



# **Covenant Classical School Grammar School Handbook**

*(updated September 2023)*

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**[www.covenantclassical.org](http://www.covenantclassical.org)**

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## THE VISION OF COVENANT CLASSICAL SCHOOL

### FOR OUR STUDENTS:

- We aim to teach children to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; to evaluate their entire range of experience in the light of the Scriptures; and to do so with eagerness and joyful submission to God.
- We desire that they recognize cultural influences as distinct from biblical truths and to be unswayed towards evil by the former.
- We aim to help them become well prepared in all situations, equipping them with information and the knowledge of how to use it.
- We desire that they be socially graceful and spiritually gracious, as they become equipped with and gain an understanding of the tools of learning; that they desire to grow in understanding, yet fully realize the limitations and foolishness of this world.
- We desire that they have a heart for unbelievers and the courage to seek to dissuade those who are stumbling toward destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. Along with all these, we desire that they possess humility and gratitude to God.

### FOR OUR STAFF:

- We likewise aim to cultivate these same qualities in our staff.
- We desire that our staff be professional and diligent in their work, gifted in teaching, and loving toward their students and their subjects.
- We desire that they clearly understand classical education, how it works in their classroom, and how their work fits into the whole of classical education; that they possess a lifelong hunger to learn and grow; and that they have opportunities to be refreshed and renewed.
- We desire to see them coach and nurture new staff and to serve as academic and spiritual mentors to students.
- We look to see them mature in Christ, grow in the knowledge of God and see their own children walking with the Lord.

### FOR OUR FAMILIES:

- We aim to cultivate in our parents a sense of responsibility for the school and to see them well informed about the goals of our Christ-centered and classical approach.
- We desire that they grow with the school, being involved in and excited about the journey.
- We aim to help them follow Biblical principles in addressing concerns and embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

### FOR OUR COMMUNITY:

- We aim to be above reproach in our financial dealings.
- We further seek to exemplify the unit of the body of Christ, to develop greater fellowship and understanding among the churches, and to bring honor to our Lord in all our endeavors.

## EDUCATIONAL PHILOSOPHY

True education has its beginning in reverence for God (Prov. 1:7), and its end in knowledge and love for God, and fellow men and women who are made in His image (Micah 6:8). The love of God, however, requires every aspect of one's being, heart and soul, mind, and body (Deut. 6:5). Yet, because of our rebellion against God, our ability to love Him and to seek and discern truth has been broken. It is only through a relationship with God through Jesus Christ that these abilities are restored and education can achieve its end (1 Cor. 2:10-16).

Apart from this relationship, even building a child's education with the most excellent material, though perhaps outwardly pleasing, is building upon sand. It is only by building on the foundation of Jesus Christ that "all things hold together." (Colossians 1:17)

The following scriptures are the basis for all learning at Covenant Classical School:

"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding."  
(Proverbs 9:10).

"Love the Lord your God with all your heart and with all your soul and with all your mind and with all of your strength" "...Love your neighbor as yourself". (Mark 12:30-31).

"For no one can lay any foundation other than the one already laid, which is Jesus Christ. If anyone builds on this foundation using gold, silver, costly stones, wood, hay or straw, his work will be shown for what it is..." (I Cor. 3:11-13).

Since God created and holds all things together, no branch of inquiry, whether science, literature or the arts, and no skill of hand or eye is outside the realm of His activity. All creation bears testimony to God's power and grace; therefore, every corridor of investigation may be explored for His truth.

In light of this truth," We Are Committed to God's Truth" (Veritas Tota, Homini Toti) and we will adhere to and honor the following core values:

## CORE VALUES OF COVENANT CLASSICAL SCHOOL

**Reverence** – To exalt the name of Christ and seek first His Kingdom and His Righteousness, and to champion the Great Commandment and Commission in thought, word and deed. To fulfill this commitment our students will be trained through time-honored Christian Classical principles, beginning with a reverential fear and respect for God (Proverbs 1:7).

**Classical Model** – To present each subject in accordance with the three stages of learning: Grammar (the fundamental rules and facts of each subject); Logic (the ordered relationships between the particulars of each subject); and Rhetoric (the effective expression of ideas in speech and writing). Additionally, students will be taught regularly by questioning, enabling them to learn how to think, not just what to think. By asking good questions, students will be taught how to learn for themselves and how to express what they have learned from a foundation of Biblical authority. This results in students being able to communicate truth in written and oral form. The use of Biblical knowledge, combined with logical thinking and rhetorical strategies, will enable them to communicate and defend the Gospel in any situation, as Paul demonstrated at Athens (Acts 17:15-34).

**Academics** – To provide an academically excellent education founded on Biblical truth through the Classical Model and taught by qualified teachers, which sets a goal of excellence not only in the classroom, but also in character, service, athletics, performing and fine arts, social skills and cultural awareness.

**Biblical Integration & Worldview** - To teach all subjects as part of an integrated whole in the light of God’s written word, the Bible, and to inspire all members of this school, from students to Board members, to evaluate all they see and experience through the Word of God. We seek to help students grow in their walk with Christ as they study, understand and obey the Word of God. We also seek to model before the students a commitment to the Biblical disciplines, including steadfastness in prayer and respect for Scripture. The disciplines derived from Scripture will foster wisdom, discernment and a love for learning and Biblical worldview.

**Loyalty & Authority** – To instill in the hearts and minds of the students a strong love and dedication to Christ, family and country. We will train our students to respect Biblically- ordained authority. To exercise authority, one must be under authority (Matt. 8:8-10); parental, ecclesiastical and school authority will be honored.

**Leadership** – To instill in our students the vision of servant leadership as commanded in Micah 6:8 – *To act justly, and to love mercy, and to walk humbly with your God* — and as modeled in the actions of our Lord. Our students will be trained to honor Christ as learners, thinkers and decision-makers.

**Family & Covenant** – To cooperate with the family in educating the student under the principle of *in loco parentis* (in place of the parents) and, therefore, hand-in-hand with the parents. We desire to create community with the entire family and educate the whole child.

**Accountability & Safety** – To accept responsibility for our personal and organizational decisions and actions while delivering cost-effective and efficient services. We will strive to do our work right the first time. We will also work to protect life and property in our school using the available measures – education, prevention and enforcement. We will maintain facilities and infrastructure to provide a safe environment in which to learn, work and play.

**Virtue & Calling** – To train our students to think on what is true, noble, just, pure and lovely (Phil. 4:8), through teaching of the Bible, classical literature and time-honored classics, and to respond to the call of God upon their lives by mastering a core of knowledge and academic skills presented through the classical curriculum, and transferable to any discipline.

## CCS AT A GLANCE

### MISSION STATEMENT

The mission of Covenant Classical School is to provide an educational offering of academic excellence in kindergarten through twelfth grades and to work in partnership with parents to train the minds of our students, helping them to understand the world from a biblical perspective; equipping them with the leadership skills needed to affect their culture and world for Christ; and cultivating in them wisdom and virtue, using the classical model, so that in Christ, they are better able to know and enjoy God and His creation.

### GRADES

Junior Kindergarten through 12<sup>th</sup> grade.

## SCHOOL DAY

The school opens at 7:35am and students should be in their classes before 8:00am. The grammar school (grades K5-6<sup>th</sup>) day ends at 2:30pm and the upper school (7<sup>th</sup>-12<sup>th</sup>) day ends at 3:00pm.

## ORGANIZATIONAL STRUCTURE

CCS is governed by the CCS School Board.

