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# COVENANT CHRISTIAN ACADEMY

## SCHOOL MOTTO

“Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth” II Tim. 2:15

## MISSION STATEMENT

The primary purpose of **Covenant Christian Academy** is to challenge each student to be all that he/she can be. We do this by first acknowledging God as the source of all wisdom and secondly by providing a rigorous academic program in a fervent Christian environment.

## PHILOSOPHY OF EDUCATION

**Covenant Christian Academy** was founded on the premise that we shall strive for the highest academic profile possible, and we shall not exist merely as an alternative to public education. Our pursuit of excellence shall be obvious and there shall not be anything mediocre about our approach to education.

In addition, our Philosophy of Education is based on a God-centered view that the Bible is the inspired and infallible Word of God. Permeating all activities and curriculum is our belief that the universe and man are dynamically related to God and therefore we find our purpose in knowing and glorifying Him.

We desire that each student emulate the values of Jesus to ensure personal stability as well as to prepare them to be overcomers in an uncertain and ever-changing world.

**Covenant Christian Academy** is an extension of the Christian home. Our educational program is designed for children whose parents are committed to a life in faith in the Lord Jesus Christ.

We believe that when parent, student, and teacher are in unity, a Christian education has the greatest impact and influence possible in a student's life.

## NONDISCRIMINATORY POLICY

**Covenant Christian Academy** will continue the Christian practice of admitting students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, scholarships, athletic and other school-administered programs.

## **ORGANIZATION**

CCA is a church-related school of Covenant Christian Community Church. CCA is incorporated as a separate, not-for-profit corporation under the laws of the State of Oregon and the United States of America. Our basic governing documents are the Bylaws of CCA.

The school board consists currently of five members and is the governing body of the school. The school board meets in general and executive sessions. General sessions are open for all to attend. Executive sessions deal with sensitive issues such as personnel and/or student discipline issues and are open only to those who are invited. Requests for items to be placed on the agenda to be addressed by the board must be received in writing by the administrator no later than one week prior to the next scheduled board meeting. Board meetings are shown on the school calendar and are generally scheduled every six weeks.

## **STATEMENT OF FAITH**

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

## **RESPONSIBILITIES OF THE SCHOOL**

- To provide a Christ-centered curriculum.
- To provide qualified and competent teachers.

- To provide a school environment that is conducive to learning.
- To keep parents adequately informed on the performance of the child.
- To provide fair standards of conduct and to enforce those standards through appropriate disciplinary action.
- To provide every safeguard for protection of the health, safety, and welfare of the students.
- To maintain a high standard of personal integrity on the part of both student and staff.

## **RESPONSIBILITIES OF THE PARENTS**

- To attend and be involved in a local church.
- To build and reinforce Christian values in the home.
- To require that their children respect the authority of the administration, teachers, and other staff members.
- To understand the rules and policies of the school as outlined in this handbook, to cooperate with the school in the enforcement of these rules; to insist that their children show discipline and respect by complying with the rules and policies.
- To insist that their children do not cause any destruction or damage to the school property.
- To insist that their children behave appropriately during school hours and school sponsored events.
- To insist upon regular and punctual attendance of their children.
- To provide the means for their children to be prepared for school each day with books and necessary materials.
- To play an active part in seeing that necessary time and effort are spent on homework.
- To be involved in school activities and attend parent meetings.

## **RESPONSIBILITIES OF STUDENTS**

- To join their parents in attending church.
- To develop and display Christ-like attitudes, character, and conduct.
- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials and assignments completed.
- To be considerate of the rights/property of other students, staff and school.
- To make a sincere effort in their classes and to participate in school activities.
- To follow the regulations of the school and respect the authority of teachers and other staff members.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

- We desire that students come from Christian homes and parents must support the school's Statement of Faith.
- We encourage the family to attend and be involved with a local church.
- Favorable recommendations may be requested from a pastor.
- Satisfactory academic achievement (2.0 GPA or grade average of a "C") in previous school experience.
- Assessment scores on CCA entrance examination.
- Satisfactory record of behavioral conduct at previous school.
- Record of having received the currently required immunizations.
- The student shall meet the Age Appropriate Policy of the school.
- Payment of required registration fees.

Covenant Christian Academy does not have a program of instruction for students with learning disabilities or special needs. Local school district funds and resources are available on a very limited basis. We will strive to work within the educational structure we have to help every child achieve success. At a point where we feel we simply cannot meet the needs of a child with existing resources, we will recommend a supplemental or alternative environment for learning.

### **ENROLLMENT PRIORITIES**

Students will be placed on a waiting list when a class reaches a maximum number of students. Registrations are considered for enrollment in the following priority ranked order:

1. Returning Students. Returning students only have priority until the close of the returning student registration period.
2. Brothers and sisters of returning students.
3. Dependent children of staff hired for the following school year.
4. Those on a waiting list.
5. New applicants.

### **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **CONFLICT AND RESOLUTION**

Proverbs 18:13 & 17 (NIV) says that “the first to present his case appears right until another comes forward and questions him.” It also says, “He who answers before listening - that is his folly and his shame.” Conflict occurs in any organization and is one way God stimulates growth and maturity. Your support of the school, and the steps outlined in Matthew 18 regarding conflict resolution, are essential to the success of our program.

Students may bring many stories home about school incidents which may be problematic. The first step in solving a problem is to get both sides of the story. This can be accomplished by talking with the person concerned (i.e. the teacher involved) and with that person only. Parents can easily solve most school problems at this level. If not, then our administrator/principal will be happy to help. Should administrative mediation be unsuccessful, an appeal may be made to the school board for assistance.

## **SCHOOL TELEPHONE**

You may contact the school at 296-2952, and leave a voice message. This line should be reserved only for *important* messages. Routine messages should be hand-written and given to the student’s teacher, as we do not have a full-time school secretary to take and deliver messages.

## **SCHOOL HOURS**

Classes begin promptly at 8:00 a.m. for all grades. Kindergarten students will be dismissed at 11:45 a.m. and grades 1 through 8 will be released at 2:45 p.m.

