brown or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo- Required-on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo- Required-on left leg above knee.

Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

Girls (4th, 5th & 6th Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Skirt	Style #134 in Plaid #57 Length must be to the knee all the way around. (Skirt only to be worn with Blouse). Privacy shorts must be worn.
Privacy Shorts	Navy or black bike shorts for under skirt (mandatory).
Skort	Full Wrap in plaid #57. Length must be to the knee all the way around.
Shorts	Pleated or flat front in Khaki or Navy (Bermuda length).
Pants	Pleated or flat front in Khaki or Navy.
Blouse	$\frac{3}{4}$ Sleeve Length in White. Must have Embroidered CCS Letters in Navy on Collar-Required. (Only to be worn with skirt).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S, in White, Yellow, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Fashion Fit Polo Shirt	White, Yellow, or Navy. S/S or L/S. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg. These socks may only be worn with pants or shorts.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Belt	Leather in Black, Brown, or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.
Shoes	Loafers, Mary Janes, Merrill, or T-Strap Style (non-skid soles) – Black, Brown or Navy. Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.
Hooded Sweatshirt	Navy Hooded pullover sweatshirt. 6th grade girls, ONLY, may wear this sweatshirt. CCS Tackle Twill Logo Required (Plaid for girls)

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but **MUST** be worn on Wednesdays.**

Skirt	Style #134 in Plaid #57 Length must be to the knee all the way around. Privacy shorts must be worn.
Privacy Shorts	Navy or black bike shorts for under skirt (mandatory).
Blouse	¾ Sleeve Length in White. Must have Embroidered CCS Letters in Navy on Collar- Required.
Sweater	V-neck cardigan sweater in Navy. Must have School Logo-Required.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Shoes	Loafers, Mary Janes, Merrill, or T-Strap Style (non-skid soles) – Black, Brown or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo- Required-on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo- Required-on left leg above knee.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

Special Notes:

Girls in 4th through 8th grades will wear tights or knee-high socks ONLY with skirts and skorts.

No exceptions.

Girls (7th & 8th Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Skort	Full Wrap in Plaid #57 or Full Wrap in Khaki. Length must be to the knee all the way around.
Skirt	Style #143 in Khaki. Length must be to the knee all the way around.
Shorts	Pleated or flat front in Khaki or Navy (Bermuda length).
Pants	Pleated or flat front in Khaki or Navy.
Blouse	Oxford Cloth, S/S or L/S, in Lt. Blue. (Only to be worn with Khaki Skort and Sweater Vest).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S, in White, Yellow, Lt. Blue or Navy. Must have Heat Press or Embroidered School Logo-Required.
Fashion Fit Polo Shirt	White, Yellow, Lt. Blue or Navy. S/S or L/S. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg. These socks may only be worn with pants or shorts. This item may not be worn for PE.
Tights	Navy or White.
Belt	Leather in Black, Brown, or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.
Shoes	Loafers, Mary Janes, Merrill, or T-Strap Style (non-skid soles) – Black, Brown or Navy. Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.
Hooded Sweatshirt	Navy Hooded pullover sweatshirt. CCS Tackle Twill Logo Required (Plaid for girls)
Ezolux Jacket	Navy and Black- CCS Embroidered School Logo-Required.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Skirt	Style #143 in Khaki. Length is to the knee all the way around.
Blouse	Oxford Cloth, S/S or L/S, in Lt. Blue.
Sweater	V-neck Sweater Vest in Navy. Must have Embroidered Covenant Christian Logo-Required.
Tights	Navy or White.
Socks-Knee High	Navy or White.
Shoes	Loafers, Mary Janes, Merrill, or T-Strap Style (non-skid soles) – Black, Brown or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo- Required-on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required-on left leg above knee.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

Special Notes: Girls in 4th through 8th grades will wear tights or knee-high socks ONLY with skirts and skorts. No exceptions

Boys (K5-3rd Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Pants	Pleated or Flat Front in Khaki or Navy.
Shorts	Pleated or Flat Front in Khaki or Navy (Bermuda length).
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. (Must have Embroidered CCS Letters in Navy on front pocket-Required).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S in White, Yellow, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Belt	Leather in Black, Brown, or Navy. (Not required for K4-K5).

