



Family Handbook

2022-2023

(published August, 2022)

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School Overview – Christ Covenant School, a classical Christian education

1.1 The Purpose of our Policies

We desire to instill in each student a love for truth, wisdom, and beauty through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ. For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Family Handbook is designed to ensure a clear understanding of these policies and procedures. The adherence to these policies and procedures will allow our school community to function in unity and provide your child the greatest opportunity to have an exceptional educational experience through our curriculum and activities, and through the relationships they build at CCS.

1.2 Changes to the Handbook

Sometimes, it is inevitable that some policies may need to change, and at times, that may occur during the school year. Whenever this is the case, we will communicate clearly and in advance the reasons for the change(s) so that families can have ample time to make any necessary adjustments to the change(s).

1.3 The Mission of Christ Covenant School

Christ Covenant School cultivates wisdom and virtue in its students by nourishing their souls on truth, goodness, and beauty and develops students who will succeed academically, reason critically and rightly, communicate truth effectively, and enter into a lifelong pursuit of learning and living that affects their culture for the glory of Christ.

1.4 The Vision of Christ Covenant School

Our vision: “To be a community that loves, educates and equips our students to transform the world for Jesus Christ.”

1.5 Statement of Faith

We believe that the Bible, the Word of God, is the only and final authority in faith and practice, and that the great creeds of historic Christianity best define our doctrine. The creeds we adhere to are the Apostles’ Creed and the Nicene Creed and these creeds constitute our complete statement of faith. As an independent school, without institutional ties to any church or denomination, we remain committed to what C.S. Lewis called mere Christianity when he wrote, “No insipid inter-denominational transparency, but something positive, self-consistent, and inexhaustible.” We hold to these truths which have promoted grace, abhorred legalism and division, and which have united Christians across the boundaries of time, place, race, denomination, and tradition. The following seven statements concisely reiterate the important doctrines explained in these Creeds. These are the key elements of Christianity that will be taught in various ways at all grade levels.

1. Concerning Scripture, we believe that the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible, and the final authority in faith and practice (2 Tim. 3.14–17; 1 Cor. 2.12; Matt. 5.18; John 5.39; Col. 3.16; Rom. 15.4; Josh. 1.8).
2. Concerning God, we believe in one living, sovereign, and true God, existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, and having the same essence and attributes (Jer. 10.10; 2 Cor. 13.14; John 15.26; Matt. 28.19; Matt. 3.16, 17).
3. Concerning God’s purpose, we believe that the eternal purpose of God includes all events; is holy and wise; and neither deprives man of responsibility, nor makes God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him (Eph. 1.11; Rom. 9.11–16; John 6.37, 65; Matt. 1.21; Eph. 2.8–10, 19–22).
4. Concerning sin, we believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God’s command, and by their own choice fell from their original state of innocence and fellowship with God, and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation (Gen. 2.17; Gen. 3.6; Rom. 3.23; Rom. 5.12–19; 1 Cor. 15.21,22; Rom. 3.10–18).

5. Concerning Christ, we believe that Jesus Christ was born of the Virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father (1 Tim. 2.5; Heb. 1.2; John 17.6; Isa. 53.6; Luke 1.35; 1 Pet. 3.18; 1 Cor. 15.3–5).
6. Concerning salvation, we believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together form the true church (2 Tim. 1.9; Titus 3.5; 1 Cor. 2.12; 1 Cor. 3.16; Rom. 3.24; Eph. 1.13,14).
7. Concerning the return of Christ, we believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints (1 Thess. 4.16,17; Luke 23.43; 1 John 3.2; Acts 1.11; Matt. 25.31–34,41,46; Rom. 8.30).

Additional Statements of Faith Relating to Sexual Identity, Marriage, and Sexual Immorality (Section 1.5A)

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: 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.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.
4. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

All administrators, staff, teachers, coaches, and School Board members have declared unconditional acceptance of these statements.

1.6 Purpose Statement

The purpose of Christ Covenant School is to honor God by assisting Christian parents in providing for their children a distinctively classical Christian education. Because we recognize that all knowledge comes from God, we are committed to integrating the truth of the Scriptures into every aspect of their education and to training children to think biblically about every area of life. At Christ Covenant School we purpose to work as unto the Lord; therefore, we are committed to academic excellence.

1.7 Philosophy of Education

The goal of Christian education is to know, love, and emulate the Truth as revealed through Jesus Christ and the Scriptures. The purpose of Christ Covenant School is to honor God by assisting Christian parents in providing a distinctively classical Christian education. Classical education is the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the seven liberal arts. The Christian worldview complements this classical approach by providing the answers to the ultimate questions concerning being, knowledge, morality, and human nature.

The seven liberal arts are the foundational skills of thinking and communicating truth. The literary arts of grammar, logic, and rhetoric train students in a developmentally appropriate way to memorize accurately, reason rightly, and communicate persuasively. The mathematical arts train students to know, understand, apply, and appreciate the numerical concepts that reflect the purposeful design of God's creation. Together, the liberal arts walk students through the necessary steps for applying truth to all areas of their lives. Acquiring these skills liberates the soul from ignorance in order to grow in wisdom and virtue.