Parents are expected to pick up their children in a timely manner. The after school time is vitally important to our educational program. When you are late picking up your child(ren) you are depriving irreplaceable preparation time from your child’s teachers. Please pick your children up on time.

Students should arrive no earlier than 7:45 a.m., when the building doors open. We recommend students arrive between 7:45 and 7:50 a.m. to ensure adequate time put away coats and backpacks, use the restroom, prepare for class, and be ready to begin working at 8:00 a.m. Likewise, all students should be picked up no later than 3:00 p.m. unless special arrangements have been made with the student’s teacher.

CCA is not responsible to provide supervision for students who are on campus more than 15 minutes before or after class. Unsupervised students are the responsibility of the child’s parents.

## **STUDENT DROP OFF AND PICK UP POLICY**

### **MORNING DROP OFF**

In the morning, please use the upper or lower parking lots to park and/or drop off your children. **Please pull into a parking spot** to let children out of the car to avoid creating a bottleneck. **Do not use the drive-through (the drive between the new building and the existing church) at this time.** Students will be walking in that area and the drive-through should remain clear of cars for safety reasons.

## **KINDERGARTEN DROPOFF & PICK UP**

At 7:45 a.m. and again at 11:45 a.m., parents of Kindergarten students should use the upper or lower parking lots to park and then walk into the school building to **drop off** and **pick up** their children. We believe that Kindergarten children are too young to navigate parking lots, open heavy doors by themselves, etc., and need to be escorted to their classroom door by an adult.

## **2:45 P.M. PICK UP**

Students will be released at 2:45 p.m. and parents should be prompt in picking up their children. Students will be lined up along the education building with their respective teacher or an aide. **Drivers may use the drive-through to pick up students provided they follow the following procedure:**

**Please refer to the diagram on the following page.**

**Drivers should remain in their cars and line up behind the cones which will be placed at the mid-point of the gravel loop west of the main building. At 2:45 p.m. when all students are lined up under the covered area at the entrance of the Education building and the walkway between the two buildings is clear, a staff member will signal to the first car to pull forward. Cars will advance to the first yellow line with the lead car advancing to the pick-up area (designated by the double-yellow line). The teacher, or an aide, will call your child(ren) when your car reaches the front of the line for pick up.**

**For safety purposes, we want to keep the drive-through road exclusive to departing vehicles, and 100% free of foot traffic walking parallel to the road. All students departing on foot as well as parents who park then walk up to retrieve children will be encouraged to use the steps between the bridge and school office.**

**Out of courtesy for the drivers behind them, we request that drivers keep conversations and “conferencing” to a minimum, in order to keep the pick-up line moving.**

**Students will not be allowed to walk through the drive-through area to locate a parent. Likewise, parents should not walk through the drive-through area to locate their child(ren).**

**NOTE:** Parents/drivers who need to stay for any reason should park in the lower parking lots and walk up the concrete stairway to reach the student pick up area. Students should be picked up promptly before conducting after-school business. Please do not keep students and/or teachers or aides waiting after school for any reason.

**THANK YOU FOR YOUR COOPERATION!**

**INSERT DRIVE THROUGH MAP HERE**

**BUSINESS PROCEDURES**

**REGISTRATION FEES**

Registration Fees are due by July 15th for all returning students. Students are not considered officially registered until the registration fees have been paid and in fact may lose their placement if the fees are not submitted in a timely manner. Registration fees are non-refundable after August 15<sup>th</sup>.

## **TUITION**

There are three tuition payment plans:

- PLAN ONE:** One payment for the entire school year. If this single payment is received on or before September 15<sup>th</sup> you may take a 5% discount. Buyout and registration fees are **not** eligible for the discount.
- PLAN TWO:** Nine payments beginning September 1st and ending with a May 10<sup>th</sup> payment.
- PLAN THREE:** Ten payments beginning August 1st and ending with a May 10th payment.

CCA prefers to be paid by check, so there is a reliable record of payment. Tuition payments should be: **mailed to CCA -or- dropped through mail slot in the CCA office door.**

***All questions concerning tuition should be directed to Diane Hartley at 296-3319. Tuition is not to be turned in at the classroom, principal's office, or any other location except the school office.***

**PLEASE MAKE YOUR CHECKS PAYABLE TO  
COVENANT CHRISTIAN ACADEMY!**

## **FUNDRAISING**

CCA is financed mainly by tuition payments. This income, however, **does not** cover the entire cost of an education at CCA. The school requires contributions and fundraising programs to make up the difference between income and expenses.

An annual Fundraising Calendar will be available at the Orientation Meeting and will be included in an appendix to this handbook called the "CCA fundraiser survival kit". CCA has adopted a "mandatory participation or buy-out" option for its fundraiser program this school year, which will be explained in detail in the CCA fundraiser survival kit. Simply stated,

**FUNDRAISING IS NOT OPTIONAL!**

## **LATE FEES AND SERVICE CHARGES**

Tuition payments are due on the 1st of each month. There is a fifteen day grace period. If your tuition payment is not received by the 15th of the month, your account will be assessed a late fee

of \$25.00. If your tuition payment is 30 days past due, a reminder letter will be sent containing the following information: Balance due plus late fee, and the date of the student's final day of school if the balance remains unpaid. When tuition is 45 days delinquent, the school will suspend the student(s) from class(es) until the family makes arrangements with the administrator to make their delinquent payment (See section below on financial hardship). CCA will also charge \$25.00 for any check returned by the bank for any reason.

## **FINANCIAL HARDSHIP**

Families that encounter financial hardship can submit a request to the CCA board for special consideration for an adjusted payment schedule. This request must include a brief explanation of the financial circumstances and a payment plan that will bring the account up to date as quickly as possible. The board will **review** the request and inform the family of their decision in writing.

## **LIBRARY FEES**

Replacement cost will be charged for any library book checked out by a student and not returned at the end of each quarter. Parents will receive at least two reminder notices prior to assessment.