Tie	Stripe #18. (Not required for K5 through 2 nd grades). Mandatory for 3rd grade and older. Only worn with dress shirt and Khaki pants.
Socks	Crew in White, Navy, Black or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Pants	Pleated or Flat Front in Khaki.
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. Must have Embroidered CCS Letters in Navy on front pocket-Required).
Belt	Leather in Black, Brown, or Navy. (Not required for K4-K5).
Tie	Stripe #18. (Not required for K5 through 2 nd grades). Mandatory for 3rd grade and older.
Socks	Crew in Navy or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. No Athletic Shoes!
Sweater	V-neck cardigan sweater or Sweater Vest in Navy. Sweater vest can only be worn on Chapel days. Must have Embroidered School Logo-Required.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo-Required-on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required-on left leg above knee.
Socks	Crew in Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

Boys (4th, 5th & 6th Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Pants	Pleated or Flat Front in Khaki or Navy.
Short	Pleated or Flat Front in Khaki or Navy (Bermuda length).
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. Must have Embroidered CCS Letters in Navy on front pocket-Required).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S in White, Yellow, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Belt	Leather in Black, Brown, or Navy. (Not required for K4-K5).
Tie	Stripe #18. Only worn with Dress Shirt and Khaki Pants.
Socks	Crew in White, Navy, Black or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.
Hooded Sweatshirt	Navy Hooded pullover sweatshirt. CCS Tackle Twill Logo Required (Navy for boys) 6th grade boys, ONLY, may wear this sweatshirt.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Pants	Pleated or Flat Front in Khaki.
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. Must have Embroidered CCS Letters in Navy on front pocket-Required).
Belt	Leather in Black, Brown, or Navy.
Tie	Stripe #18.
Socks	Crew in Navy or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. No Athletic Shoes!
Sweater	V-neck cardigan sweater or Sweater Vest in Navy. Sweater vests can only be worn on Chapel days. Must have Embroidered School Logo-Required.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo-Required- on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required- on left leg above knee.
Socks	Crew in Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

Boys (7th & 8th Grades)

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Pants	Pleated or Flat Front in Khaki or Navy.
Short	Pleated or Flat Front in Khaki or Navy (Bermuda length).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S in White, Yellow, Lt. Blue, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters in on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Belt	Leather in Black, Brown, or Navy.
Tie	Stripe #18. Only worn with Dress Shirt and Khaki Pants.
Socks	Crew in White, Navy, Black or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.
Hooded Sweatshirt	Navy Hooded pullover sweatshirt. CCS Tackle Twill Logo Required (Navy for boys)
Ezolux Jacket	Navy and Black- CCS Embroidered School Logo-Required.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Pants	Pleated or Flat Front in Khaki.
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Dress Shirt	Oxford Cloth, S/S or L/S in Lt. Blue. Only worn with pants. Logo Optional.
Belt	Leather in Black, Brown, or Navy.
Tie	Stripe #18.
Socks	Crew in Navy or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown.
Sweater	V-neck Sweater Vest in Navy. Must have Embroidered School Logo-Required.

Boys (7th & 8th Grades)

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo-Required- on left leg above hem. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required- on left leg above knee.
Socks	Crew in Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan, or Grey. *No light up, rolling, making noise, character, camouflage, neon, or high tops.

****Please note that shirts, jackets, and sweaters must be purchased from either Uniform Source or French Toast for them to be logoed and embroidered. They will no longer logo or embroider clothing that is not purchased from them.**

SPECIAL DRESS

Uniforms are to be worn on all field trips, unless otherwise specified by administration.

SHORTS POLICY

Shorts may not be worn to Chapel.

SPIRIT DRESS

Students are occasionally awarded a 'Spirit Dress Day' for special occasions. At such times students may wear any CCS t-shirt with a CCS uniform bottom. There will be written notification of spirit dress days in both the Covenant Connection and on the calendar on the CCS website.

DRAWSTRINGS ON CLOTHING

A potentially dangerous situation exists for children wearing jackets with drawstrings at the hood or waist. These strings or cords can become caught on play equipment, such as the slides and climbing apparatus, and children can become entangled resulting in injury. Therefore, parents must either remove clothing drawstrings entirely (hood and waist) or cut and stitch them close to the article so that there is no possibility of catching on anything. For their own safety children who wear jackets or other clothing with strings will not be permitted to play on any of the play equipment until the problem is remedied.

DRESS CODE ENFORCEMENT

Students are expected to be in uniform on the first day of school, and all clothing must be kept in good condition (e.g., not torn, faded, or overly worn). Students who are out of uniform for any reason (other than on a special dress day) may

receive a uniform violation notification, which must be signed by a parent and returned to the school. After a student has received two (2) uniform notices, any subsequent uniform infraction(s) during the remainder of the school year will result in a telephone call to the parent. The parents may be asked to bring to school the appropriate uniform item(s). The student may remain in the school office while the parent is contacted and until the uniform problem is remedied. Stricter disciplinary measures are reserved for students who indicate a pattern of noncompliance.