Along with the liberal arts, Christ Covenant School emphasizes the history and ideas that have shaped the Western tradition. This Great Conversation of Western Culture is passed down from age to age and informs our content. Through examples of the good, true, and beautiful we impress upon the students moral values, behavior, and character. Through didactic, mimetic, and Socratic instruction knowledge becomes understanding. Understanding when perceived and experienced in the classroom then forms the habits and appetites of the soul. In all areas, wisdom and virtue become impressed upon the student with a focus on Christ and His revelation of God's love.

At Christ Covenant School, we work as unto the Lord and are committed to academic excellence and the pursuit of truth as a community of learners. Teachers develop a relationship of tutorial love with students and serve as mentors who model Christ's love alongside of the parents. Inherent in this relationship is that all members of the community pray for the students and pattern their dealings after the ethic of Scriptures. The students will follow their teacher as their teacher follows Christ. In order to fully form the soul through education, we recognize the God-given role that parents play as primary educators of their children. A true culture of learning will create meaningful and mutual cooperation between students, faculty, and the home. The culture of conversations is the means by which young people enter into a lifelong interaction with the larger community of learning.

Classical Christian education at Christ Covenant School is therefore the ongoing pursuit of the Truth by a community of learners committed to Christ and His revelation through the Scriptures. We are guided by the wisdom of a rich, historical narrative of Christian civilization. We are dedicated to modeling Christian virtue through our relationships, and we are continually developing habits and character traits that facilitate the lifelong enterprise of acquiring wisdom through the virtuous power Christ supplies. Thus our school proclaims Christ as the Logos of God, the Way, the Truth, and the Life. We are called to know, love, and follow Him.

1.8 School-to-Home Relationship

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school's authority in governing its affairs. Yet, the school must also uphold the family's authority in governing its affairs.

1.9 In Loco Parentis (Latin, "in place of the parents")

At all levels, we acknowledge that the school does not function above parental authority, but rather with delegated authority from the parents. Our vision and goals represent the desired results, which we believe will come from our educational support of godly homes. The school's implementation of the vision, goals and objectives is not intended to supplant the responsibility of parents before God for the nurture and education of their children. We will seek to fulfill the obligations we have with regard to this policy, our goals, and vision statement, primarily through faithfulness to Scripture, faithfulness to our stated educational mission, and faithfulness to Biblical discipline.

1.10 The Matthew 18 Principle for Solving School Based Problems

As Christians and members of the Christ Covenant Family, we believe in handling all problems according to the scriptures.

Jesus said, "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector" (Matthew 18: 15-17).

If you have a problem with an individual at CCS, go directly to them first and try to resolve it charitably. For example: Let's suppose your child did not do well on a math test and you believe the teacher did not grade fairly or, perhaps, did not do a thorough job teaching the material tested. In this situation, please do not go to other parents to see if they feel the same way you do. Go directly to the teacher and bring this concern to their attention. If you feel the matter has not been resolved, then go to the administration.

If your child has a conflict with another child, go to the other child's parents to find a resolution to the situation. Ninety-nine percent of such situations are settled immediately by the Matthew 18 principle. Again, if there is no resolution to the matter, then, and only then, go to the administration. At Christ Covenant School, we believe that when you handle such matters God's way, there is always peace and harmony among all members.

In our effort to form a strong partnership with parents, we expect the following from all our parents:

- Parents should treat the faculty and staff with respect at all times.
- Parents should encourage their children to do the same.
- In the case of divorced parents, the custodial parent will receive information regarding their child. Christ Covenant School cannot and will not settle arguments between parents.
- Parents should be prepared to present all the necessary documentation to support any claims. Copies of these documents must be submitted to the Head of School or Lower School Principal for review. Such documentation will be kept in the student's file.

ORGANIZATION

2.1 Memberships and Affiliations

CCS is currently members of ERB, and SCL. In 2014, we obtained accreditation status through AdvancED and re-accreditation in 2019.

2.2 Board of Directors and Advisory Council

The Board of Directors

The School Board of Christ Covenant School oversees the operations of the school and its business affairs. All members give a credible profession of faith, subscribe to the Statement of Faith, and are members in good standing of a local evangelical Christian church.

The Advisory Council

The Advisory Council provides spiritual guidance to the School Board, participates in board candidate interviews, and prays for the ministry of Christ Covenant School. All members give a credible profession of faith and are members in good standing of a local evangelical Christian church.