## **COMMUNICATION**

### **SCHOOL TO HOME COMMUNICATION**

School to home communication is conducted through a weekly publication called the *CCA BULLETIN*, which is the major method of communicating with the families of the school. Please check with your child's teacher if you do not receive a weekly Bulletin. **We encourage you to read the BULLETIN to stay informed!** On the first day of a school week (usually Monday), each student should bring home a "Monday mail" folder. This envelope should contain a bulletin and other important papers (calendars, menus, permission slips, graded papers, etc.). The sheet on the inside of the folder needs to be dated and initialed, acknowledging that you received it and read its contents. The Monday mail folder should be returned the next school day. Basic information is also available on the CCA school website at: [www.ccatd.org](http://www.ccatd.org). Our website is a good source for timely, reliable information and other resources.

### **ANNUAL SCHOOL CALENDAR**

An annual school calendar is published in August and made available to parents at the orientation meeting, on the school website, and is also made a part of this handbook.

### **MONTHLY CALENDAR**

A monthly calendar is published and distributed the first of each month, except for July and August. We encourage parents to post this calendar in a convenient place. This calendar will

also be available on the church/school website.

## **PARENT/TEACHER CONFERENCES**

Mandatory conferences are scheduled in the middle of the first and third quarters. Conferences are held about the middle week of each quarter. Optional parent-requested conferences can be held at the end of each grading period or the middle of the second and fourth quarter. All conferences for the last grading period of the school year are optional at the discretion of parents and/or teachers. In the event of a potential failing grade for a student in any subject, the mid-term conference must include a solution-oriented resolution signed by the parent, teacher, and student with weekly communication for the duration of the grading period between parents and the teacher, monitoring the student's progress. Please check the annual CCA calendar for the exact week conferences will be held. CCA will remind parents of upcoming conferences and encourage parents to do everything possible to schedule their conference(s) during the designated conference week. Parents or teachers may request additional conferences at any time.

## **INCLEMENT WEATHER/SCHOOL CLOSING ANNOUNCEMENTS**

School closing and/or late opening announcements will be made on these radio stations: **KODL**(1440 am), , **KACI**(97.7 fm), **AND Y102**(102.3 fm)

## **EMERGENCY INFORMATION**

Please update your home address, home, work and cell phone numbers, and emergency contact people each time there is a change. You would not want to be the parent who cannot be reached in an emergency because you have forgotten to inform us of changes. Your cell phone or pager number is critical in case of an emergency.

## **PICK UP OF YOUR CHILDREN**

Your child's safety is a high priority. Should you ever find it necessary to have someone other than the person who normally picks up your child(ren) from school, please send a note to the school informing us of who will be picking up your child(ren).

## **PLAYGROUND RECESS RULES**

CCA recognizes the need children have to run, play, exercise, and quite simply, "let off steam". Our intention is to provide a fun, safe, well-supervised environment for them to do so. Staff and volunteers are trained to monitor playground activity, supervise games and other activities, and administer light first-aid when necessary. Specific playground rules are located in the appendix of this handbook.

## **STUDENT POLICIES**

### **ATTENDANCE POLICY**

Attendance at school provides a student with a *classroom experience*. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The A Beka curriculum provides for a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, failure of a student to attend class will be viewed as a serious problem that will need to be addressed.

## **DEFINITION OF EXCUSED AND UNEXCUSED**

Failure of a student to attend school will be considered an absence. Each absence will be either *excused or unexcused*. An excused absence is an absence due to:

- Personal illness
- Serious illness or death in the family
- Medical or dental appointments
- Court appearances
- Absences due to inclement weather.
- Absences due to school-related sports (such as The Dalles Middle School) – sports schedule **MUST** be provided to classroom teacher in advance of the absences.
- A pre-approved family trip - this must be approved by the teacher and the administrator at least a week **PRIOR** to the absence.

If your child will be absent, please notify the school at 541-296-2952 by 8:00 AM on the day of **each** absence. When leaving a message please leave your name, your student's name, the reason for the absence, and a phone number to reach you.

Upon returning to school after an absence, the student must bring a signed note from the parents detailing the date(s) and the cause of the absence. The note should be neatly written. The student must present the note to his/her respective teacher immediately upon return to school. The teacher will determine if the absence is excused or unexcused. ***If no note is sent with the student the absence will be considered to be an unexcused absence or skip.*** For record keeping purposes, notes **MUST** be sent with your child upon returning to school even if you called the school to notify us of the absence.

**A student who is absent has 24 hours from the time they were counted absent (usually 8:00 a.m.) to provide a written excuse for their absence. If an acceptable written excuse is not provided, the absence will be considered a "skip", and all course work, tests, and graded activities given during the missed class time will be ineligible for make-up.**

Absences that do not meet the above requirements for excused absences will be considered "unexcused" or a "skip."

Students who have **excused** absences will be allowed to make up the missed assignments and tests. If the assignments are given by the teacher before the absence, they are due the day the student returns to class. If the assignments are given after the absence, the student is given no more than one week to make up the missed assignments and tests. The decision to give work prior to or after a student's excused absence is up to the teacher's discretion.

Absences that are "unexcused" or considered a "skip" will result in a **"skip", and all course work, tests, and graded activities given during the missed class time will be ineligible for make-up and will result in a "zero."**

## **ATTENDANCE RECORDS**

Teachers will keep attendance records and these records are a part of the student's permanent school record. Attendance figures are calculated on a quarterly basis (every nine weeks) and are shown on the student's report card. Elementary students missing more than 45 minutes of the morning session or 30 minutes of the afternoon session will be considered absent for one-half day.