ADDITIONAL DRESS CODE POLICIES

Many of the trends and fads which are in fashion today are restricted from our campus or during school activities. These include clothing or personal appearance such as the following: sloppy appearance, excessive or extreme make-up or fingernail polish, excessive jewelry, earrings in boys, unusual hair styles, unusual body piercings, tattoos or accessories associated with a culture in conflict with CCS standards. A good rule of thumb is, “when in doubt, don’t wear it.” The faculty and administration reserve the right to set the standards and to determine student compliance in these areas.

Standards for boys include hair off the collar, not below the earlobe and not below the brow. Unusual hairstyles and/or ponytails (boys) are not allowed. Unnatural hair colors are not allowed.

HEALTH, MEDICAL, AND EMERGENCY POLICIES

HEALTH PRECAUTIONS

Children who come to school with a fever, excessive sneezing or coughing, upset stomach, and other symptoms, risk spreading illnesses to other children. Please keep your children at home when they are ill or exhibit any of the following symptoms:

1. Any fever: Students must remain at home, fever free without the aid of medication, for 24 hours before returning to school or for 1, full, school day following the day the student is sent home.
2. Vomiting or diarrhea (If vomiting or experiencing diarrhea at school, the student will be sent home immediately and can return with no other occurrence **for 24 hours or for 1, full, school day following the day the student is sent home.**)
3. Inflamed throat and/or mouth.
4. Rash (unless known to be non-contagious).
5. Coughing, sneezing, runny nose or eyes (unless clear drainage due to allergies).

Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- | | | |
|----------------|-------------------|--------------|
| 1. Chicken Pox | 5. Whooping Cough | 9. Impetigo |
| 2. Measles | 6. Pinworms | 10. Pink Eye |
| 3. Mumps | 7. Scabies | 11. Lice |
| 4. Pneumonia | 8. Ringworm | |

CCS Covid-19 Campus Policy

Introduction:

These color codes set standard groups of policies that may be implemented as precautions against COVID-19. The Logic School and Grammar (Elementary) School may be put in different codes as appropriate and per the decision process.

The school facility has been equipped with advanced filtration technology to minimize airborne spread of COVID-19 and that equipment will be run at all times the facility is open.

School events will be conducted in a manner that complies with the current standards in effect.

This policy will be evaluated by the CCS Board of Trustees at its normal monthly board meeting.

Green (Open): Campus wide open; masks optional; parents and visitors are allowed to come without restrictions; all specials and lunch are in classrooms/lunchroom.

Decision Process: Head of School notifies the community of a COVID concern for the school based on public health data and/or school circumstances and notifies the board of reasons and recommendations; Board votes within thirty-six hours.

Yellow (Limited Community Access): Whether a child is required to wear a mask is determined by the decision of the child's parent or guardian. The parent or guardian's choice will be enforced by the school administration. Only parents or guardians of current or prospective students may visit the classroom. No more than two visitors to a classroom. Visitors must have had no COVID symptoms in the last five days. Visitors will have their temperature checked and masks are optional. Children eat in the lunchroom. Special classes are conducted in the special's classrooms.

Decision Process: Head of School notifies the community of COVID concern for the school based on public health data and/or school circumstances and notifies the Board of reasons; Board votes within thirty-six hours.

Orange (Class Stays Together): Special classes are conducted in the special classrooms; lunch siloed in regular classrooms; parents not permitted in classrooms; masks required for all students in common areas (carpool, hallways, and chapel); Only parents and guardians of current students are allowed to visit and must be masked and are not admitted inside classrooms. Visitors must have had no COVID symptoms in the last five days. Visitors will have their temperature checked.

Decision Process: Head of School notifies the community of COVID concern for the school based on public health data and/or school circumstances and notifies the Board of reasons; Board votes within thirty-six hours.

Red (Class Stays in Classroom): Classes remain in person with all specials including lunch siloed with a virtual chapel; masks required for all students at all times; no visitors permitted; students not permitted to walk hallway (except Logic School); if a student is sick, then the nurse or Head of School visits the classroom.

Quarantine Policy: Being in a class with someone who tests positive is an exposure. Where the point of exposure occurred in the school setting, students who are **asymptomatic** may immediately return to class if the parent chooses but must wear a mask while on school property for five days after exposure.