ATTENDANCE

3.1 School Day Schedule

Lower School Hours

- *8:00 a.m. – 11:45 a.m. JK and ½ day K
- *8:00 a.m. – 3:05 p.m. Full day K, grades 1-6 and extended stay JK students
- *8:00 a.m. - 11:45 a.m. 1/2 day schedule such as Grandparents Day, Parent/Teacher Conference days etc...
- CCS currently has a morning care program available from 7:00 - 7:35 am during school days for a nominal fee. Please visit the CCS website for details. Parents who do not wish their child to participate in the morning care program should have them remain in their car with their parent(s) until 7:35 a.m. when the school doors open. Children of faculty and staff are exempt from this policy. Once inside the school building, students are to go directly to the classroom to wait for school to start. Students in the modular building must walk through the main building for security reasons.

*Lower School: Official school hours begin at 8:00 a.m. This means our instructional time begins promptly at 8:00 a.m. which requires students to be seated and ready to receive instruction by 8:00 a.m. As such, in order for this to be possible all students must arrive in to the building before 7:55 a.m. in order to have sufficient time to walk to classroom, unpack, store items, gather materials, be seated and await instruction by 8:00 a.m. As such, all students who arrive after 7:55 a.m. are required to sign in to the office and will be issued a tardy slip.

Upper School Hours

- 8:00 a.m. 2:55 p.m. Grades 7-12
- 8:00 a.m. - 11:53 a.m. 1/2 day schedule such as Grandparents Day, Parent/Teacher conference days etc...
- 8:00 a.m. – 12:30 p.m. Grades 9-12 exam days

3.2 Attendance

General Requirements Regarding Attendance

Each school day is experiential, providing new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some aspects of a missed classroom experience may be repeated or recovered, overall the classroom experience cannot be replicated and certain other facts are lost to the student's detriment. Therefore, we expect students to attend and participate in all classes. Some absences and tardies, however, are unavoidable. The following attendance policy will

be utilized to encourage faithful attendance and ensure student performance, and to discourage students from missing class, if at all possible.

- If you are planning an extended absence for your child lasting more than 2 days, please notify the school at least one week in advance by submitting the “Extended Planned Absence” form available on www.christcs.org.
- All music students are required to attend the annual “Lessons & Carols” (in December) and the “Spring Concert” (in May). Absence from these two evening events, excused or unexcused, will result in lower grades in Music. Please plan accordingly. Only students who are too ill to attend school or sent home from school due to illness on the day of these concerts will be excused.

Leaving the School Building

Under no circumstance shall any student in the Lower School leave the school building. At the Upper School students shall not leave the building without first obtaining permission from the office.

Lower School (JK-6) Daily Attendance

A student is considered present when he/she or she has spent at least 3 hours at school for a day, whether leaving early or arriving late. In order for students to be eligible for perfect attendance awards issued at the end of the year, students having 1 absence or more will not be eligible. This does not include CCS sponsored sporting events, field trips or other CCS approved activities.

If a student misses more than 15 (whole) school days, he/she may not be promoted to the next grade. Exceptions may be made by the administration for any illness or extenuating circumstances that forces a student to be absent for more than 15 school days during the school year. **Parents shall send a note to the homeroom teacher for full day absences due to illness, or medical/dental appointments, on the first day of the student’s return to school.** Homeroom teachers will record their daily attendance in FACTS SIS.

Upper School (7-12) Attendance

Attendance is taken and recorded in FACTS SIS and report cards by period. In order for students to be eligible for the perfect attendance award issued at the end of the year, students shall not miss any class periods during the year. This does not include CCS sponsored sporting events, field trips or other CCS approved activities.

At the discretion of the Head of School, a student who is absent a total of eight or more periods per course **MAY** fail that course.

3.3 Absences and Make-Up Work

Recognizing the parents’ authority over their children, we will not qualify absences as excused or unexcused; however we recognize absences as either planned or unplanned as follows:

Planned Absences

- The CCS calendar is designed with multiple opportunities for family vacation time. Parents are encouraged and asked to use these times for family vacations.
- Should a family take their vacation during a regular school day, then this is an example of a planned absence. CCS is willing to work with families with the understanding that the additional work required of teachers to assist them not be burdensome to the teacher.
- Students who plan to be absent from school for one to two days, for any reason, parents should contact the teacher(s) as soon as known dates to be missed are planned. We understand there will be occasions when students will miss school. All missed classwork is due upon return and missed tests will be given on the first day back or at the teacher’s earliest convenience and it will be their discretion to allow for exceptions.
- ☐ Should a student need a planned absence of three or more consecutive days, the parents must notify the school office and their child’s teachers at least one week in advance and in writing using the form entitled Student Leave Permission Form (published on the christcs.org website) explaining the circumstances. This will **hopefully** allow time for teachers to compile the necessary schoolwork that the student will miss. When extended absences are voluntary (versus emergency or illness) all missed classwork is due before the student is absent or upon return at the teacher’s discretion, and missed tests will be given on the first day back or at the teacher’s earliest convenience. The teacher and the Head of School must approve all

exceptions.