## **TARDINESS**

Students should arrive at school early enough (we recommend 7:45 a.m.) to prepare for their day and be in their seat **ready to begin work at 8:00 a.m.** Any student not satisfying these conditions will be considered tardy. *Any graded activity missed due to a tardy cannot be made up.*

**IMPORTANT: Parents must not interrupt a class that has already begun to give a verbal reason for their student being late.**

## **SICK STUDENTS**

Sick or contagious students should **not** attend classes until all signs of contagion have passed. CCA reserves the right to send sick or contagious students home. This includes, but is not limited to, colds involving excessive sneezing or coughing, fever, runny nose, strep throat, head lice, conjunctivitis ("pink eye"), chicken pox, and the flu. This is for the protection of the other students. When children are home with a contagious illness, parents should call the school (voice mail) and let us know what the child has, and how long the parents expect the child to be out of school. This will allow the school to be on the lookout for additional cases and help prevent children from getting the same illness again.

## **MEDICATION**

All medication, both prescription and non-prescription, must be in the ***original container with the pharmacy label***. As a general rule, student prescriptions will be kept in the possession of the teacher until administered. Parents must provide written consent to gain exception to this rule. A note of explanation from the parent must accompany non-prescriptive (over the counter) medication. Over-the-counter medication such as aspirin and ibuprofen are available at the school, but will not be given without parental consent. Students are **never** to share medicine with another student.

## **APPOINTMENTS**

Whenever possible, try to schedule routine doctor and dental appointments after school or during vacations or days off. Classroom time should be missed only as a last resort.

## **STUDENT RECORDS**

According to the Family Privacy Act of 1984 parents or legal guardians may see their child's student records maintained by the school. Parents or guardians desiring to review their child's file should notify the school in advance to arrange for such a review.

***Records requested by students transferring out of CCA will be released upon the receipt of payment for all outstanding fees, tuition, etc. owed to CCA.***

## **SCHOOL LUNCH PROGRAM**

Hot lunch will be available on Mondays, Wednesdays and Fridays to the students and staff of CCA. A monthly menu will be sent home notifying the parents of the number of lunches in the month. CCA requires all hot lunches to be **paid for in advance**. A student who has not prepaid would be allowed to eat **ONE** hot lunch on credit. A student without a lunch would be dependent on contacting a family member to bring them lunch, As CCA is not able to provide lunches for students without one....Parents may occasionally want to join their child(ren) for lunch and this is permissible if the parent pays for his/her lunch at the rate below .

**LUNCH RATES:                \$3.00 for students and visitors**

Lunch money can be included with tuition and can be mailed (if paid by check), or dropped through the mail slot in the school office door. **Do not give lunch money to your child's teacher.** If you wish to help with the lunch program you may do so by contributing specifically requested food items. Donated items help to keep the lunch charges at a minimum while providing quality food. Please see the administrator for a list of desired food items. Students will need to bring a sack lunch on Tuesdays and Thursdays. Due to food allergies and other concerns, sharing of food among students is **not allowed**.

A word about student lunches . . .

Please provide adequate and nutritious snacks and lunches **without** pop or candy.

Children need fuel to function!

# UNIFORM DRESS POLICY

## PHILOSOPHY

The mission of CCA is to partner with Christian parents to train their children, the school's students, to serve Christ daily. CCA has adopted a uniform dress policy that we believe is consistent with scriptural principles of **modesty** and **propriety**. Dressing in a way that honors and pleases God is one of our core values. In order for the dress policy to be successful, the following elements are essential:

**Cooperation** – Having common values and a common goal, CCA staff and families must work **together** to implement and monitor the dress code.

**Communication** – Much time, effort, and input from all involved parties (students, parents, and staff) have gone into developing a flexible, simplified dress code that works for everyone. Staff and parents, over the course of the school year, must strive to maintain a **productive and positive** dialogue concerning issues and questions about the dress code.

**Consistency** – Our dress code, along with many other areas of school policy, must be governed by this simple but critical truth: **What applies to one student must apply to every student**. Our dress code needs to be consistently followed and consistently enforced. This must be the standard we all are working toward.

## GENERAL

Any clothing, book bag, hat, notebook, jewelry, or other paraphernalia with sexual innuendo, inappropriate message or picture, new-age, occult or pagan symbol, alcohol, drug, substance abuse, or other questionable picture or symbol, or individuals or groups or concepts that are inconsistent with a biblical lifestyle and obedience to Christ are unacceptable and not to be worn at CCA during school hours/functions.

Girls may wear conservative earrings (Studs only, no "dangly" earrings). Boys are prohibited from wearing earrings. Hair is to be kept clean, combed and at a moderate length for boys, which we consider to be off of the collar, and covering no more than half the ear. Hair must be above the eyebrows and out of the eyes at all times. Students are prohibited from dyeing their hair. Any makeup that is visible and obvious is not allowed.

CCA does not allow any visible permanent **or** temporary tattoos, drawing on skin, or body-piercing.

## UNIFORM DRESS CODE ENFORCEMENT

It is important that the dress code policies are accepted fully and enforced consistently. Enforcing these policies is not the sole responsibility of the school, but rather the full cooperation between parents, students, and staff. It is expected that parents and students will voluntarily abide by and consistently meet the Uniform Dress Code requirements without repeated reminders.

In most cases a verbal warning will be given to the student. With younger students in kindergarten, communication will be between teacher and parent and not involve the student. At the administration's discretion, students who are not in compliance with the dress code **may** be excluded from classes and/or school activities and placed in detention until the student's inappropriate attire is corrected. The frequency and nature of a uniform violation will be taken into account to help determine the need for communication with parents and potential discipline. If you are in doubt as to the acceptability of an article of clothing, **speak to your respective teacher or the administrator before** the item is worn to school. The school administration reserves the right to judge any article of clothing on an individual basis.

CCA asks parents to be sensitive to the reality that over the course of a school year, their child's body will grow, change, and develop! Clothes and shoes purchased at the beginning of the school year may not be adequate to last an entire year. Please be conscious of the size and condition of your child's clothing throughout the school year, and purchase new clothing accordingly.

A parent should routinely check uniforms right before a child leaves for school to avoid uniform violations. Shirt length has been a problem, and the following test is a great way to determine if shirt is too short: With their shirt tucked in and belt on, have the student raise their hands over their head- if the shirt is long enough, it will stay tucked in. Our standard of modesty calls for no exposure of midriffs or under-clothing during the entire course of the day, including recess.

