



# **Covenant Classical School Upper School Handbook**

*(updated July 2023)*

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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 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. The Dean of Students is the first contact for student discipline, oversees the House system and student government, and coordinates student life opportunities and activities.

### **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, athletic, 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 Peter 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 MARRIAGE**

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. Donation 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.

### **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.**

### **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 Students:**

Many students find it hard to take the first step in initiating conversation with their teachers when it comes to concerns about homework, class participation, grades, etc. Use the plan below to approach your teachers and develop a plan for success:

- If you have any concerns or issues with work for a class, carve out a time as soon as possible to make an appointment to see your teacher. You may need to bend your extra-curricular schedule in order to meet with them. Be sure to tell them what you would like to talk about so they can be prepared. This could be anything from not understanding an assignment, to concerns about your progress in the class, to struggles to complete all the assigned work, etc.
- Come to your meeting with specific concerns/issues. Write them down in advance to help you stay focused.
- If the issue is related to homework load, come prepared by keeping a nightly log for a week of all homework. Write down what you are doing including the class, the specific assignment, how you accomplished the assignment, and how long you spent doing it. Bring your log to the meeting. It will help your teacher to understand the whole picture if they see not just the work you are doing for their class, but for all your classes. Do this for each night that you do any homework for one week – including the weekend.
- Work with your teacher to create an action plan and schedule a follow-up meeting. Be willing to listen and try some different strategies for success. Faithfully follow the plan you created and keep your follow-up appointment.



Your CCS teachers are here for you! We want to help you learn good study skills and develop time management strategies. We also want to empower you to be your own advocate and learn how to communicate effectively with teachers, employers, and peers. We are excited for the year ahead and look forward to seeing your spiritual, academic, and personal growth.

### **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 Upper 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 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.
- If your student driver is driving to school, head directly to the parking lot and park your car. Please do not switch drivers under the portico.

## **AFTERNOON DISMISSAL**

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.

### **GRADES 7-12:**

- Dismissal is at 3:00pm and students will exit to parking lot to leave school.
- Parents picking up upper school students will park in the side parking lot and wait for their student to come out.
- Students are expected to exit the school and leave the property by 3:10pm unless they are staying for sports (in which they participate), tutoring, or conferences with teachers.
- Students will only exit from the door at the side entrance to the paved lot. Do not exit through the gym or front door.
- Students cannot be left unattended after school.

## **STUDENT DRIVER RULES**

Driving on school grounds is a privilege. A Driving Form should be on file in the office. Student drivers need to be familiar with the following morning and afternoon procedures:

### **Morning:**

- Student drivers should follow the established traffic flow as they approach the school building. This means they must veer right at the island and pull through underneath the portico using the left-hand lane.
- Once morning drop-off has begun, drivers must stop as they reach the portico and look for the traffic director's instructions. Upon leaving the portico student drivers must turn right into the first parking area. This is a one-way drive.
- They may then slowly pull around to the second parking area and select a spot. Do not park in a "Senior Spot" that has been personalized.
- Be sure to gather all belongings needed for school. Students are not allowed to revisit their parked vehicles during the school day without permission from the office.
- Do not linger in the parking lot and enter the building immediately.

### **Afternoon:**

- Student drivers will exit the school building through the side doors on the parking lot side of the building.
- Cross into the parking lot using established crossing zones.
- Do not linger in the parking lot; students should leave campus quickly once school has been dismissed.
- Pull out of the parking area and follow the one-way drive back out of the parking lot. Do not pull over on the side of the fields or the shoulder of the school drive.
- 

### **In addition to these established procedures, students who drive to school should:**

- Obey the speed limit of 15 mph when driving on school property.
- Keep cars locked at all times.
- Immediately report accidents or other incidents of concern that occur on school grounds to the office.
- Never leave campus during school hours without checking out and obtaining permission from the office.

Students who abuse driving privileges may lose driving privileges as follows:

1st Offense - up to 3 weeks of no driving privilege.

2nd offense - loss of driving privilege for the remainder of the semester.

**Driving privileges may be revoked for excessive tardiness to school.**

### **AFTER SCHOOL CARE:**

This program is dependent upon the availability of someone to organize and run the program.