Unplanned Absences

- Students who have an unplanned absence will have one day for every day they were absent to turn in makeup work up to three days unless otherwise approved by the teacher. After this grace period any make up work is considered late and the student will receive a 10% grade deduction per day up to three days for any extensive homework assignments. After the third day the work is considered incomplete and they will receive a zero on the assignment. Any days missed before a review of assessment or an assessment day will have the same expectations for taking their assessment as stated with the homework.
- Students absent due to illness for more than 5 days will need a doctor's note turned into school office upon returning to school.

Any Absence

If a student has attended the majority of the instructional days for material on a given test and then misses either the test review day and / or the day of the test, then that student will be required to take the test on the day they return to school. It is the responsibility of the student to contact their teacher and make these arrangements upon their return. This also applies to quizzes and other assessments.

Truancy

Truancy from Christ Covenant School is defined as students who either arrive late, leave school early or did not attend school for the entire day and the time away from school was done intentionally and without parents' knowledge or consent. Truancy shall be treated as a major conduct offense.

3.4 Tardiness

Late Arrival and Early Release

Punctual arrival and dismissal to and from class and to and from school is crucial to the effective operation of the school. It is also a way of showing respect for others, including fellow students and faculty. Parents should recognize that one student's tardiness and/or early release could affect an entire class. Therefore, out of Christian charity and consideration of others' children and our teachers, please make every effort to be punctual and avoid early checkouts to the maximum extent practicable.

- Students shall be seated and ready to receive instruction by 8:00 a.m.
 - Lower School: Since it is impossible for students who arrive in the building after 7:55 a.m. to be unpacked, seated, material out and ready to receive instruction by 8:00 a.m., all students who arrive/walk in to the building after 7:55 a.m. will be required to sign in and will be issued a tardy slip.
 - Upper School: Any student who walks in to the building at 8:00 a.m. or later shall sign in to the office and will be issued a tardy slip.
- Lower School early checkout: Early checkouts at the Lower School will be counted as tardies. FACTS SIS is our school-wide system used for attendance. Since FACTS SIS does not have a feature to document early releases, early releases will be counted as tardies in FACTS SIS. Students checking out early shall sign out from the school office and their attendance record will be changed for that day to reflect a tardy for that day.
- For the purpose of calculating absences, excessive tardies will be converted to absences. Every three tardies incurred by a student during a quarter will be converted to one absence. Students with three or more tardies during a quarter will be eliminated from the Perfect Attendance recognition at the end of the year.

Early Pick-Up/Dismissal from School

Any student who needs to be dismissed from school before the end of the day must have a parent sign him/her out at the school office. Parents of high school student drivers must provide written or e-mailed permission to the administrative office at attendance@christcs.org. Provided prior written authorization has been granted, student drivers are permitted (and required) to sign themselves out. The above policy regarding school attendance is in effect for early dismissal as well. It is strongly recommended that a note be sent to the student's teacher to advise him/her of early dismissal. If a student leaves a classroom without being signed out, then he/she will be considered truant and the applicable policies will take effect. **Early pick-ups for any other reason, other than doctor visits and family**

emergencies, are strongly discouraged. Upper School students, age 16 or above, whose parents desire to authorize blanket approval for recurring dismissal without parent check out must submit an “Early Dismissal Approval/Waiver” form. Students having already met their graduation elective requirements may have the option to depart early on certain days as their schedule permits. In these instances, prior approval for the student to check out must be obtained by submission of the “Early Dismissal Approval/Waiver” form. Once approval has been granted, these students are expected to check out and leave campus on those days.

ACADEMICS

4.1 Academic Enrichment Program (AEP) and Curriculum Assistance (CA)

Christ Covenant is committed to making every effort within its capacity to support students with diagnosed learning differences and other disabilities through reasonable and minor classroom accommodations, tutoring and through fee-based services. During the admission process, parents should disclose all specific recommendations that have previously been documented by therapists, specialists, or other examiners that may be vital to the student's success at Christ Covenant, including the student's Individual Education Plan if applicable. The admissions process will include determining whether Christ Covenant has the resources and capacity to offer sufficient services to meet a student's needs. Any admitted student must be capable of meeting the classroom behavioral and academic standards expected of all Christ Covenant students.

We strive to serve the needs of all our students to ensure academic progress and success. In addition to the differentiated instruction provided by the classroom teacher, CCS, through its AEP/CA programs, provides targeted assistance services provided by certified personnel who will work with students in one-on-one, small group, and inclusion settings. Sessions are scheduled to limit the interruption of content instruction provided by the regular grade level teacher. Other services may include screening and diagnostic assessment, classroom observations, and other designated support services as needed. The CCS AEP/CA programs are an integrated effort that is reflective of our school's philosophy and curriculum.