## UNIFORM POLICY

All students who attend Covenant Christian Academy will wear a uniform.

The following are guidelines which you should follow when purchasing uniform clothing.

### GIRLS UNIFORM GUIDELINES

SLACKS	KHAKI, NAVY, OR BLACK	CHINO OR CORDUROY/NO DENIM
SHORTS	KHAKI, NAVY, OR BLACK	FITTED CARGO SHORTS/SLACKS ALLOWED

SKIRTS/SKORTS/ JUMPERS	KHAKI, NAVY, BLACK, OR NAVY PLAID
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SWEATERS	PLAID OR ANY SOLID COLOR <b>EXCEPT BLACK</b> OR <b>FLOURESCENT</b>	V-NECK, CREW,CARDIGAN, FLEECE OR VEST STYLE <b><u>PLAIN OR CCA LOGO ONLY</u></b>
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BLOUSES/ POLO SHIRTS/ TURTLE NECKS	ANY COLOR <b>EXCEPT BLACK OR</b> <b>FLOURESCENT</b>	COTTON/POLYESTER W/COLLAR-NO SLEEVELESS  ALL SHIRTS MUST HAVE COLLARS AND SLEEVES <b><u>SOLID COLORS ONLY</u></b>
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### GIRLS' PERFORMANCE ATTIRE

NAVY SKIRT, SKORT, OR JUMPER, WHITE BLOUSE, BURGUNDY TIE, DRESS SHOES

### BOYS UNIFORM GUIDELINES

SLACKS/ SHORTS	KHAKI, NAVY, OR BLACK	CHINO OR CORDUROY/NO DENIM FITTED CARGO SHORTS/SLACKS ALLOWED
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POLO SHIRTS/ TURTLENECKS	ANY COLOR <b>EXCEPT BLACK OR</b> <b>FLOURESCENT</b>	ALL SHIRTS MUST HAVE COLLARS AND SLEEVES <b><u>SOLID COLORS ONLY</u></b>
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SWEATERS	PLAID OR ANY SOLID COLOR <b>EXCEPT BLACK OR</b> <b>FLOURESCENT</b>	V-NECK, CREW,CARDIGAN, OR VEST STYLE <b><u>PLAIN OR CCA LOGO ONLY</u></b>
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### BOYS' PERFORMANCE ATTIRE

NAVY SLACKS, WHITE LONG-SLEEVED OXFORD SHIRT AND TIE, BELT, DRESS SHOES

## **OTHER UNIFORM SPECIFICS**

### **SKIRTS, SKORTS AND SHORTS**

Girls should wear solid navy blue or black bicycle shorts under their skirts to avoid exposure of underwear, even when tights are worn. Please consider skorts as an alternative to skirts for the classroom and the playground and skirts and jumpers for performances. The length of the skirts, skorts and shorts (for boys and girls) must be two inches **below** the fingertips while the hands are resting at the side. Please consider the length of the shorts before sending your child to school in them. Long skirts (ankle length) are not appropriate uniform attire. Always wear solid-colored bicycle shorts under a dress or skirt even when tights are worn.

### **SOCKS**

Students must wear socks. Tights need to be unadorned and in **solid** colors consistent with the dress code.

### **SHOES**

What we want to see are simple styles. Cowboy boots, shoes or boots with heels higher than 1", "Heely's", shoes with lights, and sandals are some specific examples of footwear **NOT** allowed. In addition to the traditional leather school shoes (brown, black or navy), we will allow tennis shoes with no neon/flourescent colors, trim, or laces . All shoes must be closed toe, closed heel, with no sideslits, and kept clean and in good condition at all times. Students are expected to tie their shoes and keep them tied at all times. Shoes must be kept on at all times while on campus- shoes with loose laces that come off a student's feet easily are not allowed.

### **TIES**

Boys are required to wear a tie for all performances, unless otherwise indicated. Any tie that compliments the uniform is acceptable. Girls are required to wear burgundy ties on their white blouses that will be available for purchase or to be borrowed for pictures and performances.

### **BELTS**

All students are required to wear a solid, unadorned, brown, black, or navy belt made of canvas or leather with a simple buckle, even on jeans day. All shirts must be kept tucked in at all times.

### **SHIRTS**

All shirts must have a collar and sleeves. Please refer to uniform shirt descriptions on page 16. Shirts must be tucked in at all times.

### **SWEATERS**

V-neck, crew, cardigan or vest style sweaters may only be worn over a polo, oxford or turtleneck shirt. These sweaters may not be worn without a uniform shirt or blouse underneath. All sweaters must be a solid color or plaid.

## **WINTER ATTIRE**

Since students will be out on the playground as often as possible, CCA families must be aware of the seasonal weather conditions and choose their outerwear accordingly. Hats, gloves, stocking caps, snowpants and winter boots can be worn to school and on the playground but **not** in class. Regular uniform attire is the standard for the classroom, even during the Winter months.

## **LABEL ALL CLOTHING WHENEVER POSSIBLE!**

### **ACCESSORIES**

Accessories are fine, but when they become a distraction, the teacher will speak directly to the student and/or send a note home. For example, watch alarms will not be tolerated. (See p. 16 Under the “General” heading for guidelines about jewelry and makeup)

### **JEANS DAY**

Jeans day is always the last day of the school week (usually Friday) and is **optional**. The regular uniform code applies to students who choose not to participate. Students may wear jeans (blue or black denim) if they are clean and in good condition without adornment or embroidery. This means that they should not be frayed, worn to the point of being holey, patched or bleached. Jeans need to be fitted and worn with a tucked in uniform shirt, school-appropriate shoes, and belt. During warmer weather, jean shorts and skorts are allowed if they meet the length standards specified for shorts. Blue or black denim skirts, dresses and jumpers are allowed if they are consistent with the dress code. Jeans day attire is also suitable for field trips **unless otherwise noted**.