If ASCP is offered: all students remaining in the school building after 2:50pm-Grammar and 3:10pm-Upper who are not involved in athletics will need to report immediately to the kitchen for after school care and appropriate charges will apply. Pick up from after school care is at the side door near the kitchen. Please ring the doorbell and your student will be brought out. After school care will be provided each regular school day until 4:30pm.

### **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. When at all possible, please also schedule college visits around these days as well. 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-3:00pm) to be considered present in our attendance records.
- Absences will accumulate in every class individually. A student must be in attendance for at least 30 minutes of a class period in order to be recorded as present for the class. 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.
- Exemptions will be made on a case-by-case basis by the Head of School.
- All absences from class will initially be marked "unexcused". Students must bring a note from a parent upon returning in order for the absence to be considered for conversion to an excused absence. Should a note not be received within three school days from the date of the absence, the absence will remain unexcused.
- 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**

- Students are responsible for obtaining and completing all make-up work due to absences. Students should take the initiative to speak to each teacher and discuss what was missed and determine the appropriate action for catching up. Any work that is missed due to an absence needs to be communicated through your student with their teachers.
- 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.
- Students who miss school due to a planned absence (ex: family vacation, college visit, extra-curricular activity, etc.) should notify their teacher in advance of the planned absence as soon as plans are known. Students must communicate with each teacher to make arrangements for any work that will be missed. This may include turning in work before the planned absence, completing work while away from school, and/or being prepared to turn in work or take missed quizzes or tests on the day they return to school.
- For assignments with significant duration between the date of assignment and the due date, interim absences will not be an excuse for students to defer the assignment. This may include but is not limited to ongoing homework assignments, tests, quizzes, projects, and recitations. For example, on the 10<sup>th</sup> of the month the

teacher announces a paper that is due on the 19<sup>th</sup>. A student who misses a few days of school during that stretch will still be expected to turn in the paper on the announced day.

- Should a student have an extended absence (ex: a week-long illness such as the flu, a major injury, etc.) the teacher will work closely with the student and parents as necessary to establish a timeline for completion of missed work or a modified plan to get the student caught 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. Students who do not have the proper PE uniform may not be allowed to participate and may be marked absent resulting in a zero for that day.

## **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.

- Students should arrive at CCS no earlier than 7:35am. Upon arrival, student's 7<sup>th</sup>-12<sup>th</sup> should procure the necessary materials from their lockers and report to their assigned first period class.
- Students who are not in their classrooms by 8:00am are considered tardy for the day and will be marked unexcused unless they have obtained an excused tardy from the office.
- Students will have five minutes between the dismissal of one class and the beginning of the next class. During that time, students should procure materials needed for their next class, go to the restroom if needed, and then proceed to their next classroom. All students should be seated in the appropriate classroom when the tardy bell rings for class to begin.
- Should a student be tardy for class (not including the initial morning arrival), the teacher will mark unless prior permission or outside circumstance exists. All tardies, excused or unexcused will be recorded in FACTS. Unexcused tardies will result in a Self-Governance Infraction (SGI). Should a pattern of unexcused tardies develop, a consultation with the head of school may be required and appropriate disciplinary action taken.
- Zeros will be assigned on all work that is graded, collected, or administered during the time of an unexcused tardy. (For example, if homework is collected before a student enters class and the tardy is unexcused, the student will receive a zero on that homework. If a quiz is administered and completed during the time of an unexcused tardy, the student will receive a zero. If a test is administered, and the tardy student misses part of the test time, that time will not be restored to the student at the end of the test, nor will instructions be repeated, etc.)

## **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 early summer for the following school

year. Students are encouraged to read as much as possible throughout the summer in addition to their required summer reading.

### **DROP/ADD POLICY**

Drop/Add ends the seventh school day after classes begin. To successfully drop and add a class the following procedures must be followed:

- Student must meet with high school/college advisor.
- Student must approach teacher.
- The appropriate “drop/add” form must be filled out, signed by the high school/college advisor, a parent/guardian, and approved by the Administration.
- If the Administration deems necessary, a conference with parent and student will be scheduled with the teacher, advisor, Dean, and/or Head of School.
- If a student wishes to withdraw from a class after the drop/add date, the procedure for withdrawal will be followed. See #4 below.

### **WITHDRAWAL FROM CLASSES**

- The student and parent will meet with the teacher. The teacher will then sign the withdrawal request form.
- Student and parent will meet with the Dean and/or advisor (both if necessary). The Dean and advisor will sign the withdrawal request form.
- The Head of School will review and decide on the request to withdraw. A meeting with the Head of School may be required.
- Any withdrawal from a course after the drop/add date will be indicated on the transcript with a W to indicate withdrawal.