The CCS Academic Enrichment Program and Curriculum Assistance offers the following:

- Certified personnel who work closely with the students, parents, and teachers
- Small teacher to student ratio for optimal effectiveness
- Liaison services coordinating efforts between the administration, faculty, and families
- Research-based support, strategy training, and study skills instruction
- Progress monitoring and documentation through parent/teacher contact and progress updates
- Assistance in interpreting diagnostic reports and test assessments to develop an appropriate instructional plan

If needed, coordination with administration, teachers, parents, and support staff in the development of a student's Individual Accommodation Plan. Accommodations are supports and services provided to help a student access the school's curriculum and to validly demonstrate learning. While the content of the curriculum is not altered, the presentation, response, setting, and timing and scheduling may be considered. Minor accommodations for children with a mild disability/exceptionality may be made on a case by case basis as approved by the Head of School, with input from the Lower School Principal, Academic Dean, child's teachers, and/or educational specialists.

4.2 Class Placement

The teachers and administration determine class placement prayerfully each spring. Class rosters (Lower School) and student schedules (Upper School) are issued shortly before school starts in the fall. Parents are strongly discouraged from appealing the class placement of his/her child. Nevertheless, should a parent desire to appeal a placement, the appeal should be expressed to the Head of School.

4.3 Grading

Grading Scales for K – 1st

Letter	Meaning
E	Exceeds
S	Satisfactory
P	Progress
N	Not Satisfactory

E (Exceeds). The student’s work demonstrates a thorough, in-depth knowledge of extended concepts and skills in grade-level or above grade-level standards. Performance is characterized by the student’s ability to understand, apply and extend key concepts, processes and skills with consistent accuracy and a high degree of quality beyond what is expected at the grade level.

S (Satisfactory). The student’s work demonstrates a solid knowledge of grade level concepts and skills. Performance is characterized by the student’s ability to consistently understand and apply key grade level concepts, processes and skills with accuracy and quality.

P (Progress). The student’s work demonstrates partial knowledge of grade level concepts and skills. Performance is characterized by the student’s developing ability to understand and apply key grade level concepts, processes and skills.

N (Not Satisfactory). The student’s work does not demonstrate knowledge of grade level concepts and skills. Performance is characterized by the student’s ability to understand and apply concepts, processes and skills one or more years below grade level. Interventions will be utilized to support the student in progressing toward grade level standards.

Grading Scales for 2nd – 6th

Letter	Meaning	Percentage
A	Mastery	90 – 100
B	Proficiency	80 – 89
C	Competence	70 – 79
F	Unsatisfactory	0 – 69

Grading Scales for 7nd – 12th

Letter	Meaning	Percentage	Grade Point
A	Mastery	90 – 100	4.0
B	Proficiency	80 – 89	3.0
C	Competence	70 – 79	2.0
F	Unsatisfactory	0 – 69	0.0

Skill Sets (JK-5th)

Junior Kindergarten through 5th grade will also receive an evaluation on specific skill sets. The scale utilized for these evaluations are as follows:

+	Excels
✓	Satisfactory
-	Needs Work

Grading Principles

All students are assessed in content and skills through no less than 9 assessments each quarter that are clear, accurate, and appropriate.

Clear. Assessments evaluate specific content, truths, or skills according to a criterion-referenced base.

Accurate. A mark or grade earned by a student should accurately reflect what the student knows, understands, and is able to do. A grade is neither inflated nor deflated so as to distort the true level of mastery a student has achieved.

Appropriate. The assessment conforms to the nature of the student and the subject. Content pertains to factual knowledge; skills pertain to demonstrable knowledge; truths pertain to apprehendable knowledge.

These assessments shall be weighted in FACTS SIS greater than zero. Teachers shall adhere to the following guidelines in the gradebook setup of each class in FACTS SIS:

Term and Semester Grades for K – 6th

Term grades for courses are composed of two weighted categories:

- Assessments (greater than or equal to 80%)
- Participation (less than or equal to 20%)

Term and Semester Grades for 7th – 8th

Term grades for courses are composed of two weighted categories:

- Assessments (greater than or equal to 85%)
- Participation (less than or equal to 15%)

Semester grades for courses that give a cumulative semester exam (grades 7-8) weigh the term grade at 90% and the exam grade at 10%. For courses that do not give a cumulative semester exam the term grade is simply weighted at 100%.

Term and Semester Grades for 9th – 12th

Term grades for courses are composed of two weighted categories:

- Assessments (greater than or equal to 90%)
- Participation (less than or equal to 10%)

Semester grades for courses that give a cumulative semester exam (grades 9-12) weigh the term grade at 90% and the exam grade at 10%. For courses that do not give a cumulative semester exam the term grade is simply weighted at 100%.

4.4 Assessments

Frequency of Assessment

Teachers evaluate students' knowledge, understanding, and skill with a minimum of three equally-weighted assessments per marking period to communicate mastery of the subject. Additional assessments of equal or lesser weight may be assigned.

Teachers are committed to limiting assessments so as not to over-burden students by assigning no more than two assessments on a single day.

Semester Exams for 7th – 12th

Semester exams will be administered for the following courses: Math, Science, Language, English, History, Theology.

Students transition from 7th grade where no cumulative semester exams are taken to 9th grade where six cumulative exams are taken according to the following schedule. Note: 7th and 8th grade will take regular tests for classes where exams are not being given.