## ADMINISTRATION

CCS Administration consists of a Head of School, a Principal of Grammar School, a Principal of Upper School, and a Dean of Students who embody the mission of the school and articulate the mission for all aspects of the school's program. In keeping with the school's mission, the administration fosters the traditions, relationships, and practices that determine the school's climate and culture.

The Head of School is the sole employee of the CCS School Board and is responsible for the overall management of the school, in accordance with the board's policies.

The principals are responsible for oversight of curriculum, day-to-day management of their respective schools, and higher-level discipline.

## CURRICULUM

The curriculum will be established by the Head of School, Faculty, and Curriculum Committee, which will draw from established classical school curricula.

## FINANCES

CCS is financially self-supporting. Tuition, fundraising, and donations from those favoring Christian and classical education are the primary sources of income.

## INSURANCE

CCS does not provide accident insurance for students while they are on school grounds or while attending fieldtrips and other school sponsored activities. Parents are responsible for any medical bills for injuries that may occur.

## AFFILIATIONS

Covenant Classical School is a member school of the Association of Classical and Christian Schools (ACCS). CCS does not accept any state or federal funding. CCS does not require teachers to be state certified.

## PET POLICY

Our insurance has mandated we add a pet policy. Pets are not allowed on our school property (Inside or outside) at any time, both during school hours and after hours. This includes sporting events. Pets brought onto property must remain in your vehicle.

## PTO MISSION STATEMENT

The CCS PTO is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of Covenant Classical School. Our mandate is to support the overall vision and mission of CCS by raising funds, providing hospitality, building community, and promoting a CCS culture.

## NON-DISCRIMINATION POLICY

Covenant Classical School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Covenant Classical School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, athletics, other school-administered programs, and hiring practices. Covenant Classical School does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and a willingness to cooperate with the Covenant Classical School administration and abide by its policies.

## SPECIAL NEEDS

CCS is neither staffed nor qualified to diagnose or meet special needs of students with certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the student application or documented in the student's file upon diagnosis if the child has already been accepted. All requested accommodations must be discussed and agreed upon by school officials prior to student's final acceptance and/or placement into a class. CCS paperwork for accommodation requests is required.

## SCHOOL MOTTO

*Ex Aequo Et Bono* ----- Out of Justice and Right

More than simply a motto, this Latin phrase serves as the guiding principle for Covenant Classical School, directing our core values and mission in succinct and foundational terms.

## STATEMENT OF FAITH

### WE BELIEVE:

- that the Bible is the Word of God and that it is the church's absolute authority for life and godliness. We believe that the Bible was written under the inspiration of the Holy Spirit to draw people to Christ and to develop people to become more like Him to the glory of God. (Mark 12:26, 12:36, 13:11; Luke 24:27; 2 Tim. 3:15-16; 2 Pet. 1:21) the Bible to be the only inerrant, authoritative Word of God (1 Timothy 3:15, II Pet. 1:21).
- that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. Each of these three Persons is fully God, yet there are not three gods, but One. The Trinity is eternal with no beginning, nor end. The Trinity is holy, sovereign, gracious and just. (Matt. 28:19-20; Mark 12:29; John 1:14; Acts 5:3-4; 2 Cor. 13:14; Heb. 1:1-3; Rev. 1:4-6, Genesis 1:1, Matthew 28:19, John 10:30).
- in the deity of our Lord Jesus Christ (John 10:33) and that He is both fully God and fully man (John 1:14), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor. 15:3, Ephesians 1:7, Hebrews 2:9) through His shed blood, His bodily resurrection (John 11:25, I Cor. 15:4), His ascension to the right hand of the father (Mark 16:19), and His personal return to power and glory (Acts 1:11, Revelation 19:11).
- that the Holy Spirit is real, personal and active in the lives of believers today and that He still imparts gifts to believers (I Cor. 12:7, John 14:15-17, Acts 2:1-4).
- humanity was created in the image of God, but this image was deeply distorted due to the fall of Adam in the Garden of Eden. As a consequence of sin, each person is born into sin with a nature that is totally depraved and helpless to obtain salvation apart from grace. (Gen. 1:26, 2:1-17, 6:5; Rom. 3:10-19; Eph. 2:1-3, John 3:5-8)
- that a person is only saved through placing their faith in the death, burial and resurrection of Jesus Christ. Faith is a gift, and it is given because no one could obtain salvation apart from the grace of God or by his or her own good works. Salvation is by grace alone through faith alone by Christ alone (John 14:6; Eph. 2:8-9).

- in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation (John 5:28- 29).
- in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9, I Cor. 12:12-13, Galatians 3:26-28).
- We believe that God’s design for marriage is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (Matthew 19:4-6, Mark 10:6-9)

### **STATEMENT ON SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26- 27). Rejection of one’s biological sex is a rejection of the image of God within that person.

### **STATEMENT ON MARRAIGE**

We believe that marriage between one man and one woman, for life, uniquely reflects Christ’s relationship with His Rescue mission (Eph. 5:21-33). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

### **STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

The Statement of Faith does not exhaust the extent of our beliefs, but represents first-order theological doctrines which comprise those doctrines most central and essential to the Christian faith: doctrines such as the Trinity, the full deity and humanity of Jesus Christ, justification by faith, and the authority of Scripture.

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Covenant Classical School’s faith, doctrine, practice, policy, and discipline, our school board is Covenant Classical School’s final interpretive authority on the Bible’s meaning and application.

Covenant Classical School is comprised of families from a variety of Christian congregations, each with their own historical heritage regarding issues of liturgy, governance, and emphasis upon second and third- order doctrinal differences. The discussion and debate of these historic and denominational differences is permissible and encouraged as a part of the rhetorical curriculum; however, it must be done with due respect in the spirit of Christian charity with Scripture as the rule.

Board members, administration, faculty, coaches, and staff of Covenant Classical School, whether full- time, part-time, or volunteer, and both parents of each student must agree with and abide by the above Mission, Statement of Faith, and Educational Philosophy evidenced by their signing a statement of agreement annually. Limited exceptions are addressed on a case- by-case basis.

## CCS CHRISTIAN CODE OF CONDUCT

**Policy Inclusions.** This School's code of conduct is consistent with the following:

- The Ten Commandments (Exodus 20:2-17)
- The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)
- This School's Statement of Faith

**Personal Conduct.** All persons connected with this School community, including board members, employees, volunteers, parents, or students shall hereinafter be referred to as School (or CCS) community members. All such School community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the School, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the School in proper conduct. Failure to maintain reasonable standards is subject to discipline up to and including termination from the School community. It is expected that all members of our CCS community will conduct themselves in a manner consistent with biblical standards, values, and character.

**Rules of Conduct.** In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. School community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

CCS community members are expected to model appropriate behavior and conduct both on and off-School campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. School community members are also expected to model appropriate language on and off-School campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). School community members shall maintain appropriate attitudes of concern for others. Problems concerning School community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility (See Section H: Questions, Concerns, and Complaints). Specifically, CCS community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our School's functions. School community members are expected to operate within their respective roles.

In summary, Christian ethics demand that School community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this School.

**Inappropriate Conduct.** Violation of School rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the School community. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the School community. Set forth below are some examples of misconduct which will not be tolerated by the School. This list is not exhaustive and examples are not listed in order of seriousness.

- Falsification of personnel and/or student records and information or other School records.
- Engaging in any activity which a School community member knows, or has reason to know, will adversely

- affect the mission of the School.
- Deliberate damage or destruction of any School property or the property of any School community member.
- Engaging in criminal conduct.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other School leader, or the use of abusive or threatening language toward a supervisor, teacher, or other School leader.
- Using abusive language at any time on the school campus.
- Sexual Misconduct, including but not limited to, adultery; fornication; engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman; attempts to alter one's sex and/or wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)) and use of pornography.
- Violation of any safety, health, security or School policies, rules or procedures.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Unlawful harassment of a sexual manner.
- Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the School.