### **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.
- Students are often given time during the class period to work on daily work, long-term projects, or to study. Oftentimes, students can complete all or much of their homework in class if that time is used wisely. Classwork that is not completed in class may be assigned for completion as homework.
- 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 and is covered by the school Academic Integrity Pledge (see XV. 17 on page 36).
- It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) and the appropriate dean if your student begins to struggle with homework completion.
- Logic School Homework- Seventh graders for the first time will have assignments from different teachers. Assignments will be highly varied. Parents are first responsible to assist with organizational and time management skills. If a student’s skills or abilities are weak in a particular subject, more time may be needed for the completion of homework.
- Rhetoric School Homework-Upper school students will need to use time well as they manage nightly homework. If a student’s skills or abilities are weak in a particular subject, more time may be needed to complete homework. Reading is an essential part of classical studies and will be a regular part of the student’s homework. Parents should encourage independence in their student but monitor whether or not

the student is keeping up with the normal workload. Parents should encourage diligence and punctuality.

- While homework is posted on FACTS, students should not rely primarily on FACTS to keep up with their work due. Changes may be made in the classroom that are not immediately reflected on FACTS. The final verbal word on homework resides with the teacher. Therefore, all students should have a **homework planner** where they keep current homework and test/quiz assignments.
- Make-up homework. (See page 17)

### **LATE WORK**

- Assignments of any kind (homework, papers, projects, etc.) that are not turned in on time are subject to a 1-day penalty of 70%, 2-day 50%, 0 after. Any assignment for completion grade will be considered incomplete if late. If the student turns in the assignment the next day, they may be granted a maximum of 70%.
- If a student wishes to turn in an assignment for partial credit, they must take the initiative to hand it in to the teacher personally, requesting partial credit. This is an opportunity for the student to practice responsibility and ownership for their work.
- Many homework assignments will be made well ahead of time, so students should learn to manage their time wisely, working each day on ongoing assignments.
- Punctuality in completing work is a matter of character and discipline (Proverbs 18:9, 20:4, 26:13-16).

### **STUDENT ASSESSMENT METHODS**

CCS students are expected to strive for academic excellence, as we believe that we should do all things, including schoolwork, 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.
- Quarterly Exams: assessments over a quarter of work. Logic School students may have quarterly exams in their core classes in December and May. These exams will be calculated as a test grade into their second and fourth quarter grades respectively.
- Semester Exams: assessments over a semester of work. Rhetoric School students will have semester exams in December and in May. These exams will count 10% of the students' semester averages.

**NOTE FOR SENIORS ONLY:** Seniors who meet the following requirements may be exempted from spring semester exams in non-participation-based classes:

\*The average of 89.5 or better at mid-quarter of the 4<sup>th</sup> quarter.

\*No unexcused absences in the class for the semester.

\*Excessive absences and/or tardies may nullify this exemption as decided by the teacher.

- Oral assignment: assessment of students' oral presentation skills through recitations or presentations, impromptu speaking exercises, speeches, and debates.
- Compositions: essays, poetry, creative writing, research papers, etc.
- Special projects: individual and group projects.

## GRADING SCALE

### LETTER GRADES

90-100 A

80-89 B

70-79 C

60-69 D

### GRADE POINT AVERAGE

Rhetoric students' grade point average (GPA) will be calculated as follows:

A	4.0	Honors Classes	A	5.0
B	3.0		B	4.0
C	2.0		C	3.0
D	1.0		D	2.0

Both weighted and unweighted GPA's will be provided on student transcripts.

### REPORT CARDS AND TRANSCRIPTS

- Logic and Rhetoric School report cards will show numeric averages.
- Rhetoric School Transcripts, which show credits earned, semester averages in all courses completed, and GPA will be maintained for each student.
- Students should request all transcripts in writing and include in the request the address and contact name (if available) of the transcript recipient.