Where the point of exposure occurs in the school setting, students who are **symptomatic** must follow the isolation policy indicated below.

Isolation Policy:

- Any student or faculty member who tests positive for COVID-19 will be required to isolate in accordance with GADPH guidelines.
- Any student or faculty member who tests positive for COVID-19 will be required to wear a mask for five days after their return from any isolation that is shorter than seven days.

MEDICATION

The school office will administer medication to your child ONLY under the following conditions:

1. The medicine, whether prescription or over the counter, must be provided by the parent and labeled with your child's name.
2. Do not send medications with students in backpacks or give them to the Teacher. All medications must be brought into the school office.
3. Prescription medicine must bear the original pharmacy label with your child's name as the patient (e.g., not brother or sister).
4. You must fill out and submit the medication form to the school office stating the time and dosage medicine should be administered. Copies of the form are in the school office.
5. The office will administer first aid for minor cuts and scrapes.

HEALTH RECORDS

Students new to CCS in any grade level must have an updated 3231 Immunization form on file in the school office before the first day of school. These forms are available from your physician or the health department. In accordance with Georgia Health Law, students entering the K5, and 6th grades MUST submit a copy of the updated immunization form 3231 to the school office prior to the first day of school. Students may not be admitted to class unless immunizations are up-to-date, and the appropriate forms are on file in the school office. Parents must also make the teacher aware of any health problems.

EMERGENCY INFORMATION

Emergency information for each student is kept on file in the school office so that the school can contact parents in the event of an emergency. Parents must provide a home address and telephone number and all applicable work numbers and information in FACTS SIS. This information must be kept current.

STUDENT ILLNESS OR INJURY

If a child becomes ill or is injured while at school which requires an incident report, the parents will be contacted as appropriate to the injury. For this reason, it is of the utmost importance that the Emergency Information in FACTS SIS is kept up to date. If the parents cannot be reached, a designated person (as listed in FACTS SIS) will be contacted. In case of extreme emergency, emergency services will be contacted.

ACCIDENT INSURANCE

Student accident insurance for all CCS students is provided annually. This is secondary coverage used in conjunction with the parents' insurance coverage. All school-related student accidents or illnesses must be reported to the office within 24 hours of the incident. Claim forms are available in the office.

TUITION, FINANCIAL POLICIES AND BEFORE/AFTERCARE

Covenant Christian School is a not-for-profit, 501(c)(3) corporation. We are a ministry to Christian families desiring a Christ-centered, classical, quality education for their children. We are not subsidized by any church or denomination. As a result, tuition is our primary source of income. Financial policies at CCS are designed to be as clear and equitable as possible.

We believe that the tuition and fees are an investment in your child's education and religious formation. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition and the manner of payment.

Furthermore, it is the responsibility of the Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. As with any relationship, communication is key. This policy aids the Board in their responsibility to ensure those financial resources are in place, but in no way does it replace the need for one-on-one interaction between our families and staff. Please take the opportunity to read and understand our financial requirements.

It is vital that all CCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. Timely payments are necessary to maintain a reputable Christian witness in the community. Please carefully read each section of the financial policy below. Should you have questions or encounter any difficulty, please call the office at 770-435-1596.

TUITION RATES

Tuition rates listed are for the 22/23 school year. Each year the board assesses tuition and may apply up to a 5% increase. As soon as new tuition rates become available, they will be sent out to families and updated on the CCS website.

Application fee: **\$50**

Non-Refundable Student Enrollment fee: **\$500.00 (This amount is paid after student is accepted.)**

ANNUAL TUITION

Parents may choose one of the following payment options:

1. 100% payment in full, upfront by July 01, 2023.
2. Semi-Annual: First payment due July 01, 2023, second payment due October 01, 2023.
 - o There is an annual fee of \$20/family for the 1 or 2-payment plan for the 2023/24 school year.
3. Ten monthly installments OR twelve-monthly installments beginning prior to July through FACTS Tuition, a direct tuition account service.
 - o There is an annual fee of \$50/family for the installment plan for the 2023/24 school year.

First installment is due on July 1 or 20

Note: The following rates are for the 2022-2023 school year.