### **BAGGY/TIGHT CLOTHING**

Baggy clothing or clothing that is too form-fitting are **not allowed**. In other words, pants may not drag on the ground and clothing must be fitted, but not skin-tight. Pants and shorts must be worn not more than two inches below the wearer's natural waist, not “slouched” or on hips.

### **SWEATSHIRTS**

CCA LOGO HOODED SWEATSHIRTS can be worn during class only over shirts that meet the dress code. The hoods **cannot** be worn inside. These sweatshirts are able to be ordered throughout the school year at the school office and **gray** is the only authorized color.

### **COATS/JACKETS**

Coats, jackets, windbreakers, etc. that are worn to school may **not** be worn in class. Only dress-code sweaters and the CCA logo gray sweatshirt are allowed to be worn in the classroom.

### **HATS**

Simple 1-2 color stocking caps without logos or trademarks are the only head covering allowed, to be worn only at recess during cold weather. No hats or hoods are allowed to be worn indoors. **NO BASEBALL CAPS ALLOWED.**

## **PE UNIFORMS**

PE Uniforms are required for first through eighth grades. Solid navy blue athletic shorts (cotton or cotton/poly blend) are required. When the weather turns cold, please switch to navy blue sweats and a navy blue sweatshirt. CCA uniform t-shirts are the only acceptable t-shirt. Athletic shoes must be worn for this class. Shoes that fall off a child's foot while running or kicking are considered unsuitable for P.E.

Please write your child's name on an inside tag or label of all clothing. Much of our lost-and-found items are outerwear taken off during a P.E. activity and left behind when class is over.

## **WHERE TO PURCHASE UNIFORM CLOTHING**

You can find uniform clothing at many department stores, including J.C. Penney, Nordstrom, The Gap, Target, Wal-mart (in Portland), and Lands' End. Uniform clothing is available on many websites also, such as: Cookies.com, Wal-mart.com, Childrenswearoutlet.com, and others.

Lands' End has provided us with their Uniform Catalog which we refer to when describing uniform style. Lands' End will also pay the school a 3% rebate on the purchase you make if you provide them with our Preferred School number, which is:

**9000-2973-7**

Land's End also has our logo available for shirts and sweaters ordered from them. You will need to specify our logo number when placing your order:

**9859369K**

CCA recommends that families **save all receipts** from all uniform purchases in the event an item doesn't comply with the uniform policy and needs to be returned.

## **LOST AND FOUND**

Over the course of a typical school year, there is a steady accumulation of clothing items left on the playground, in the bathrooms, etc. When clothing is labeled, it's much easier to return it to its owner. Unidentified clothing is placed in the lost and found bin located under the soda machine in the education building across from the girls' restroom. This is the first place to look if a student is missing an item of clothing. We must emphasize again: **It's cheaper to label clothing than it is to replace it. Please label all clothing.**

# STANDARDS OF STUDENT CONDUCT

## UNDERLYING PRINCIPLES

1 Timothy 4:12 says, “Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”

The staff at Covenant Christian Academy dedicate themselves to the development of student conduct which will exemplify Christian virtues as everyone grows together in the Lord. In the process of striving for this development CCA has adopted certain guidelines.

## GENERAL BEHAVIOR

**Courtesy** – Students are to be courteous and display respect for all persons (teachers, staff, students, visitors, etc.). Good manners are encouraged and expected.

**Obedience** – Students are to respectfully and quickly respond to instructions from staff or others in positions of authority (a cooperative attitude).

**Self-Control** – Students are to exercise self-control while in class, chapel, on the playground, or school events off campus.

- Keeping hands, feet, and objects to oneself.
- Not speaking in class without raising one's hand.
- Remaining in one's seat until given permission to be out of the seat.
- Speaking in a way that encourages and builds up others; kind words, not teasing, “putting down”, using profanity or telling coarse jokes.
- Must behave in a manner that enables the teacher to teach and allows other students to learn.
- Showing care and respect for all property (your's, other's and the school's).

## SPECIFIC BEHAVIOR

- The use or possession of illegal drugs, narcotics, alcoholic beverages, tobacco, or involvement in sexual immorality is not part of the Christian life. Students are expected to refrain from the use of these substances and these activities. Those violating this standard are subject to expulsion.
- Students are expected to be honest and not deceitful in their dealings with others, including school personnel. Cheating, lying, stealing, and plagiarism will not be tolerated and disciplinary action will be taken.

- Fireworks, firecrackers, matches, and other flammable materials are prohibited by law and not allowed on campus.
- Students must not bring any weapon or firearm on campus. (This includes pocket knives.)
- Students shall not intimidate, threaten, harass, or physically assault another person.
- Students may not leave class or campus without permission.
- Students may not run on sidewalks, in the inside hallways or on any of the stairs.
- Seeds or nuts in the shell are not to be brought to school due to the difficulty of cleaning up.
- Gum is not permitted during school hours.
- **Cell phone** use by students is allowed for essential communication needs only. Cell phones will be turned off and turned in to the teacher at the beginning of each school day. Students with cell phones may use them at a time designated by the person in charge. Cell phones will be returned at the end of each school day. If a student is using a cell phone without authorization or if they have not been turned over to the teacher at the beginning of the day, they will be confiscated by the teacher and will be held until the parent can come to pick up the phone.
- Radios, tape recorders, pagers, or other electronic devices may not be brought on campus without permission. If permission is given by the teacher, then the **electronic device** (such as an iPod, MP3 player, DS, or PSP) must be turned off and turned over to the teacher at the beginning of the day. Teacher will return the electronic device at the end of the day. If a student is using an electronic device without authorization or if they have not been turned over to the teacher at the beginning of the day, they will be confiscated by the teacher and will be held until the parent can come to pick up the device.
- Music that promotes non-Christian values is not permitted at school or at school-related functions. In the event that this policy is violated, the device involved will be confiscated and returned to the parent at the end of the function/activity.
- Students should be good stewards of their campus and endeavor to keep a clean campus. **Students should not litter their campus**. All trash should be placed in trash cans.
- Students need to adjust the volume of their voice to what is appropriate to the occasion and setting.