## ACADEMIC HONORS

### VALEDICTORIAN

A Valedictorian will be named from the senior class. The valedictorian will be the student with the highest numeric average (9<sup>th</sup>-12<sup>th</sup>) in the core academic courses (all courses excluding participation-based electives such as P.E., Art, drama, etc.) Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one valedictorian be named. (Numeric avg = GPA)

### SALUTATORIAN

A Salutatorian will be named from the senior class. The salutatorian will be the student with the second highest numeric average (9<sup>th</sup>-12<sup>th</sup>) in the core academic courses (all courses excluding participation-based electives such as P.E., Art, drama, etc.) Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one salutatorian be named. (Numeric avg = GPA)

### PROMOTION

Advancing in Courses

- All upper school math courses at CCS require a minimum end of year grade of "C-" (70%) AND no end-of-quarter grade in the 3<sup>rd</sup> or 4<sup>th</sup> quarter lower than "C-" (70%) to advance to the next level (if either of these requirements is not met, a course of action will be determined by the Administration which may include summer work, repeating the class, etc.).
- All upper school foreign language courses at CCS require a minimum end of year grade of C- (70%) to advance to the next level (if either of these requirements is not met, a course of action will be determined by the



Administration which may include summer work, repeating the class, etc.).

- If, in a given school year, a student fails any course required for graduation, the student will not receive credit for the course and 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 Head of School and may require additional classes and/or tutoring during the summer and/or during the school year.
- At the discretion of the Dean of Students and Principal of Upper School, students may be placed on Academic Probation. Students will meet with the Dean of Students who will present an Academic Improvement Plan to the student.

### **HIGH SCHOOL CREDITS**

- **CARNEGIE UNITS:** We use the Carnegie Unit to define a credit hour for our academic classes.
- **REQUIRED CREDITS FOR GRADUATION:** Students are required to earn at least 25 credits during the Rhetoric School years in order to graduate from CCS:

<u>Courses:</u>	<u>Credit Hours</u>	<u>Class of 2025</u>
English	4	4
Humanities (Antiquities, Christendom, U.S. History, Modernity)	4	4
Foreign Language (Must be the same language during 9 <sup>th</sup> -12 <sup>th</sup> grade)	2	2
Logic	1	n/a
Mathematics	4	4
Science	3	3
Rhetoric	2	3
Worldview (Ethics, Apologetics, etc.)	1	1
Elective	2	2
Fine Arts (Theatre, Music, Art)	1	1
PE or Health and Fitness	1	1

### **Total Credits: 25**

- CCS students who complete all classical components (Logic, Rhetoric I and II, and 3 years of foreign language) as well as all other graduation requirements will receive the Excelsior diploma; Excellence and Honors in Classical Studies.
- CCS students are expected to take courses available at CCS. Limited exceptions, such as in the case of transfer students, may be considered at the discretion of the Head of School.
- CCS students are eligible to receive graduation distinctions, such as Excelsior degree, Salutatorian, and Valedictorian honors, to receive academic and college advising, and to participate in student activities including the House system, Student Government, Clubs, and service opportunities.

In addition to the required course work, students must complete community service. The service must be documented and reported to the office. We encourage our students to be “salt and light” by actively engaging in the community around them – whether that be our school community, the Concord community, or the global missions community. Please see community service requirements for each grade level on page 26.

## **TRANSFER CLASSES**

Students transferring coursework into CCS will meet with the college/transcript advisor and Administrative Leader/Dean to assess credits and decide enrollment status.

## **COLLEGE PREPARATORY PROGRAM: FROM THE UNIVERSITY OF NORTH CAROLINA BOARD OF GOVERNORS**

(Minimum Admissions Requirements at the 16 Institutions of the University of NC)

The following courses are required for admission -- in addition to an institution's own specific requirements:

- In Language, six course units including: Four in English emphasizing grammar, composition and literature; plus, two units of a language other than English.
- In mathematics, four course units including algebra I, algebra II, geometry and one unit beyond algebra II; or algebra I, II and two units beyond algebra II; or integrated math I, II, III and one unit beyond integrated math III. It is recommended that prospective students take a mathematics course unit in the twelfth grade.
- In science, three course units including: At least one unit in a life or biological science (example: biology); At least one unit in a physical science (example: physical science, chemistry or physics); At least one laboratory course.
- In social studies, two course units including one unit in U.S. history; but, an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

## **TECHNOLOGY IN THE CLASSROOM**

### **PHILOSOPHY**

Teachers will permit the appropriate uses of available technology to facilitate learning and to prepare students to use such technology in the future, but technology will never replace classroom instruction as the primary teaching mechanism.