If a School community member has any doubt about whether certain conduct will constitute misconduct or behavior that suggests a willful violation of the religious beliefs and practices of the School, the community member should ask an appropriate School leader.

## **ADMISSION PROCEDURES**

A Christian school's Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity, promoting such practices; or being unable to support the moral principles of the school.

## **ADMISSIONS CRITERIA**

- All applicant forms must be completed, signed, and submitted to CCS.
- Application fee must accompany the application.
- Students must demonstrate during the admissions testing process that they are academically prepared to begin study at CCS. Grade level competence/entrance exams in mathematics, reading comprehension, and writing skills are required.
- Entering students (grades 7<sup>th</sup>-12<sup>th</sup>) will be interviewed by the administration in order to assess the students' academic motivation, spiritual maturity, and potential impact on the culture of the school.
- Student's must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of significant social, behavioral, or mental problems. If evidence of nondisclosure occurs after acceptance the student could become subject to dismissal. CCS is not staffed to serve students with significant social, behavioral, or mental problems.
- Parent/Guardians' interview must have a satisfactory conclusion as determined by the Head of School.
- CCS is a covenant school requiring that at least one parent or legal guardian be a professing Christian, attends, supports, and is in good standing in a local church based on Hebrews 10:25.

## IMMUNIZATION REQUIREMENTS

Each student must have a valid Certificate of Immunization on file on or before the first day of the school year. Students may not attend classes until the certificate is on file at CCS. Certificate of Immunization may be obtained from the child's doctor, clinic, or health department. A medical exemption (supplied by a physician) or a Certificate of Religious Exemption (obtained from the Department of Non-Public Education website) must also be on file prior to the student entering class at CCS in order to satisfy any variances from the immunization requirements as stated above.

## TUITION AND FEES

### TUITION PHILOSOPHY

CCS is committed to maintaining tuition at a level that is both affordable for CCS families and financially responsible for the school. CCS is financially responsible by assuring that tuition and fund-raising receipts cover 100% of the school's annual expenses.

### FAMILY COMMITMENT

Once a family has committed student(s) to attend CCS, tuition, and fees are required, even if the student withdraws from the school. The tuition and fees are non-refundable and must be paid in full per the payment schedule as outlined and despite a student's withdrawal or expulsion from CCS. However, upon written request, extenuating circumstances will be considered by the Board.

### OPTIONS FOR PAYMENT OF TUITION AND FEES

- **PAY IN FULL**

A discount is granted on all tuition paid in full before June 25. This discount will be included in the yearly tuition schedules.

- **SEMI ANNUAL PAYMENTS**

Payments are made prior to June 25 and December 15.

- **AUTOMATIC BANK DRAFT**

All fees and tuition are paid in equal payments over a 12-month period from July – June by an automatic bank draft or credit card through FACTS.

### WHERE/HOW TO MAKE PAYMENTS

All monies due other than bank drafted payments may be mailed to the school address or may be dropped at the school office. This would include fundraiser payments, donations, or any other monies that need to go to bookkeeping. Donations and other incidentals may also be paid through FACTS.

### ACCOUNTING BUSINESS HOURS

All accounting business should be conducted during school hours. The bookkeeper may be contacted any day during business hours only. Email is recommended at [bovercash@covenantclassical.org](mailto:bovercash@covenantclassical.org).

### LATE AND NSF FEES

- A late fee of \$25.00 per child will be assessed for late payments received after the 10th of the month for those

- paying semi or annually.
- A \$30.00 charge will be assessed for all checks returned due to non-payment. If drafted funds are not available on the 4<sup>th</sup> of the month draft or 16<sup>th</sup> of the month draft, parents will be charged for NSF and asked to bring in certified bank check or a money order payment.
- All new parents will be required to pay in full, pay semi-annual, or enroll in the bank draft program or subject their child to removal from CCS.
- Do not bring large tuition payments in cash. We accept cashier's check from the bank, money orders, or personal check.

## SETTLING ACCOUNTS

- End-of-the-year report cards will not be issued until all accounts are settled.
- All previous year's accounts must be paid in full before June 30 to remain registered for the upcoming year.
- School records will not be forwarded to other educational facilities until all accounts are settled including the return of school texts and other school-owned items.

## PARENT-TEACHER COMMUNICATION

### PHILOSOPHY

CCS considers that parents are an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.

### PARENT VOLUNTEERISM IN CLASSROOMS

CCS recognizes that the expertise and knowledge of parents in various fields can be of invaluable worth in our classrooms. We encourage any parents who feel that their skills or knowledge may be useful to the teacher, whether on an on-going or on a one-time basis, to communicate that with the teacher to see if and how assistance may be given.

### UNANNOUNCED VISITS

Parents should not make unannounced visits to teachers unless such a visit has been approved by the office. Visits with teachers must be scheduled in advance. If a message needs to be communicated with the teacher, parents are asked to leave the message with the office, and it will be delivered to the teacher.

### CHAPELS AND SPECIAL PROGRAMS

Guests can enter the front door and sign in beginning at 8:00am. Please wait in your car or the parking lot until this time to help with safety during drop off.

## CLASSROOM OBSERVATIONS

Parents are always welcome to request to visit their children's classes. We do ask that parents who visit classes be in place by the time the tardy bell for that class rings and that they stay until the dismissal bell rings to avoid unnecessary distractions. Parents may visit one class, or they may "shadow" their student throughout a portion of a day upon approval by the office. All visits are to be scheduled in advance with the teacher. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom. **All visitors, including visiting parents, are required to sign in at the front desk and obtain a visitor's pass before going to a classroom. All visitors must sign out at the front desk upon leaving the school.**

## Lunch Visits

Parents and grandparents are always welcome to have lunch with their children/grandchildren. If a grandparent is coming to eat lunch without the parent, we request that the parent email the teacher and [mkuhn@covenantclassical.org](mailto:mkuhn@covenantclassical.org) to make us aware. If we do not receive this email, we will give you a call for permission to let your child eat with the grandparents.

## E-MAIL

Email is a useful, efficient tool with which teachers, students, and parents can communicate information with each other. It can also, however, be quite impersonal, and the tone of the author can often be easily misunderstood. **Email communicants should carefully weigh their words, tone, and maintain brevity in any situation that has potential for becoming emotionally charged and should be handled in person rather than through email.**

## PHONE CALLS

Parents may call the main office number (704) 792-1854 to leave messages requesting teachers to return their phone call or may send the teacher an email requesting return phone calls after school hours.

## CONFERENCES

Parent teacher conferences may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences. To request a special conference with a teacher, parents are encouraged to email the request to the teacher or call the school office to request a phone call from the teacher. First quarter conferences are not mandatory for students 7<sup>th</sup> - 12<sup>th</sup> grade. In cases of academic or behavioral concern, a conference may be required of both parents.

## QUESTIONS, CONCERNS, AND COMPLAINTS

### PHILOSOPHY

Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18:15-16. "And if your brother sins go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by mouth of two or three witnesses every fact may be confirmed." By going first to the person under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

## HANDLING QUESTIONS, CONCERNS, AND COMPLAINTS

Questions, concerns, and complaints invariably arise, and it is important that these be handled Biblically and promptly. The following steps are an application of the Biblical injunction recorded in Matthew 18 for the resolution of a problem between believers. It is desired at CCS that all problems, from the smallest to the greatest, be handled as outlined below:

### Steps for Parents:

- The parent and teacher (or two persons concerned) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and are not in an adversarial position.
- If unresolved, the two persons concerned meet with the Grammar School Principal. (Any subsequent meetings would involve the Head of School.)
- If still unresolved, the matter is presented to a special committee of the Board. The committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- If still unresolved, the problem is brought before the entire School Board. The Board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation does not occur, the Board makes a judgment and takes appropriate action.
- In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the School Board may take action up to and including expulsion.