- School facilities, fixtures, books, computers, desks, etc. are provided for the use of the students. Damaging or defacing school property will result in disciplinary action as well as financial responsibility for the repair or replacement of that item.
- Wholesome friendships are encouraged between boys and girls. Students should refrain from demonstrating personal affection on campus and at all school functions.
- Social dancing is not sponsored by the school and is not permitted at any social functions that are school-related.
- Students must get permission from the appropriate teacher before using school equipment and/or supplies.
- Any device, equipment, toys, or object that is disruptive or causes distraction shall not be brought on campus. CCA staff will, at their discretion, confiscate anything they believe violates the boundaries of this guideline and return the item to the student's parent at the earliest convenience.

## **CLASSROOM BEHAVIOR**

Teachers are deserving of respect from their students and are held accountable for helping to maintain a positive class atmosphere conducive to quality education. Students must at all times be cooperative with the teacher and respectful of their authority.

- Students must come to class on time and properly prepared with textbooks, completed homework, and writing materials. The standard is: to be seated in your desk ready to begin work at **8:00 a.m.**
- Anyone dismissed from a class for any reason will be issued a pass. This must be in the student's possession at all times when out of class.
- Each teacher will establish specific rules for activities in their classroom.
- A teacher's desk, computer, cabinet, bookcase, etc., are regarded as personal property and students are not to meddle with anything on or in these places without the teacher's permission.
- Students will not disrupt other class members in any way. Talking between students will be allowed only with the permission of the teacher.
- Students will not pass notes in class.

- Hats and other head wear are not to be worn inside the building. Hats and other head wear are not to be worn at chapel, devotions, prayer, or at the request of a person in authority during outdoor and/or off-campus school activities.

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include:

- Counseling
- Assigning of detention
- Probation
- Suspension
- Expulsion

Teachers and staff have authority to reprimand students, to counsel with them and to refer students to detention. Teachers and staff may refer students to the administrator when behavior violations are chronically repeated or if a single offense is particularly serious. Teachers are encouraged to contact the parent/guardian of a student about problems when discernible patterns appear.

## **DISCIPLINE POLICY**

Discipline is an important and essential part of the learning process. The classroom must have an atmosphere that is conducive to learning, and the overall school spirit is to have a positive Christian flavor. To accomplish this, teachers and administrators must communicate clearly the expectations and consistently enforce policies. Students must be cooperative and exhibit self-control. Parents and/or guardians must be supportive and involved. The following have been established to collectively accomplish these goals.

### **PREVENTATIVE DISCIPLINE**

The administration and faculty at Covenant Christian Academy will endeavor to prevent discipline problems before they begin through:

- Communicating expectations
- Use of positive reinforcements
- Teaching right behavior
- Addressing issues before they become major
- Establishing mutual respect



## CHART OF DISCIPLINE PROCESS

DEGREE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1	Written warning	Written warning	Detention
2	Parent/Guardian contact and <b>detention</b>	Parent/Guardian contact and <b>detention</b> . Conference w/student Parent/guardian, administrator	Parent/Guardian contact and <b>one day suspension.*</b> Conference w/student and parent/guardian, and administrator
3	Parent/guardian contact and minimum of <b>one day suspension.*</b> Conference with parent/guardian, student, and administrator	Parent/guardian contact and minimum of <b>two days suspension.*</b> Conference with parent/guardian, student, and administrator	Parent/guardian Contact and minimum of <b>three days suspension.</b> Conference with parent/guardian, student, and administrator

### \*In-school suspension

- 4 The minimum consequence for any violation in this degree is a **three day suspension**. The maximum consequence may be, up to and including, expulsion. Violations will be investigated and a preliminary decision reached. Then there will be a conference including the student, parent/guardian, and other pertinent school personnel including the administrator. At the conclusion of the conference the administrator will make the decision on what disciplinary action is appropriate. CCA will, as required by law, refer illegal activities to the proper authorities.

## DEFINITIONS OF SPECIAL DISCIPLINE TERMS

<b>Infraction</b>	An infraction or violation is when a student breaks a rule.
<b>Detention</b>	Detention is staying after school, in a room with a teacher, the principal, or an aide in charge.
<b>Suspension</b>	Suspension is when a student is not allowed to come to school or to attend class for disciplinary reasons. <i>Days of suspension are recorded as unexcused absences.</i> All academic work done during days of suspension will receive no higher than a “C” grade. All academic work due during the suspension will be due the first day of return. Suspended students are not allowed on school grounds while school is in session, or be allowed to participate in field trips or other extra-curricular activities. At the administrators discretion, students may be able to serve a supervised in-school suspension. Guidelines for the in-house suspension will be reviewed with the student and parent before the suspension is served.
<b>Expulsion</b>	Expulsion is when a student is dismissed from the school by decision of the school’s administration.
<b>First Offense</b>	The first time a student does a specific thing wrong and receives at the minimum an official warning notice.
<b>Second Offense</b>	The second time a student does a specific thing wrong and receives at the minimum an official warning notice.
<b>Third Offense</b>	The third time a student does a specific thing wrong and receives at the minimum a detention.

## **INSTRUCTION**

### **CURRICULUM**

Covenant Christian Academy offers a curriculum based on a Christian philosophy of education. CCA believes scriptural principles must be integrated into each area of study. It is the goal of CCA to help each student achieve more than just basic academic skills. Our desire is that the students will develop a positive response to inquiry which will insure growth even after leaving CCA. For those, and other reasons, CCA uses the A Beka curriculum for the majority of the student's study.