### **LAPTOPS**

- All upper school students must have the ability to bring a laptop or notebook computer of some kind to school when needed for a class. Teachers will instruct students in advance of when they will need to use a device in class. The device need not belong solely to the student (borrowing one from mom, dad, or sibling is fine). Students also need access to a printer to turn in typed assignments such as research papers, essays, etc.
- Students may use laptops with direct permission from and supervision by a teacher in a classroom setting. (Not at lunch, or between classes, etc.)
- Students may only use their laptops for directly assigned purposes (i.e., writing an essay, teacher directed research, etc.). Instant messaging, checking email, accessing the internet in any way, game-playing, etc., are strictly forbidden. Students who are found in violation of this rule will be sent to the office, and
- their laptop privileges will be revoked for a specified period of time as determined by the administration.
- Smart watches of any kind are not allowed to be worn during the school day. This includes Apple Watch, Fitbit, Garmon, etc.

### **INTERNET**

The Internet is available for student use.

## EMAIL

Upper school students are provided a Microsoft account through CCS with domain specific email, and Office products. This is the only email permitted in interaction with faculty and staff.

## 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.
- 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.

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.

## 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.
- Cell phones may be allowed on some field trips, depending upon the nature and length of the field trip, though they should be put away and always turned off except in cases when the teacher specifically instructs students to use them. A specific instruction sheet will be provided for each field trip.

### 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.

### COMMUNITY SERVICE REQUIREMENTS, CHURCH, AND SCHOOL SERVICE

- We believe that our Savior Jesus Christ set an example of service for us, and that we have a responsibility to emulate that model of service to the community at large.

Seniors (class of 2024)	28 hours required	Sophomores (Class of 2026)	38 hours required
Juniors (Class of 2025)	32 hours required	Freshman (Class of 2027)	40 hours required

- After the community service is performed, students may turn in a community service form to the office. Students are encouraged to perform beyond the minimum number of hours of community service and to submit forms for the extra service they perform so that the school can be aware of the students' complete service records.
- All required community service forms should be turned in by the end of the year, preferably by the end of the semester in which the service was performed.

- While we encourage students to participate in service for their church and school (e.g., VBS, church nursery, etc.), we also strongly encourage additional non-church, non-school service. Our desire is for students to reach beyond their established communities of school and church to serve the greater community. Working for any for-profit business in any capacity that serves the business and not the community, will not be considered community service. Students are encouraged, however, to turn in forms for all service performed, just for record keeping for college application purposes.

## **SOCIAL EVENTS**

Throughout the school year, social events will be held for Logic and/or Rhetoric school students. Students should conduct themselves in a God-honoring manner at these events, following the guidelines, including specific dress codes, provided for them for each event. Failure to do so may result in the student losing the privilege of attending subsequent event(s). During all social events, we will seek to have at least one adult for every twelve students.

## **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.

## **STANDARDS FOR LOGIC AND RHETORIC STUDENT CONDUCT**

### **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.

### **GRADES 7-12 DISCIPLINE GUIDELINES**

#### **LEVEL 1 MAJOR INFRACTIONS**

Behavior is normally related to student maturity and his/her cooperation with the teacher and classroom order. The following is a list of off task/disruptive behaviors, and is not intended to be all-inclusive:

- Out of seat w/out permission
- Calling out

- Failure to ask permission of teacher
- Not following directions
- Incomplete assignments
- Disturbing others
- Display of poor attitude
- Disobedience
- Dress code violation
- Unexcused tardies
- Not being prepared for class
- Carrying or sharing medication

### **CONSEQUENCES**

Minor Infractions are typically handled by the teacher through a variety of interventions: i.e. warning, relocation of student within the classroom, parental call, and informal conference with Head of School. The teacher may issue an SGI.

### **SELF-GOVERNANCE SLIPS (SGI)**

Students who commit level I infractions may receive a self-governance infraction. A Self Governance Slip is a form sent by the teacher/administrator to the parent(s) via FACTS to inform them of a misbehavior situation. Five infractions result in a lunch detention. Infractions are reset each semester.

### **INCIDENT REPORT**

An Incident Report is a form sent by the teacher/administrator to the parent(s) via FACTS to inform them of a misbehavior situation. This affords the opportunity for families and school to work together to correct a potential behavioral problem before it develops into something more serious. Incident reports are sent automatically when students acquire 5 self-governance infractions. Incident reports do not reset.