<u>Grade Level</u>	<u>Annual Tuition</u>	<u>10 Monthly</u>	<u>12 Month</u>
K-4 (1/2 day)	\$7,589.00	\$759	\$633
K-4 (full day)	\$10,376	\$1,038	\$865
K-5	\$10,907	\$1,091	\$909
1st-4th	\$12,464	\$1,247	\$1,039
5th-8th	\$12,686	\$1,269	\$1,058

TUITION DISCOUNTS

The Board has approved discounts for Re-enrollment of 5% (offered to current families who re-enroll during the month of January only) and Longevity of 1% for each year completed.

MAKING PAYMENTS

Any payments must be processed either online through your FACTS Management account or through the bookkeeper in the business office. For your safety and security, the school office does not process financial payments.

LATE PAYMENTS & DELINQUENT ACCOUNTS

It is the responsibility of each school family to inform the school office of any changes needed to be made in the tuition payment plan. Without such information, the following policy will apply when tuition payments are received late:

Full Payment: If the total tuition is not paid by July 20, the status will be changed to the ten-month payment plan through FACTS. The family will be billed the \$45.00 set-up fee.

Two Payments: If 50% of the total tuition is not paid by July 20, the status will be changed to the ten-month payment plan through FACTS. The family will be billed the \$45.00 set-up fee.

Late Payments of Deferred Payment Plans: All late payments or payments missed due to insufficient funds will incur a late fee (You may incur additional fees from your financial institution). A missed payment will be reattempted by FACTS within 15 days.

Delinquent Accounts:

The following guidelines apply to all accounts that are past due, including tuition or before/after care:

- ❖ If your account is past due, your FACTS SIS account may be disabled. Access may not be re-instated until the account is brought up to date.
- ❖ If a families' before/after care account becomes past due for more than 5 days, we reserve the right to add the balance into the next tuition payment with FACTS.
- ❖ Any past due accounts that are over \$100.00 as of November 1, may result in re-enrollment for the following year to be blocked.
- ❖ After thirty (30) days of delinquency, a \$25 finance charge may be applied per student to the current balance due. A letter will be sent to the parents/family stating that the student may not be allowed to return to school if the account is over 60 days of delinquency.
- ❖ After sixty (60) days of delinquency, if no agreement has been made, the student may not be permitted to class until the account is made current. If this happens, the student may not be allowed to take final exams, receive report cards, begin another semester, transfer permanent records, or graduate until the account is current. Students may receive zeroes for work missed. No records may be transferred to another school until all accounts are complete.
- ❖ If a student is not attending Covenant Christian School due to payment delinquency, the student may not be allowed to participate in any sporting event or school activity during this time.

Delinquent Accounts from Previous Year(s):

- ❖ Returning Students
 - If the amount owed is less than \$200, the delinquent amount may be included in FACTS first payment for the year.
 - If the amount owed is over \$100, access to FACTS SIS may be suspended and the student's report card may not be released.
 - If any outstanding balance remains at the end of the school year, the student may not be re-admitted to Covenant Christian School for the next school year until paid in full.
- ❖ Non-Returning Students:
 - Access to FACTS SIS may be terminated.

- Student records may not be released.

Penalties for Persistent Delinquent Accounts:

- ❖ Covenant Christian School reserves the right to impose penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records to both the student’s family or schools requesting records.

Withdrawal:

- ❖ Tuition for the entire academic school year is expected. If a student is withdrawn for any reason, the Head of School may request an exit interview with the parents. All tuition and fees for the entire year are payable whether the withdrawal is voluntary or involuntary (e.g., expulsion). Depending on the circumstances of the withdrawal, the board of trustees at its discretion may make an exception to this policy. Generally, the minimum amount the board will assess for a withdrawal is 10% of the total tuition plus the full tuition amount of the current month the student is being withdrawn. In order for the board to consider any tuition reimbursement for withdrawal of a student, the parent/guardian or person responsible for the tuition must obtain a student withdrawal form from the office, fill it out, and submit to the Head of School, who may present it to the board for approval.
- ❖ There is a withdrawal fee of \$50.00.

Financial Aid:

- ❖ Each year the board of trustees includes in the budget limited financial aid for students who can demonstrate that without financial assistance they would otherwise be unable to attend our school. Each candidate is required to complete an application online for aid. The information submitted is strictly confidential. The complete application, together with any other information the candidate deems appropriate to submit, will be used in determining how much, if any, financial assistance is awarded. Candidates are notified by mail, and the financial aid awarded is applied to reduce the tuition balance.

BEFORE/AFTERCARE PROGRAM

Beforecare Hours	7:00– 8:00 a.m.	Beforecare Fees	\$72.00/month or \$12/day
Aftercare Hours	3:30 – 6:00 p.m.	Aftercare Fees*	\$15.00/day (or \$7.50/day if attending an after-school activity)

Payment is preferred in advance for the Before/Aftercare Program. Payments must be made online via FACTS SIS.