### **GRADING SYSTEM**

<b>A+</b>	<b>98-100</b>	<b>C+</b>	<b>77-79</b>
<b>A</b>	<b>93-97</b>	<b>C</b>	<b>73-76</b>
<b>A-</b>	<b>90-92</b>	<b>C-</b>	<b>70-72</b>
<b>B+</b>	<b>87-89</b>	<b>D+</b>	<b>67-69</b>
<b>B</b>	<b>83-86</b>	<b>D</b>	<b>63-66</b>
<b>B-</b>	<b>80-82</b>	<b>D-</b>	<b>60-62</b>
		<b>F</b>	<b>Below 60</b>
	<b>HIGHEST ACHIEVEMENT</b>		<b>4.0</b>
	<b>HONOR ROLL</b>		<b>3.5</b>
	<b>HONORABLE MENTION</b>		<b>3.0</b>

### **ELEMENTARY & MIDDLE SCHOOL RETENTION/PROMOTION POLICIES**

Keeping a child in the same grade for a second year is not something that will be recommended lightly. Before a student receives a recommendation for retention the following process will have taken place:

1. The teacher will have reviewed the student's progress and development in relationship to the work expected in the present grade;
2. The teacher will have reviewed the student's progress and development in the present grade in relationship to the work expected in the grades ahead;
3. The teacher will discuss his or her review of the student's progress and development with the student's parent/guardian, the administrator, and other school personnel the administrator includes in the review.

*There may be behavioral, developmental, social, physical, or academic reasons for recommending retaining a student.*

A student could receive a recommendation for retention on purely academic reasons if:

1. A student received a grade of "F" in two (2) or more subjects on the Quarter report card for two or more quarters of the school year.
2. A student earned a grade of "D" or lower in four (4) or more subjects on the Quarter report card for two or more quarters of the school year.
3. A student earned a total grade average for the school year of "D".

The progress and development for Kindergarten students are measured and graded differently, but the basic criteria for promotion or retention are the same.

### **AWARDS ASSEMBLY**

Awards assemblies will be held in the middle and at the end of the school year to recognize academic and character awards. We will also recognize volunteers and all who contributed to the school in some way. This will be on the last day of school.

### **CHAPEL**

Chapel provides an opportunity for students to sing contemporary Christian songs as well as hear Bible stories. Chapel is divided into different classes to offer age-appropriate material. The children's pastor or guest speaker will lead chapel, which is scheduled for each Wednesday. Parents are invited to attend.

### **PHYSICAL EDUCATION PROGRAM**

PE is offered twice a week on Mondays and Thursdays. Our program focuses on exercise, group activities, with individual and team contests. Students are required to wear their PE uniform. Athletic shoes are the only appropriate footwear for this class.

### **FIELD TRIPS**

Field trips are an excellent way to expand upon subjects taught in the classroom. Sometimes field trips are recreational and fun, like the trip to the Pumpkin Patch in October. The participation of younger siblings in field trips will be considered on a trip-by trip basis. Parents will be informed of any planned field trip and parental permission must be secured prior to the day of the trip.

Transportation is usually by bus or car pool. Car pooling will be done by qualified parents only. These parents must provide a copy of a valid Driver's License as well as a copy of their current auto insurance card. Field trips with carpooling will follow all applicable car-seat laws **without exception**.

## **CLASS TIME INTERRUPTION**

Teachers at CCA follow a carefully designed lesson\ time management plan. Unnecessary interruptions can cost teachers and students valuable instruction time that you, the parents are paying for. CCA asks parents to follow these guidelines:

- Feel free to communicate briefly with teachers in the morning, but be sensitive to the clock and allow the them to start class on time.
- Please do not interrupt a class in session except for an emergency.
- All teachers are available for conferencing and communication within a day or even a few hours if you plan ahead.

There will be many opportunities for parents to spend time with their children in the classroom setting with volunteer work, parties, field trips, etc. Our desire is to achieve a good balance between parent-teacher communication and preservation of valuable class time.

## **COMPUTER USAGE**

CCA has access to the internet through a high-speed DSL connection provided by the church. The internet is a rich source for research and information, but has its dangers as well. Although internet filter programs are installed on computers that have on-line access, students will be supervised and monitored when using on-line resources.

CCA supports and respects each family's right to decide whether or not their child is allowed access to the internet. A parent permission form that gives specific rules and guidelines for internet use must be signed by a parent and returned before access to the internet is allowed.

## **CHILD ABUSE POLICY**

The administrator and/or principal will deal with all cases of suspected child abuse. Everything should funnel through him or her. All allegations will be investigated. If there is evidence that indicates abuse, an investigating agency law enforcement agency or Child and Family Services (CFS) will be notified, parents/guardians (if not the alleged abuser) will be notified, and finally the school's legal counsel will be contacted. The report given to the above agencies shall include names and addresses of the child and the parent/guardian of the child, the child's age, the nature and extent of the abuse (including any evidence of previous abuse), the explanation given for the abuse and any other information which the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator. Any notices for the press will be handled only by the Administrator and Principal.

Anyone participating in good faith in the making of a report and who has reasonable grounds for the making of such a report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

## **SEXUAL HARASSMENT POLICY**

### **STUDENT SEXUAL HARASSMENT POLICY**

#### **POLICY**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of employment or expulsion from school.

#### **DEFINITION OF SEXUAL HARASSMENT**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by some form or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

## **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs or jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

## **EMPLOYEE-STUDENT SEXUAL HARASSMENT**

Employee-student and/or student-employee sexual harassment is prohibited.

## **STUDENT-STUDENT SEXUAL HARASSMENT**

Student-student sexual harassment is prohibited.

## **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials.

All complaints will be promptly investigated.

**WHERE TO REPORT SEXUAL HARASSMENT**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

Brett Hartley

Administrator\Principal

**SUMMARY**

Our desire is to help parents/guardians train children by reinforcing Christian principles on a daily basis. Children need to see CCA and their home cooperating and supporting one another for the children’s good. We believe that God will reward our cooperative efforts in the lives of these children and we look forward to a great year!

\*\*\*\*\*

**This handbook is reviewed and revised annually.**

**The Covenant Christian School Board and the Administrative Staff welcomes your signed written suggestions for the improvement of our school and the Parent/Student Handbook.**

**Thank you for your support!**

"Fundraiser survival kit - under construction"

"Playground rules - under construction"