## ARRIVAL, DISMISSAL, AND AFTER SCHOOL CARE

### MORNING ARRIVAL

#### ARRIVAL TIME

Students are dropped off at the main entrance between **7:35am and 7:55am** or parents may park in the side parking lot to allow their child more time to gather their belongings and enter the school via the side parking lot door. **Please do not accompany your child into the building.** Students K through 12<sup>th</sup> grade that enter the school doors at 8am or after are considered tardy to school and will receive a (GS) tardy slip or (US) SGI.

### DROP-OFF PROCEDURE

When dropping off students at CCS:

- please use the right lane only under the portico,
- pull all the way up to allow for two cars to be unloaded at once. Put your car in park and watch for the staff member's direction.
- Students must exit the vehicle on the right side only. Drivers, please do not exit the vehicle.
- Students should have school supplies and book bags ready to go as the car approaches the entrance and should exit the vehicle quickly.
- If your student needs more time to gather their belongings, use the left lane under the portico to pass through, stopping under the portico to watch for drop off traffic before proceeding. (Vehicles in the right lane have the right of way). Park your car in the parking lot and use the side entrance of our building to walk your child into school.
- For safety, please do not allow your student to walk to the front entrance during morning drop off.
- Do not bypass the portico to drop off your children by the side door unless you are planning to park in a parking spot and walk them into the building. This is a safety concern for those families who have parked and are walking in, and it also backs up traffic.
- Our side parking lot is ONE WAY. Follow the traffic pattern that we use for after school pick-up.

## AFTERNOON DISMISSAL

When picking up students at CCS:

- GRADE Junior Kindergarten: Use the right lane under the portico and line up under the portico at 12pm. A teacher or aide will walk your student to your car. **Please display your car tag (provided at orientation) on your rear-view mirror. (Display the car tag until your student gets into your car.)**
- GRADE Kindergarten (HALF DAY): Use the right lane under the portico and line up under the portico at 12:30pm. A teacher or aide will walk your student to your car. **Please display your car tag (provided at orientation) on your rear-view mirror. (Display the car tag until your student gets into your car.)**
- GRADES Kindergarten-6th: Dismissal is at 2:30pm on regular school days. **Please display your car tag (provided to you at orientation) on your rear-view mirror. (Display the car tag until your student gets into your car.)** Use the right lane under the portico and proceed to the side parking lot of the building. Students will be called out to your car and loaded by our teachers. Six cars are loaded at one time on the side of the building. Once all cars are loaded, teachers will let you know when it is safe to proceed before the next six cars line up. Pick up for grades K5-6 ends at 2:50pm. Students waiting on older sibling drivers will have supervision until Upper School dismissal. For your child's safety, if you do not have your car tag, you will be required to park and go to the office to pick up your child.
- If you need to check your child out early, plan to do so **before 2:15pm**. Otherwise, you will need to go through the car line or await their exit from the building.

## AFTER SCHOOL CARE:

This program is dependent upon the availability of someone to organize and run the program. After School Care will be provided on regular school days from 2:50pm-4:30pm. All K5-6<sup>th</sup> grade students on school property after 2:50pm without adult supervision will be automatically admitted into the After School Care Program. Any 7<sup>th</sup>-12<sup>th</sup> grade students on school property after 3:15pm without adult supervision will also be admitted. See the ASC Handbook for rates and payment procedures.

## DRIVING THROUGH APARTMENT COMMUNITY

Exercise caution and drive slowly through the apartment complex. Residents' children are often waiting on school buses and walking back and forth to their apartments.

## TURNING RIGHT OUT OF THE SCHOOL ENTRANCE

We urge you to take caution when turning into or out of the school from Hwy 73. When a police officer is not directing traffic, we especially urge parents to encourage their student drivers who need to turn left to instead turn right, and then reverse direction at a safe opportunity. There have been some "near misses" due to heavy traffic and speeders heading eastbound on Hwy 73, and it can be tricky to turn left there at certain times. Thank you for helping to keep our students and school families safe.

## UNEXPECTED SCHOOL CLOSING

Unanticipated inclement weather or other events may dictate that CCS be closed on a scheduled day. When inclement weather is forecasted and a school closing is required, parents will receive an official message from the school office by 6:00am via email and text to each address which normally receives school communications.

## ATTENDANCE AND PUNCTUALITY

### ATTENDANCE

Regular attendance is essential for the academic success of Covenant Classical School students. Due to generous amounts of holidays within the school calendar, school should be missed only when absolutely necessary. Family vacations should be planned around school holidays. If your child will be missing school due to a family vacation, the teacher may choose to send partial assignments with the student. However, this will not be guaranteed. Regardless, students must check back with the teacher upon return for any changes to assignments and will be responsible for missed work, homework, tests, etc. If there is an exam or presentation the day of the absence the student must work out a makeup time with the teacher prior to the absence. In the event of any planned absence, all teachers should be notified in advance by email.

- Attendance will be recorded each morning.
- Students must attend half of the school day (8:00am-11:30am or 11:30am-2:30pm) to be considered present in our attendance records. Exemptions would be made only in cases of extenuating circumstances such as extended illnesses and will be made on a case-by-case basis by the Head of School.
- If a student has 20 or more absences, excused or unexcused, per year in any class, he/she is subject to fail the course due to absences.
- Examples of acceptable excuses for absences are illness and family emergencies. Examples of unacceptable excuses for absences would include, but are not limited to, engaging in activities such as over sleeping, doing homework, shopping, or “taking a break.”
- If an absence due to illness is five or more consecutive days, a doctor’s excuse must be provided for the absence to be excused.
- Any time a student misses class due to appointments, such as doctor, dentist, or orthodontic appointments, an excuse from the doctor’s office should be returned to the school in order for the absence to be excused. Students who miss school for such appointments should attend school until they must leave for the appointment and should return to school after the appointment concludes if possible.
- Any graded work, including homework collected or tests/quizzes administered during a class from which a student has an unexcused absence will be recorded as zero in the grade book.
- If a student is absent from school for any reason or checks out of school due to illness, the student will not be allowed to return to school at the end of the school day to participate in extra-curricular activities.

### ATTENDANCE ON FIELD TRIPS

- Field trips are selected by the teachers to supplement and reinforce classroom instruction and therefore should not be considered “optional” by the students.
- The same standards that apply to other school days will apply to field trip days. In order for absences on field trip days to be excused, the student must be ill, have a family emergency, etc. Simply not wanting to attend the field trip will result in an unexcused absence.
- Any grades assigned during field trips will be recorded as zero for students who have unexcused absences for the field trip.

### TARDINESS

It is the parents’ responsibility to get students to school before 8:00am. Tardiness causes a stressful start to the child’s day and penalizes the child by resulting in loss of classroom preparation time, instruction time, and social interaction with peers. Students Kindergarten through 12<sup>th</sup> grade that enter the school doors at 8am or after are considered tardy to school and will receive a tardy slip or SGI. The tardy will be excused if a student has a note

from his/her parent that gives a legitimate reason for the tardiness or if a valid reason is determined from circumstances as determined by the school office.