Any account that becomes past due may result in losing access to Before/Aftercare services and/or your FACTS SIS account being disabled. Access may not be reinstated until the account is brought up to date.

Late Pick-ups

All students should be picked up by 6:00 p.m. A charge of \$1.00 will be added for each minute a student is late being picked up.

MONEY SENT TO SCHOOL

Do not send money with your child to school. Please come to the school office to make payments or mail them to the school or call on the phone to pay by credit or with debit card.

MISCELLANEOUS POLICIES

CALENDAR

A calendar of school activities and events is published in the spring for the following school year. It can be located in FACTS SIS and on the website under the Parent tab. Also, during the school year, new events scheduled will be announced through a weekly email newsletter. Parents should take special note of the scheduled calendar events and those added through the year and make family plans accordingly. Students are expected to participate in all calendar events (e.g., Christmas, Spring, and end-of-year programs, etc.) that pertain to them or their class. Parents are expected to avoid planning student absences (e.g., vacation, after-school sports, etc.) that would conflict with scheduled student events. The school hours are Monday through Friday 8:15 a.m. to 3:15 p.m.

FIRST DAY OF SCHOOL FOR YOUNG STUDENTS

Even though it may be very difficult, the first day of school is more successful if the parents do not stay with the child. The first day sets the tone for the rest of the year.

Entering school is a big step in the life of a young child. The adjustment to school life is easy or difficult according to the personality and maturity of the child and according to the reaction at home. The classroom situation, with new friends, new surroundings and activities can both excite and tire children. If your child is overly tired at first, it does not mean he/she cannot adjust, but only that you must be patient until he/she gets used to it. Please speak with the teacher if you have any concerns or notice unusual changes in your child.

Parents are asked NOT to visit classrooms or have lunch with students for the first month of the school year (unless invited by a teacher) so that the classroom dynamic can be established.

COMMUNICATION

Teachers and administration will make every effort to remain in direct contact with parents through the use of regular communications. The weekly newsletter is sent home electronically, is available on the website, and on FACTS SIS. Special announcements are sent either through text, email, posted on FACTS SIS, or sent home in the form of a flyer with the child. Additionally, teachers send home weekly information and assignments in the Friday Folder.

WE COUNT ON OUR PARENTS TO READ THESE IMPORTANT ANNOUNCEMENTS TO STAY ABREAST OF ACTIVITIES AND DEADLINES. Parents need to note all items in the Friday Folder, particularly those that require a response.

FACTS SIS

FACTS SIS is a private and secure parents' portal that allows parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. FACTS SIS is used as one of the primary sources of communication and information for CCS. Every parent must create a FACTS SIS account. Instructions on how to create an account are given to new families at the time of registration. Please contact the school office if you are having problems accessing your FACTS SIS Family Portal.

BULLYING

Because Covenant Christian School's aim is to create a culture of love, peace, and security among its students, the position of the school is that this culture reaches to the interactions of students even off campus and during non-school hours. For this reason, any form of bullying including cyber bullying by students on or off campus or during school or non-school hours will not be tolerated, and appropriate disciplinary action will be taken up to and including expulsion.

NEW STUDENT PROBATION

Every new student accepted into Covenant Christian School will be on probation for nine weeks in order for the administration/faculty to assess his/her academic, behavioral, and social compatibility with the general program of the

school and/or grade level. A student's failure to pass the probationary assessment, as judged by the administration/faculty, may result in any of the following individual or combination of the following actions, while not being limited to these actions:

(1) Extended probation, (2) Reassignment of the student to a different class or grade, (3) Required counseling, remediation, testing, tutoring, and other programs as designated by the administration, (4) Required withdrawal of the student by the administration.

PARENT AND TEACHER FELLOWSHIP (PTF)

The Parent and Teacher Fellowship (PTF) is the main school parent support group. It is organized around a three-fold mission to encourage fellowship among parents and teachers, to raise support for specific student and teacher projects, and to promote the overall ministry of the school as directed by the Head of School. Membership is on a voluntary basis and consists of parents of enrolled students and teachers. Officers are elected each spring for the following school year. The PTF Council is made up of the officers, PTF class representatives, the Head of School, and the Division Heads. Announcements of meetings and activities are made throughout the school year.