Grade	Exams	Subjects
7	0	NA
8	2	Math, English
9	6	Math, English, Science, History, Language, Theology
10	6	Math, English, Science, History, Language, Theology
11	6	Math, English, Science, History, Language, Theology
12	6	Math, English, Science, History, Language, Theology

Exams weeks are scheduled at the end of each semester and are designated in the yearly school calendar. Students take two exams over a period of three consecutive days and are dismissed from school at 12:30pm on exam days.

Day	Time	Exams
1	8:00 – 12:30pm	Periods 1 and 2
2	8:00 – 12:30pm	Periods 3 and 4
3	8:00 – 12:30pm	Periods 5 and 6

4.5 Homework Guidelines

- CCS strives for our students to be diligent in their daily studies. As such, Lower School students may expect 10 min per grade level for homework per night (i.e. 5th grade should expect 50 minutes per night = 5 x 10) and Upper School students should expect to complete no more than 1-2 hours cumulative of homework per night. Nightly reading is not included in these totals.
- Teachers will strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lecture, discussions, class readings, and class work. Students may also be given time during the class period to work on daily work, long-term projects, or to study. In some classes, students can complete all or much of their homework in class, if that time is used wisely. Class work that is not completed in class may be assigned for completion as homework.
- Timely completion of homework is essential to student's success since homework is often preparatory in nature in regards to upcoming classes. Homework may also be recorded as a grade.
- Homework assignments are due during the class period for which it was assigned. Extensive homework assignments (papers, projects, presentations, etc.) that are late will receive a 10% reduction in value per day and may only be accepted up to two days for any credit. (E.g.: A student turns in a 100-point essay one day late. The essay earns a 94, but the grade received is an 84 due to the ten percent reduction in value.) The 10% reduction does not apply to daily homework assignments and completion checks.

- 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.
- It is not our desire to burden any student with excessive homework. Please communicate with the teacher(s) if your student begins to struggle with homework completion.
- While homework is posted on FACTS SIS students (and parents) should not rely primarily on FACTS SIS to keep up with their homework. Changes to homework may be made in class and not be immediately reflected on FACTS SIS. Therefore, all students should have a homework planner that they keep current with homework, quiz, and test information.
- Wednesday night homework will be limited to encourage mid-week church attendance. Wednesday night homework will be limited to math, reading, and studying for up to two tests. Athletic practices are completely optional on Wednesdays. No penalties will be given for missing Wednesday practices.
- No homework or special projects will be assigned over extended holidays.
- No homework or special projects will be assigned to 7th & 8th graders during standardized testing week.
- A teacher at their discretion may give limited extra credit; however, it must be made available to all students and no extra credit will be recorded during the last week of a quarter.
- Teachers are expected to grade, post in FACTS SIS and return all general assignments, quiz, and test grades to students within one week (7 days) from the date the assignment is due. More extensive assignments (i.e. reports, compositions, presentations and major tests) will be graded, posted in FACTS SIS, and returned to students within two weeks (14 days) from the date the assignment is due. Should a student not receive a grade within this time frame, parents should contact the class teacher to inquire about the grade. Should this pattern continue or further difficulties arise, parents are asked to notify the Head of School.

4.6 Textbooks

Non-consumable textbooks will be assigned (or loaned) to individual students and are the property of the school. Any damage to textbooks, beyond the normal wear and tear from use during the year, will be evaluated by the school and, if necessary, the parent will be asked to pay for all or part of the cost of repairing or replacing the textbook. Unpaid fines will delay the release of report cards. Consumable textbooks are the property of the student at the end of the school year.

4.7 Records

The student's parents or guardians as well as administrators, counselors, outside testing and service agencies (if approved in writing by the parent or guardian), teachers, and support staff have access to student files on an "as needed" basis. Other schools must request student records in writing. Student files and records will not be shared with other parents or students under any circumstances. Transcripts and/or other school records may be furnished upon request provided all fees and payments are up to date. CCS reserves the right to withhold school records unless all tuition and fees due CCS are fully satisfied or brought current. Parents should allow a minimum of five days for records requests to be processed.

Report Cards

Christ Covenant School uses 4 (four) nine-week grading periods during the school year. Report cards will be e-mailed to parents. CCS does not issue progress reports since FACTS SIS provides a detailed grade report and is available for parent viewing at any time during the grading period. Junior Kindergarten will not receive grades or report cards but will receive quarterly progress reports which will include the evaluations of skill sets.

Transcripts

The following information will be included on transcripts:

- Student name, birthdate, gender, graduation date and date printed.
- For each year, 9-12, Weighted and unweighted GPA with grading scale; earned and attempted total credits and a cumulative section listing the number of credits by department.
- For all Christ Covenant School courses, the following information will be included: Course descriptions, year taken, semester grades, final grade and credits.
- Dual Enrollment courses. All classes requested and approved by CCS under the Dual Enrollment program will appear and be used to calculate GPA and weighted GPA. Students may not pick and choose courses to include on the transcript.
- Transcripts will not be modified unless an error has been identified.