### MAKE UP WORK

- Makeup work for students that are absent due to sickness will be available at 3:00 the next school day. If work is not picked up, it will be given to the student on the day of return and the student will have one day per day missed to complete the work.
- Students who experience an unplanned absence (ex: sick, family emergency, etc.) will be given additional time equal to the number of days of absence to make up missed work. For example, students who miss three days of school will be given three days from the date of their return to make up missed work. On the 4<sup>th</sup> day all work is due.
- If a homework assignment is made before an absence occurs, the student is expected to have the assignment completed upon returning to school unless other arrangements have been made with the teacher.
- If a test or quiz is assigned before an absence occurs, and if the student is present when the test or quiz is administered, the student will be expected to take the test or quiz unless other arrangements have been made with the teacher prior to the test or quiz administration.
- Should a student have an extended excused absence (e.g., miss a week due to the flu), the teachers will work closely with the student to establish a time-line for completion of missed work.
- PE, Art, Music, and Latin are important classes in a student's academic day. Any missed work in these classes due to illness or planned absence will need to be made up. If a student cannot participate in PE due to injury, recovery from an illness, or due to a medical reason, a note from the parents or from a doctor must be given to the PE teacher.

### PUNCTUALITY

- The punctuality of students, both arrival at school and to classes throughout the day, is important for the proper functioning of our school. Being on time for class demonstrates respect for teachers and fellow classmates, fosters academic success, and cultivates self-discipline. It is the parent's responsibility to get students to school before 8:00 a.m.
- Students should arrive at CCS no earlier than 7:35am. Upon arrival, students Junior Kindergarten-6<sup>th</sup> grade should report directly to their assigned areas in the gym.
- Students who are not in their classrooms by 8:00am are considered tardy for the day and will go to the front desk to obtain a tardy slip. The office will determine if the tardy is excused or unexcused. Students will not be admitted to class without this tardy slip.
- With the 5<sup>th</sup> unexcused tardy in grades K-6, a yellow flag will be issued, and parents notified. The tardy tally will reset at the new semester.

## ACADEMICS

### CLASSICAL MODEL

CCS operates on the classical model, incorporating elements of grammar, logic, and rhetoric across every course and grade level. K through Sixth graders are members of the Grammar School, Seventh and Eighth graders are members of the Logic School, and Ninth-Twelfth graders are members of the Rhetoric School.

### SUMMER READING

One to two summer reading titles carefully chosen to reinforce the curriculum and/or provide students with opportunities to read classics that the faculty deem important, thought-provoking, and instructive will be assigned each summer. Students may also be asked to select an additional title from a provided list or for special

projects to read and report on. Teachers may assess comprehension of both titles through tests, discussions, or essays. Specific instructions on summer reading will be provided for students in May for the following school year. Students are encouraged to read as much as possible throughout the summer in addition to their required summer reading. Grade Kindergarten-1 will choose several titles from a list, and no book report is required.

## INSTRUCTION AND HOMEWORK

Teachers strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lectures, discussions, class readings, and class work.

- Timely completion of homework is essential to students' success, both because the homework itself may be recorded as a grade and because of the homework's preparatory nature for future quizzes and tests.
- Homework is a valuable and necessary part of the student's training. It is the policy of Covenant Classical School to set clear expectations for homework and to endeavor to manage homework load at each grade level. Unless otherwise specified by the teacher, homework is to be completed independently.
- It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) if your student begins to struggle with homework completion.

### Junior Kindergarten, Kindergarten, First Grade, and Second Grade

Homework at this level requires parental involvement. Parents should read to and listen to their children read nightly. In first and second grade, students will also begin to practice math facts and spelling words.

### Third and Fourth Grade

Third and fourth graders will become more independent with their homework, although parents will still need to monitor the student's work. Homework assignments will be more varied but will usually include math, spelling, and reading. Third and fourth graders may begin projects that require work over a period of time.

### Fifth and Sixth Grade

Fifth and sixth graders should complete homework independently. Homework assignments will be varied and the student will need to learn and practice new organizational and time management skills.

## TUESDAY FOLDER

Every Tuesday, each grammar student is given their "Tuesday Folder" to take home. The folder may include important information and announcements, any menu changes, calendars, newsletters, curriculum letters from teachers, progress reports, corrected schoolwork, letters from the Administration, permission slips for special class events, and any other information you may need. **Please be certain to review the information, sign anything that needs your signature, and send the folder and requested materials back to school with your child on Wednesday.**

## CHEATING AND PLAGIARISM

Cheating and plagiarizing are a form of stealing. Students who cheat or plagiarize will be dealt with severely. The student may receive a zero on the work involved, and the parents will be notified. The teacher will determine who is guilty of cheating. All instances of cheating and plagiarism will result in an official office visit for both the one cheating and anyone who aided them in doing so (giving answers, etc.).

Plagiarism/Cheating includes:

- Not citing references (including online sources) when facts or ideas are used in written work.
- Using passages word for word or with minimal changes in a paper assignment without acknowledging the source.
- Preview/use of tests, quizzes, answer keys, study guides, homework helps, etc. from any resources other than the teacher. Students must check with the teacher before using resources for assignments other than those specified by the teacher.

- Copying or receiving answers from other students or from any other source.
- Sharing or giving answers to other students.
- Use of any AI

Rule of Thumb: if in doubt about an assignment or use of a resource, ask the teacher.

Timely completion of homework is essential to students' success, both because the homework itself may be recorded as a grade and because of the homework's preparatory nature for future quizzes and tests.

## **GRADING POLICY – MISSING WORK, LATE WORK, AND CORRECTIONS**

### **Third Grade:**

Missing Work: First infraction-Grace card (one use per quarter). Next infraction: This will be entered in the student's grades as a 50. This is a training ground for future work habits.

Late Work: Ten-point deduction per day late. After three days, the highest grade possible is a 70 on that assignment. After the third day, the work is considered missing.

Math Corrections: Students are expected to make corrections on any assignment below the grade of 90. The corrections are to be done on a separate sheet of paper attached to the original work. Corrections are due to be turned in the day after they are sent home. One point is given back for each corrected problem, not to exceed a 90 on the assignment.

Redos: Students may be asked to do an assignment over again if the quality of work is below the standard set by the classroom teacher. A Redo form will be attached to the work indicating the reason and will be sent home for completion.

### **Fourth Grade:**

Missing Work: First infraction-Grace card (one use per quarter). Next infraction: "Red flag (requires parent signature). This will be entered in the student's grades as a 0. This is a training ground for future work habits.

Late Work: Ten-point deduction per day late. After three days, the highest grade possible is a 70 on that assignment. After the third day, the work is considered missing.

Math Corrections: Students are expected to make corrections on any assignment below the grade of 90. The corrections are to be done on a separate sheet of paper attached to the original work. Corrections are due to be turned in the day after they are sent home. One point is given back for each corrected problem, not to exceed a 90 on the assignment.

Redos: Students may be asked to do an assignment over again if the quality of work is below the standard set by the classroom teacher. A Redo form will be attached to the work indicating the reason and will be sent home for completion.

### **Fifth Grade:**

Missing Work: First infraction-Grace card (one use per qtr); next infraction-" Red Flag" (requires parent signature) This will be entered in the student's grades as a 0.

Late Work: Ten-point deduction per day late. After three days, the highest grade possible is a 70 on that

assignment. After the third day, the work is considered missing.

Math Corrections: Students are expected to make corrections on any assignment below the grade of 80 (optional if above 80). The corrections must be done on a separate sheet of paper attached to the top of the original. One point is given back for each corrected problem, not to exceed a 90 on the assignment. Math Tests- corrections required below an 80, must get all correct to receive up to 10 points back (no higher than an 80).