PARENT PRAYER AND ENCOURAGEMENT

The continued blessing from God is a direct result of the prayers of families and friends of our school. Teachers and staff are encouraged, students' lives are changed, and the overall program is strengthened when God's people pray for our school. In addition, thoughtful and encouraging comments and notes sent to the teachers and staff are greatly appreciated. Many individuals are involved in the nurture of each student every day, and an expression of appreciation for them provides real and sustained encouragement in their work.

FUNDRAISING AND DONOR SUPPORT

The volunteer and charitable support provided by the CCS community contributes to the school's educational programs in significant ways. Covenant enjoys a tradition of philanthropic support and appreciates the many ways in which its partners contribute time, energy, and financial resources.

As in most private schools, tuition does not cover the entire cost of running the school. Covenant has been intentional in keeping fundraising to a minimum. To that end, CCS runs several events each year that contribute to the Covenant Fund/Annual Fund. Contributions to the Covenant Fund help support the life of the school and enhance the educational opportunities in the classroom and beyond. Each year, families are asked to prayerfully consider making a contribution, at the level comfortable to them, to help cover the remaining needs of the school.

WORKDAYS

Workdays are planned for a variety of jobs requiring the skills and labors of school parents and friends. Through parent participation in these activities, the school is able to keep its operational costs low. In order to keep tuition and fees at reasonable levels, parent cooperation and support in work projects is essential.

ROOM PARENTS

Mothers or Fathers who are interested in becoming room parents may do so by signing up for this job at the Parent Orientation Night or by informing the classroom teacher. Room Parents will be responsible for helping teachers in the classrooms based on their needs as well as coordinating with the PTF representative for their child's class.

PARTIES

Special class activities may be held during the year for individual classes such as Thanksgiving, Christmas, Valentine's Day, and end-of-the-year. Please do not provide decorations involving Santa or celebrating Halloween. Parents may be asked to assist in these activities. Individual birthday recognition should be kept simple as indicated by the classroom teacher. Balloons and goody bags are not allowed for birthday celebrations.

CHURCH ATTENDANCE

CCS believes that the Christian church is the primary institution to which God has committed the ministry of the Word of God and pastoral oversight. We require our CCS parents to maintain active membership in local Christian churches of evangelical faith. We want all of our students to commit to fruitful participation in their churches and, therefore, expect that our students will regularly attend Sunday worship in local churches of historic Christian faith.

LEARNING DISABILITIES

While the school makes every effort to work with all students accepted into its program, including working with many different learning styles, it cannot promise that its teachers or the overall program will be able to meet the needs of every child.

The school reserves the right to limit or exclude students whose behavior falls below acceptable standards, as outlined elsewhere in this handbook, even if they are under medical treatment for their behavioral symptoms.

STUDENT READING MATERIAL

At CCS we encourage students to reach for the highest standards of personal and intellectual growth. Even the books and materials our students read at school or for class assignments need to be of the highest caliber and contain content of proven quality. Therefore, students may not bring to school such materials as comic books, magazines, catalogs, or even library books that do not meet the raised intellectual or moral standards of CCS. Faculty and administration reserve final judgment.

BREAKS

Students should bring a healthy snack for the morning break time. Students are not permitted to chew gum on campus or eat during class periods.

FORGOTTEN ITEMS

An area of responsibility which needs to be developed in all children is that of remembering books, lunches, papers, and such. If you realize that your child has forgotten something, you may bring it to the school office. However, parents are reminded that self-discipline is developed when children take responsibility and accept the consequences of their actions, rather than having their parents "come to the rescue." Ordinarily, students may not be allowed to use the telephone to call home about a forgotten item.

TELEPHONE

Students will be allowed to use the telephone in the front office only with administrative permission, however repeated requests will be grounds for the loss of this privilege.

Wireless Communication Devices (including but not limited to cell phones, Apple watches, Samsung Gear, etc.): Students are discouraged from bringing wireless communication devices to school. If parents allow students to have such a device, it must be turned into the teacher upon arrival at school and retrieved from the teacher at dismissal. Devices will be confiscated without exception if they are heard or seen. Only parents can retrieve confiscated devices from the office. If a device is confiscated a second time, it will not be returned until the end of the school year.

PERSONAL ITEMS

Students may not bring to school video games, disc players, MP3 players, I Pods, action figures, toys, or any other items not required for class without prior approval. The school is not responsible for damage or loss of any item brought to school by any student for any reason, and the school may confiscate inappropriate items brought on campus.