Promotion Policies

The faculty and administration at the end of each academic year will determine a student's promotion to the next grade level. A student who has a failing grade or has not mastered the skills necessary for the next grade may be held back until such mastery is evident. If it becomes apparent that a student potentially may not be promoted, the parents, teacher and administration will meet to create a promotion plan. The plan will give goals and objectives that identify what needs to be accomplished in order for the student to be promoted. The teacher will work with the parents and other in order to help carry out these goals.

Students currently at CCS must meet all the following basic criteria for promotion to the next successive grade: (Note: CCS does not follow other school's standards regarding performance, but rather have carefully developed our own criteria. In general, these criteria tend to be higher than those of other local schools.)

- Pass Reading, Math, and English with at least a 70% average.
- Have no more than one failing grade per quarter in any other academic subject (e.g. History, Science, etc.) and no more than two failing grades in the same subject within an academic year.

Failing Individual Courses

For High School Students (Grades 9 – 12) credits are earned towards graduation for each course passed during an academic year. Failing even a single course will likely result in getting a student off track for graduation. Since it is imperative that students stay on track for graduation, students failing a course will need to look for options outside CCS to make up those courses as soon as possible. Possible options for making up courses include summer school at a local public school, utilizing the North Carolina Virtual Public School or even dual enrollment. NOTE: Those using the dual enrollment option must follow the College and Career Pathways guidelines for course equivalencies.

Academic Probation

Upper School students (grades 7 – 12) are required to maintain at least a 2.0 grade point average during any two consecutive quarters. The purpose of this standard is to motivate students to achieve academically. If implementation of this standard would be counterproductive to this end, Dean of Academics may decide not to place a student on probation. A written record explaining this decision will be signed by the Academic Dean and the Head of School and placed in the student's file.

Grade point averages for each secondary student will be calculated at the end of each quarter.

- If a student's G.P.A. is below 2.0 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be held to discuss what actions can be taken to address the deficiencies.
- If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student may be declared academically ineligible to return.
- Students who are on academic probation are ineligible to participate in extracurricular activities including sports.

4.8 Standardized Testing

Comprehensive testing will take place throughout each school year utilizing any test determined by the administration and faculty to provide relevant evaluation of academic performance. At the present, students take standardized tests according to the following schedule:

Grade	Test offered (encouraged)	Date
1 st – 9 th	ERB	Spring
9 th	ERB (PSAT)	Spring (Fall)
10 th	PSAT (ACT)	Fall
11 th	PSAT, AP (ACT, SAT)	
12 th	AP (ACT, SAT)	

4.9 Dual Enrollment Opportunities

High school students may elect to take supplemental courses offered through a different educational institution that has been reviewed by CCS. Dual enrollment courses may not be used in place of core courses offered by CCS. Grades earned in approved courses where no number average is given will be calculated at a rate of 95, 85 and 75 for A, B, and C respectively. Up to two courses per semester or 8 credit hours from outside institutions may be included on the transcript. For further details on dual enrollment, please contact the Academic Advisor at CCS.

4.10 Scheduling Guidelines

Core classes are laid out for each grade level that students will need to take. Core classes are considered English, math, history, science, and foreign language. These are not optional, and all students will be required to take their grade level specific core classes each year. This typically means students will be scheduled to take classes during six periods per day. However, juniors and seniors may reach the point where they have completed certain graduation requirements or are working on dual enrollment courses via the College and Career Pathways (CCP) program. In general, each student must have a minimum of five credits per year. Also, as a Christian school, Students are expected to take their grade-level assigned bible / theology course each year.

Students and parents are urged to proceed through the registration process with careful consideration to the selection of elective courses. It is the policy of Christ Covenant School High School to not make schedule changes after the student's schedule is established, sent to parents, and teachers are assigned to classes. Generally, by August 1, the course selections for the school year are final and students will be expected to keep courses for the entire year. Schedules will not be changed due to: job requirements, extracurricular activities, failing grades, teacher preference, lunch hour preference, or if a small class size is lowered or a large class size raised.

There are some instances in which a course schedule may be changed. These include: computer error, balancing class size, balancing a schedule that has two study halls in one semester by placing one in each semester, changing skill levels (honors to regular or vice versa) or repeating a failed class with the same instructor. In such classes, a Schedule Change Form must be completed and approved. Students must attend previously scheduled classes until approval is granted. No schedule additions will be approved once the student has attended a class for five (5) school days. A student's schedule may not drop below five (5) classes.

Add / Drop Class

Adding a Class

In order to add a course to one's schedule, one or more of the following conditions must be met.

- The student is a senior who must add the course to meet graduation requirements.
- The student must add the course to meet the minimum of five credits per school year.
- The student must add the course to meet post high school employment or college entrance requirements.
- The student wishes to upgrade the academic strength of his or her schedule.
- The five-day deadline for adding classes has not passed.