Corrections: Students are expected to make corrections on any assignment below the grade of 90. The corrections are to be done on a separate sheet of paper attached to the original work. Corrections are due to be turned in the day after they are sent home. One point is given back for each corrected problem, not to exceed a 90 on the assignment.

### **Sixth Grade**

Missing Work/Late Work: First infraction-Grace card (one use per qtr); next infraction-" Red Flag" (requires parent signature)/sit out recess. That late Work is due the next day and gets a Ten-point deduction.

Math Corrections: Students are expected to make corrections on any assignment below the grade of 80 (optional if above 80). The corrections may be done at the end of the last original problem or on a separate sheet of paper attached to the original work. Corrections are due to be turned in the day. If all correct, 10 points are added to the grade; no points if something is wrong. (Students are encouraged to get help for redos).

The goal of these policies is to help students become personally responsible for their work and to correct poor organizational habits.

## STUDENT ASSESSMENT METHODS

CCS students are expected to strive for academic excellence, as we believe that we should do all things, including school work, as unto the Lord. While recognizing that students learn differently, all students will be encouraged to develop self-discipline in their work and study habits. In assessing student mastery of material, teachers may use, but are not limited to, the following types of assessment:

- Daily Grades: homework, participation grades, short comprehension or pop quizzes
- Quizzes: assignments over several days' work. Quiz grades will count more than daily grades, but less than test grades. Quizzes can be given any day of the week.
- Tests: assessments over one or more units of work. Barring extraordinary circumstances, tests are allowed in only two major subjects on any given day.
- Speech/debate: assessment of students' oral presentation of topics and defense of oral arguments.
- Compositions: assessment of students' written presentation of topics and arguments.
- Research papers
- Special projects

## GRADING SCALE

Letter Grades

90-100 A

80-89 B

70-79 C

60-69 D

59-0 F

## PROMOTION

### Advancing Grades

- If, in a given school year, a student fails any core class (reading/comprehension, math, language); a course of action will be determined by the Administration.
- No student may repeat any grade more than once.
- All final decisions regarding promotion or repetition of courses will be made by the Administration and may require additional classes and/or tutoring during the summer and/or during the school year.

## REPORT CARDS

Report cards will be issued at the end of each quarter.

## HONOR ROLL

Grammar School Honor Roll will be calculated with the grades from the regular classroom teacher and Latin; grades from all other specials will not be used. However, a “U” in any subject will disqualify a student from Honor Roll for that quarter. Honor Roll certificates will be given out at the end of year Awards Ceremony.

## ACTIVITIES

### FIELD TRIPS

Classes will travel off campus for field trips each year.

### TEACHER CHAPERONES

At least one teacher will attend each field trip, and we will seek to have at least one adult chaperone for every ten students on the trip. There will be at least one male chaperone and one female chaperone.

### EXPECTATIONS OF STUDENT BEHAVIOR

- All standards of behavior expected while on campus at CCS apply to field trip situations.
- Students should show utmost respect to all with whom they come into contact on field trips, including parent drivers and chaperones. Students should at all times seek to act courteously, doing what would be pleasing to God.

### PARENT DRIVERS / CHAPERONES

- Parents should exercise discretion about music and/or movies that are played in vehicles transporting students to field trips. All music/movies should be non-offensive and God-honoring. A good rule of thumb is that if a parent chaperone is unsure about a song or movie, then it is best to simply play something else.
- All drivers on field trips must have a copy of their valid driver’s license and auto insurance declarations page on file in the school office if driving students other than your own child.
- Non-enrolled siblings are allowed on field trips only at teacher discretion.
- Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers, or whose children ride with drivers, are encouraged to contribute to the cost of gasoline.
- Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form which CCS will supply. The background checks, when completed, must be “clean,” with no previous criminal record for chaperone to attend the field trip.
- Drivers should observe all traffic laws and follow the schedule of the trip.

## ATHLETICS

Covenant's Athletic Department exists to help fulfill the mission of the school by providing a Christ-centered approach to competition and teamwork through providing interscholastic athletic experiences. Athletics can play a vital role in a student's education by teaching the value of self-discipline, commitment, teamwork, self-control, setting and achieving goals, perseverance, fellowship, loyalty, cooperation, and physical fitness. For many, athletic competition in primary school is pursued mainly as a means to the values mentioned above. One exception is for those who derive or wish to derive their livelihood from athletic performance. While we welcome student-athletes of such high ability, our program is not intended to develop them to that level. Instead, we wish to use our athletics program to further the mission of the school: to train students to impact their culture for Christ.

Athletics serve as a forum for the test and exercise of virtue in the world. As an intense competition limited in duration, an athletic contest serves as a test of character, mind and body, exposing both weaknesses and strengths. A classically-trained student lives in a competitive world that does not normally pursue virtue or sacrifice on behalf of others; therefore, the student must learn how to exercise virtue within a world hostile to the aims of his education. Within a classical Christian school, athletics provide an opportunity for students to exercise their morality in a competitive environment, where the competitor is to do his best to achieve victory by exercising rightly-ordered virtue. With rightly-ordered virtue, the competitors give their best with the intent of winning, work within given authority (rules, coaches, referees, etc.), and exercise noble character at all times. These goals are not just sought within the contest; but reflecting the need for disciplined living throughout life's many mundane activities, student athletes should conduct themselves at a high level of character in not only athletic activities, but also in academics, extracurricular activities, and relationships.

### USING SPORTS FOR DISCIPLINE / PUNISHMENT

- CCS asks that sports not be used as punishment by parents. When sports privileges are withdrawn not only is the player being punished, but the team and coach are also being punished.
- Academic- CCS maintains that the decision for a student to participate in sports programs is a matter of parental authority. CCS requires students in grades 9-12 to maintain a GPA of 2.5 per mid-quarter to participate. Middle school students must maintain an overall 2.0 GPA per quarter to participate. Should a student fall below the overall minimum GPA requirement, they will be placed under athletic participation probation under the direction of the Head of School and the Athletic Director. Students will also follow the Athletic Department Policy regarding grades in individual classes which fall below a "C" average. If the faculty becomes convinced that a student's participation in sports is detrimental to his academic performance, the faculty may advise parents to withdraw the student from the sports program. While the decision rests with the parents, the GPA must meet CCS requirements. Students and parents are encouraged to weigh carefully whether students should participate in a sport prior to the beginning of the season. Students who withdraw from a sport for academic reasons will not receive a refund for sports fees.

### SCHOOL WORK

Participation in athletics at CCS will not be considered as an excuse for late or missing homework. Varsity level sports involve a tremendous amount of time because of games, practice and travel. An attractive aspect of athletics is that athletes have the opportunity to learn how to prioritize their time. It is imperative that parents work with their athletes to develop a disciplined homework schedule.

### ABSENCES FOR ATHLETIC EVENTS

Absences for athletic games fall under the school absence policy. The student is required to inform the teacher ahead of the absence in order to complete all assignments. If there is an exam or presentation the day of the

absence the student must work out a make-up time with the teacher prior to the absence. Students will not be allowed to miss class for practices – only games. Therefore, parents should carefully choose opportunities that will allow their students to succeed both academically and athletically.

## ATHLETICS POLICIES

See the CCS Athletic Handbook for specific requirements and policies for participation in athletics.

### SELF-GOVERNING PRINCIPLES

The vision of CCS is to produce Biblical leaders using the classical model of education. For a student to become a leader of the next generation, CCS believes he first must be a self-governed individual. Rather than place an abundance of rules and laws upon our students, we will be focusing upon three self-governing principles; honoring authority, honoring property, and honoring others before themselves. We feel that in applying these three self-governing principles in the classroom our discipline policy will be much more effective and relative. The following are examples of how the three self-governing principles will be interpreted at CCS.