LOST AND FOUND

Please be sure that any clothing, books, book bags, and other items are labeled with the child's name. This is especially important for uniform items since they look alike for everyone. If any unlabeled item is unclaimed at the end of each semester, it will be sold in the uniform sale or given to charity. The lost and found bin is located in the fellowship hall.

LUNCH

The school's hot lunch program is catered by Chef Advantage. Parents may order lunch for their child(ren) by going to the caterer's website to complete the order. Instructions for ordering lunch are provided to parents at the time of registration and the beginning of the school year. Any questions regarding problems with individual lunch orders or requests for refunds should be handled directly with the caterer. If a child is absent from school, a lunch credit will not be issued.

Students may also bring a lunch from home; however, lunches must not require special handling or preparation and must be entirely self-contained. Do not send any items in glass containers. Only students in the 6-8th grades are granted permission to use the microwaves to heat up lunches.

Students are expected to eat lunch at school. Lunches must be brought from home with the student in the morning. If your child forgets lunch, you will be contacted about bringing one for him. Parents are invited to eat lunch at school with their children.

VIDEO TAPES, PHOTOGRAPHS AND OTHER LICENSED MEDIA

Strict copyright laws protect the rights of owners of copyrighted media used by schools and households. Videos, audiocassettes, CD's, books, and other printed or recorded materials used at CCS may be used only in the manner for which they were licensed. Photographs of current students may be used in CCS licensed materials from time to time. Names of students will not be published in publications without prior parental consent.

HOLIDAYS

Covenant Christian School maintains the sacredness of holidays. Christmas is celebrated as the birth of Christ; thus, content related to Santa Claus is not permitted. Easter is celebrated as the death and resurrection of Christ; thus, content related to the Easter Bunny is prohibited. Themes of Halloween (witches, goblins, etc.) are not permitted.

STUDENT SEARCHES

All school owned equipment such as lockers, desks, and computers are subject to random or individualized searches at any time.

AWARDS

Covenant Christian School seeks to bring honor and glory to God. As God has established this ministry as an academic institution, it is fitting to recognize students who use their God-given academic gifts for His glory and for superior achievement.

We strive to teach our students and their families the appropriate way to give glory to God for their accomplishments He allows them and others in the school to achieve. We will teach students who receive honors or awards to give the glory to God and not become prideful. We will teach those who do not receive honors or awards not to covet the gifts God has given to others, but rather to be thankful to God for the particular gifts He has given to them.

We understand that though many students may not receive an award, they may be equally faithful in using the academic abilities God has given to them. In this, He is certainly honored.

Academic Awards (1st-8th Grades)

- ❖ Honor Roll: A's & B's and overall average is a B or above. Average for the year and appears on the report card in column: F.
- ❖ Latin: 4th-8th Grade student with the highest, overall, average for the year.
- ❖ Any course that meets less than three days per week will not be included in the calculation for Honor Roll, Principal's List, and Head of School's List. Any course that does meet three or more days per week will count in the calculation for the Honor Roll, Principal's List, and Head of School's List.

Academic awards are based on grades earned in the following subjects:

- ❖ Grades 1st -6th: Bible, History, Latin (5th and 6th grade), Math, Reading, Science, Grammar, and Spelling.
- ❖ Grades 7th – 8th: Bible, Geography, Grammar, History, Latin, Literature, Math, and Science. (Any course that meets less than three days per week will not be included in the calculation for honor roll, principal's list, and headmaster's list. ---Any course that does meet three or more days per week will count in the calculation for the honor roll, principal's list, and head of school's list.)

Character Award

- ❖ Most Improved Student Award: The student who has demonstrated improvement because of character.
- ❖ Fruit of the Spirit Award: The student who followed Galatians 5:22-23 -- Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Perfect Attendance Award

- ❖ A student who has 6 unexcused tardies in the same semester has forfeited the Perfect Attendance Award.
- ❖ A student who misses a day of school -- whether it is excused or unexcused -- has forfeited the Perfect Attendance Award.
- ❖ The Perfect Attendance Award is handed out on the last day of school in individual classrooms.

The K5 Awards Ceremony is scheduled to take place during the last two weeks of school. It is a separate ceremony dedicated to the K5 classes and their families.

The 1st- 6th Grade Awards Ceremony is scheduled to take place on the last day of school in the Sanctuary for students and families.

The 7th-8th Grade Awards and 8th Grade Step-Up Ceremonies are scheduled to take place on an evening during the last week of school in the Sanctuary. A dinner reception for the 7th and 8th grade students and families will follow the ceremony.