An Incident Report implies a teacher has taken corrective action and is seeking support from the Administration. If this is true and the allegations are true, the student will nearly always receive corrective discipline. Repeated level 1 offenses will result in increasing severity of consequences and could ultimately result in suspension.

### **LEVEL 2 MAJOR INFRACTIONS**

Behaviors and attitudes related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy/leaving school grounds without permission
- Inappropriate conduct (language, relationships, inappropriate physical contact (PDA), attitude)
- Disrespect to authority (the authority will determine whether disrespect is shown)
- Destruction of property
- Stealing
- Direct disobedience
- Possession or use of weapons
- Causing injury or threat of injury to others
- Cheating and plagiarism
- Lying
- Violation of cell phone and social media policy

All level 2 infractions will be disciplined by the Head of School. An Incident Report will be completed to notify parents/guardian and document in student records. Suspension may be recommended.

### **LUNCH DETENTION**

Students may be assigned detention during lunch. Failure to attend will result in an in-school suspension.

### **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. This is normally for one period but could result in a longer period of time depending upon the attitude and behavior of the student.

### **STUDENT/HEAD OF SCHOOL CONFERENCE**

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

### **SUSPENSIONS**

A student may be suspended at any time by the administration if such an action is warranted. Students who receive 3 or more incident reports will be assigned a suspension.

### **IN SCHOOL SUSPENSION (ISS)**

At the discretion of the administration the student will be isolated from classmates and assigned class work by the teacher, to be completed under supervision. Students who are assigned in-school suspension may not participate in extracurricular or co-curricular activities on the days assigned the suspension. Students will not be academically penalized nor given leniency with class assignments during in-school suspension.

### **OUT OF SCHOOL SUSPENSION**

At the discretion of the administration the student may be assigned a suspension at home. The student will remain at home to complete assigned class work under the supervision of the parent. Students who are assigned out-of-school suspension may not participate in extracurricular or co-curricular activities on the days assigned to the suspension. Students will not be academically penalized nor given leniency with class assignments during in-school suspension.

### **BEHAVIORAL PROBATION**

At the discretion of the administration, a student may be placed on Behavioral Probation. The student and parents will meet with the Dean of Students and/or other Administration and be placed on a Behavioral Improvement Plan.

### **EXPULSION**

If documented attempts to correct a student's misbehavior have failed, or if the offense is serious enough to warrant the school's most drastic sanction, then the student may be expelled. Three suspensions in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CCS.

The administration reserves the right to address situations not specifically addressed in the handbook, as they deem appropriate given the facts of the circumstances involved.



## APPEALING DISCIPLINE DECISIONS

Appeals to disciplinary action must follow the Matthew 18 principle, going first to the person who handed down the discipline. A last appeal should be made to the school board whose decision will be final.

## WITHDRAWAL FROM CCS

- Request to withdraw from school must be made in writing to the Head of School indicating the reason for the request.
- Prior to submitting the request, parents must meet with the Dean and with the college/transcript advisor.
- Dean and advisor will fill out and sign the request form.
- 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.

## ACADEMIC INTEGRITY

All student assignments must uphold the Academic Integrity Pledge below:

**I pledge that this assignment was completed without dishonest gain. I have neither given nor received unauthorized help from Human or AI, nor observed any other student violating the Honor Code.**

Dishonest gain in academics is the effort of a student to intentionally mislead or deceive the teacher to avoid painful, just consequences, or to gain an undeserved benefit.

- Examples of dishonest gain include cheating and plagiarism.
- Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed, or electronic form, is covered under this definition.
- Plagiarism may be intentional or reckless/unintentional. Both intentional and reckless plagiarism is a disciplinary offence.

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 AI

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

- The first incident of plagiarism or cheating will be addressed by the classroom teacher and the Administration. The student will receive a zero on the assignment and a report of the incident will be placed in the student's file.
- Habitual plagiarism or cheating will result in expulsion.

## **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: Logic and Rhetoric 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). An SGI can be given.
- 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 had 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.
- Students may use the microwaves in the kitchen. Microwaves in the upper school hall may only by students meeting with a teacher.
- If you are meeting with a teacher during lunch, you must sign out with the lunch aide.
- Lunch areas are only in the gym or under the shelters by the Commons and by the bus. You may not eat or be anywhere else without permission.

## **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 of 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 in order 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.



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Family Name

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**