**HONORING AUTHORITY-** I will honor and obey the authorities placed over me in and out of the school building.

**Purpose:** To love God by honoring those who He placed in authority.

**Leadership Principle:** I obey and submit to authority in order that one day I may exercise it properly.

**Examples:**

Listen and follow instructions in and out of the building.

Raise your hand to talk and stand to speak when called upon.

Do work cheerfully.

Have the required homework materials and supplies needed every day.

Remain attentive.

Stand when an adult enters the room.

### HONORING OTHERS BEFORE MYSELF

**Purpose:** To love others as myself and the God who created them.

**Leadership Principle:** He who is the greatest must be the servant of all.

**Examples:**

Wait my turn to talk.

Do my work quietly.

Stay in my seat while working.

Do not run in the halls.

Do all things decently and in order. (1 Cor. 14:40)

Gentlemen will show respect to ladies.

No fighting.

Maintain lines in the halls, kitchen, to the playground, and on field trips.

Modesty of dress.

**HONORING PROPERTY:** I will honor the property of others and myself.

**Purpose:** To practice good stewardship and to love others as ourselves.

**Leadership Principle:** He who can rule over little will one day be given much.

**Examples:**

- I will honor others' property by keeping my hands and feet off the walls, not chewing gum, or having drinks in

the classroom or gym, not stealing, cleaning any designated area before leaving (example kitchen or desk), staying out of the shrubbery and landscaping (flowers, pine needles), respecting the desks, cubbies, and lockers of others by not defacing them.

- I will gain dominion over my property as a reflection of character by...practicing neatness and organization in all I possess and do, not wasting time: time is a valuable property, and keeping in my possession my books and clothes.

**Conflict Management:** When offenses occur at school, I will resolve them privately with self-control between those involved or with the aid of a teacher based upon Matthew 5:23-24 “...*be reconciled to thy brother.*”

## PHILOSOPHY OF DISCIPLINE

### Hebrews 12:11

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

We believe discipline is a cooperative effort between the school and the parent. Discipline is a part of spiritual growth, and the implementation of discipline is for the sake of a child’s soul. It seeks to aid in virtue formation and a time of practice in building habits that help the child to live under God’s authority. Our desire is for habits to move from the head to the heart to action. The desired outcome of discipline is the formation of godly character and heart change.

Aristotle: We are what we repeatedly do. Excellence, then, is not an act, but a habit.

## PRACTICES IN GRAMMAR SCHOOL

Each teacher will train students in the high standard of behavior required at Covenant Classical School. Classroom and school rules will be taught and practiced. If a student fails to conform to the required standard after normal classroom discipline is followed, he/she will report to the Administration. This may be deemed an official office visit at the Administration’s discretion.

## CLASSROOM BEHAVIOR SYSTEM

Yellow Flags- Students who fail to uphold classroom expectations may be issued a yellow flag. A yellow flag is a communication sent from the teacher alerting the parent of the behavior. This will be sent home in the student’s folder and through FACTS by email. Five yellow flags will result in an official office visit. A student that continues to struggle with behavioral expectations may be placed on an action plan.

## OFFICE VISIT

A student who fails to uphold the classroom expectations in a consistent manner or has a major infraction may be sent to the office. An office visit form will be filled out to document the incident. Each visit will be followed with parent contact and communication of the consequences which may include suspension. Some situations may lead to a student being expelled from the school at the discretion of the Head of School.

## BEHAVIORAL WARNING AND PROBATION

Behavioral Warning is usually the intermediate step before Behavioral Probation. Warning status does not result in the loss of eligibility. The warning notice will be placed in the student’s file. Both the student and parent will receive warning notification.

## BEHAVIORAL PROBATION

This is a period of time set aside to help a student meet the behavioral standards of the school. The purpose of the program is to identify those students who are having spiritual or emotional problems, which are affecting their ability to function properly in the school. The school will attempt to help these students adjust and find the proper solution for their difficulty. However, it must be understood that when the behavior of one student begins to adversely affect the quality of classroom instruction for other students, he/she may be asked to withdraw from the school. Any student, who experiences an abnormal or inordinate number of incident reports or who, in the opinion of the administration, would benefit from a specific system of accountability, may be placed on behavioral probation for a period of up to 90 days to be followed by an administrator/parent conference and review. A student's behavior that is so unsatisfactory as to cause him to be placed on probation will forfeit any **class office** or **other official position** held in any school-related organization. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges.

## STUDENT / ADMINISTRATION CONFERENCE

A conference may be scheduled as necessary to discuss the nature of an incident and to Biblically counsel with the student to encourage personal responsibility, resolution, and reconciliation.

## RETAINED IN SCHOOL OFFICE (RSO)

A student may be retained in the school office until the administration deems it appropriate to send the student back to class.

## WITHDRAWAL FROM CCS

- A request to withdraw from school must be made in writing to the Head of School indicating the reason for the request.
- Parents will meet with the Head of School.

In consideration for CCS's granting one of a limited number of placement positions, the Parents understand and agree that they are jointly and severally liable to pay the student's full tuition as set forth in the Summary of Costs. This obligation is unconditional, is binding upon receipt of contract and payment, is not contingent upon mode of instruction, and continues through the full school year. No portion of such tuition or fees paid will be refunded or cancelled in the event of withdrawal of enrollment or withdrawal, absence, or dismissal of the student from CCS, except as approved upon by the CCS Board after special consideration, and only in the case of limited extenuating circumstances. A replacement student policy exists and will be employed under such circumstances.

## OFFICE POLICIES

### OFFICE ETIQUETTE

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to be followed to ensure that the students use the office correctly:

- School Phone use: Grammar School students will be allowed to call home if the need arises.
- Students may not use the school copiers.
- Students are not allowed in the office or storage areas during school hours without permission from the teacher.
- Students should never remove items from the office.

## EXPENDITURE REIMBURSEMENT

- Donations of supplies and equipment are gratefully appreciated.
- Parents who desire to be reimbursed for expenses must obtain written approval prior to expending the funds.
- Expenses incurred without prior written approval will be considered donations.

## SICKNESS/FIRST AID

- A student should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
- If a student becomes ill during school hours, develops a fever of or greater than 100.5 degrees, experiences vomiting, or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the student.
- The student must not return to school until 24 hours after he/she is free of fever without the use of fever-reducing medication, free of vomiting or diarrhea, or have written permission from his/her physician.
- There are illnesses that do not cause vomiting, diarrhea, rash, or fever that might still necessitate a student remaining home. Please consult with your doctor for anything not covered by our policy and follow your physician's advice.
- First aid: Teachers/Staff will administer simple first aid, i.e., Band-aids or an ice pack. Should a student require more than simple first aid, the parent will be notified and asked to come immediately to pick up the student.

## MEDICATION

- The school office will have some children's over the counter medicine that can be administered if parents have authorized.
- No student will be permitted to carry or possess any type of medications, whether Prescription or Over the Counter, on his/her person at any time –including fieldtrips (except emergency medications and approved medications prescribed by a physician for self-administration).
- CCS does not have a school nurse on staff.
- If a medication or inhaler is prescribed it must be in the original container with the original prescription label which includes the child's name, dosage, and expiration date. Prescription medication may only be given to the intended recipient listed on the container.

## LUNCH

- Students should bring their own lunch except on days when they have pre-purchased their lunches through our lunch program. CCS *does not* supply cups, napkins, plates, or utensils.
- All lunch orders must be turned in by the specified due date, and all checks made payable to CCS. Parents are responsible for making sure they do not order on days when they will be gone on field trips or on which they will be absent.
- Refunds cannot be made when students are absent on days when they have ordered lunch, as CCS will have to pay the vendor for the delivered lunch.
- This program is dependent upon the availability of someone to organize and run it and the availability of restaurants and/or caterers willing to participate.

## PARTIES

Children's parties, birthdays and celebrations out of school are important to the child hosting the festivity and to those who have been invited to attend. A party is also important to the child who has not been invited, who may feel devastated at being left out. While we realize that it can be difficult to invite a whole class to a party, we request that you model for your child a sensitivity to the feelings of

others by distributing invitations through the mail and not at school and by being discreet about discussing social arrangements around children who are not included.

Gifts are not to be brought to school even if they are for a party scheduled for after school. Of course, parents may make arrangements with teachers to celebrate birthdays at school by providing simple snacks for the entire class. (Fire code prohibits us from allowing candles.)

In an effort to protect everyone's feelings, we believe it is best that students do not give presents to each other at school.

## **SUBSTANCE ABUSE POLICY**

### **DRUGS**

CCS maintains a ZERO TOLERANCE policy toward student use of illicit drugs, alcohol, and tobacco. Specifically, this means that if a student is discovered with these substances on their person or within their sphere of control, they will be deemed in direct and purposeful violation of this policy. Sphere of control for this purpose means within easy reach. Violation of the substance abuse policy will often result in automatic expulsion.

### **SUBSTANCE ABUSE**

A student who *voluntarily* seeks assistance with a self-professed admitted issue will be dealt with in Christian love and given assistance in the process of finding rehabilitation support. In seeking assistance, the student will be perceived as exhibiting a repentant heart. Discipline may be less severe pending recommendations and results from the appropriate treatment facility.

### **PORNOGRAPHY**

Students are not allowed to bring pornographic material, hard or soft, onto campus. This kind of material in any medium is not to be accessed, via the internet, stored, or brought on campus. Violating this rule may result in expulsion from school.

### **SEXUAL MISCONDUCT**

Covenant Classical School is a ministry to students in pre-kindergarten through twelfth grade. Nearly all our students are minors and are responsible to their parents and/or legal guardians. Students are not allowed to participate in sexual misconduct during school or at school events, on or off campus.

The position of the school is tied directly to Scripture in that any sort/form of sexual conduct is reserved for married adults. Any form of sexually related contact/communication between individuals, either direct or indirect, is prohibited and is grounds for dismissal.

Sexual misconduct may include, but is not limited to, those actions that are verbal, text, images, or physical. Inappropriate physical actions include the subtle activities of touching, kissing, pinching, patting, or brushing against. Verbal comments regarding physical or personality characteristics of a sexual nature and sexually oriented kidding, teasing, requests, and jokes are inappropriate. Written messages or images and/or electronically communicated messages of similar content is prohibited. These inappropriate actions apply to both consensual and non-consensual relationships.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, it is unwelcome. A student having initially welcomed such conduct by active participation must give specific notice to the alleged harasser; such conduct is no longer welcome for any

such subsequent conduct to be deemed unwelcome. For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile, or offensive working/academic environment.

It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. Any allegation of sexual harassment which is made without good cause is not acceptable. Students or parents who have a complaint alleging sexual harassment should immediately report their complaint to a faculty member or administrator. The faculty member should report the complaint to an administrator. An administrator will begin an investigation and a report will be made to the Head of School regarding accusations, investigative procedures, reconciliation, and consequences.

### **CELL PHONE POLICY:**

We will be providing secure cell-phone lockers for upper school students who must carry a phone to school due to driving themselves, participating in afterschool activities that necessitate travel or communication needs, etc. First priority will be given to student-drivers, then upperclassmen, then any special requests from parents.

Cell phone use between the hours of 7:35 am and 3:00 pm is prohibited.

Cell phones **MUST** be powered off and stored in a cell phone storage locker during these times. Student cell phones may not be on their person, in a backpack, school locker, or any other bag while the student is on campus during these hours, including during class, lunch time, in between classes, or in study hall. Students may not carry cell phones on their person during the school day.

**PARENTS:** If you need to contact your student during school hours, you may call the front office, and we will promptly get a message to your student.

**STUDENTS:** If you need to make a phone call that cannot wait until after school, you may use the office phone.

**Note:** Students may use tablets, notebooks, and laptops **for academic purposes only**, during class time. Smart watch, iPod, and earbuds/earphones, gaming device, or any other device with internet capability use is not allowed during school hours.

Exceptions to this policy may occasionally be made at the discretion of teachers and administration during school sponsored field trips.

As a reminder, our CCS Code of Conduct provides opportunities for students to daily demonstrate integrity and to grow in self-governance, to the glory of Christ. Our cell phone policy is inspired and protected by our Christian Code of Conduct.

The following measures will be taken for disregard of the cell phone use policy:

- Cell phone taken from the student; incident report written. The parent may pick up the phone from the front office at the end of the day and the student may not bring the phone back to school for the remainder of the semester.

At no time should a student text a teacher unless parents and teachers have a signed permission form.

## TECHNOLOGY ACCEPTABLE USE AGREEMENT AND SOCIAL MEDIA CODE OF CONDUCT

Students are responsible for appropriate behavior when using all technology (such as computers, tablets, notebooks, and laptops) on campus, both during the academic day and at any time before or after school. This policy includes cell phone use on campus after school hours.

- Students are to exercise good judgment, use all technology resources in an appropriate manner, and adhere to all federal, state, and local laws governing technology and/or network use.
- Covenant Classical School prohibits members of its school community, including students, parents, faculty, and guests, from accessing the internet through the school network in any manner that is defamatory. Similarly, the creation, transmission, downloading or uploading of messages or documents that are illegal, defamatory, sexually explicit, off-color or threatening is prohibited.
- The communication or transmission of insults, slurs, innuendos, cartoons, visual depictions, jokes, pornography, obscenity, lewd comments, racial intolerance, or any verbal conduct relating to an individual that has the purpose or effect of creating an intimidating, hostile or offensive environment is prohibited.
- Students are to be on guard against actions and discussions that could harm the interests or faith of others. They should conduct themselves online in a way that honors Christ and maintains a clear Christian witness.
- Students may not access social networking sites (including, but not limited to, Facebook, Twitter, Instagram, Snapchat, etc.) during school hours.
- Only use the CCS student email address when emailing a teacher.

***Any offense can be a reason for expulsion.***

Though not encouraged, if any student or parent uses social media sites after school hours on Covenant Classical School Property, these guidelines apply.

Students and parents must maintain high standards of personal respect and Christian etiquette.

- Do not post photos that could be even remotely misconstrued. No posting should be construed to oppose or contradict the CCS Statement of Faith or Christian Code of Conduct.
- Do not post photos of a person without his or her permission.
- Respect your privacy and the privacy of others.
- Do not impersonate another individual.
- Be prepared to be held accountable for your actions.
- Remember that all internet postings are permanent, able to be duplicated, and shared, and may go viral. While you have the right and the freedom to express yourself, this does not mean that you are excluded from the consequences of your expression. Do not try to change things after the fact.
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We urge students to carefully and intentionally maintain these high standards of Christian conduct in all their technology usage. Strive to be noble. Remember that everything we do and say tells the story of whom we serve.



By signing below, the CCS community member acknowledges they have read, understood, and agree to abide by this Christian Code of Conduct and that CCS reserves the right to discipline said community member (up to and including termination from the community) for any action(s) in violation of this Code of Conduct.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Circle one: Parent, Student, Employee, Other: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this signed form to the CCS office by August 18, 2023**