Dropping a Class

In order to drop a course from one's schedule, one or more of the following conditions must be met. Classes dropped after ten (10) school days will be given a semester grade of "F".

- The student has already completed the class.
- The student does not have the required skills for the class (teacher recommendation necessary).
- The student is a junior or senior who must alter their program to meet graduation requirements (a signed contract is necessary).
- The student has failed the first semester of an all-year class.
- The student does not have a study hall.

Dropping One Class & Adding Another

In order to drop one class or move to a different section of the same class, one of the following criteria **must** be met along with a rationale that does not go against what is listed in the above paragraphs.

- Physical limitations of the student require schedule sequence and/or location of class adjustment.
- The student wishes to upgrade the academic strength of their schedule.
- The student has been assigned to retake a previously failed class with the same instructor.
- The student has dropped a full-year class and wishes to pick up a second semester class.
- The student will be enrolled in the new class prior to the first day of the second week.
- The changes must be completed within the first five class meetings of the semester.

Petition to substitute an Elective Requirement.

Parents may petition once in writing to substitute a single elective requirement. Requests should only be made when the substitute option provides a significant opportunity and substantial impact on the career direction of the student involved. It is the responsibility of the parent to demonstrate these two items in their letter of petition. This petition can only address Elective requirements and not core classes (i.e. Math, English, History, Science or Foreign Language).

These petitions should be addressed to the Head of School and should be made as soon as feasible. No request can be made after the drop period has passed. And a request does not guarantee approval. Approval is at the discretion of the Head of School. The decision of the Head of School is not appealable.

Placement for Upper School Mathematics

Beginning in the 7th grade, Christ Covenant School offers two tracts of mathematics: math 7, and pre-algebra. Students will be placed in math 7 or pre-algebra by a committee of CCS Teachers and administrators who will evaluate, and place students based on their progress in 6th grade math, teacher recommendations and standardized test scores. Placement decisions may be overturned only if determined to be in the student’s best interest by Head of School. For any decision to be re-considered, parents must initiate the process with a written appeal (e-mail) to the Head of School.

4.11 Academic Recognition

Graduation Requirements

The published document entitled Christ Covenant School Upper School Catalog outlines all requirements for graduation from Christ Covenant School. This document is updated annually and is published on the website (www.christcs.org under *Academics, High School*). This document is incorporated and made a part of this policy document.

Honor Roll and Headmaster’s List

Students will be recognized at the end of the year for exceptional and excellent academic performance in two ways: (1) the A/B Honor Roll and (2) the Headmaster’s List. Students must be enrolled at CCS for a minimum of three full quarters to be eligible for the A/B Honor Roll and Headmaster’s List. To be eligible for the Perfect Attendance award, students must be enrolled at CCS for the entire school year.

When determining Headmaster and A/B Honor Roll candidates, a 4th quarter grade cut-off date will be established and communicated to all families by the weekly newsletter. This date will be approximately 1 week before the end of the quarter. As such, grades incurred during the last week of school and semester exams will not be considered for the purpose of determining Headmaster and A/B Honor Roll candidates.

Headmaster’s List requirements: A student who receives all A’s on every report card will qualify for the Headmaster’s List.
 A/B Honor Roll: A student who receives a minimum of one A and no other grade lower than a B for EACH quarter qualifies for earning A/B Honor Roll.

Grade Point Average for Honors and Advanced Classes

GPA weighted averages are based on the North Carolina standards for quality points for Advanced Placement, Honors, and Dual Enrollment courses. We post both the weighted and unweighted GPA on student transcripts according to the most recently approved state standards.

Honors Distinctions

In addition to receiving a diploma, graduates may also earn one of three traditional honors distinctions.

3.5 - 3.69	Cum Laude
3.7 - 3.89	Magna Cum Laude
3.9 - 4.00	Summa Cum Laude

Salutatorian and Valedictorian

Valedictorian and Salutatorian are conferred on the top two students based on unweighted GPA in conjunction with the overall numeric average of all classes taken in grades 9-12 with a minimum of two years at Christ Covenant School.

4.12 College Guidance

Please reference the CCS High School Catalog for details or contact the Upper School's Academic Advisor for assistance.

STUDENT LIFE AND CULTURE

5.1 Chapel

Chapel is held weekly in the Sanctuary of the Lower School (except on holidays that fall on a Tuesday) and in the multi-purpose room of the Upper School, and will be led by selected speakers with varied participation of students. Along with scheduled chapel services, each teacher will begin the school day with a brief devotional, prayer, and/or recitation of the Pledge of Allegiance.

5.2 Extracurricular Activities

Christ Covenant School offers a variety of extracurricular activities to support student development, academic, and social needs. In order to provide as many valuable opportunities as possible, parents are encouraged to sponsor extracurricular activities for our students. Parents interested in leading extracurricular activities shall complete and submit the form entitled "Club or Extracurricular Application" which is available for download on the school website.

Non-employees who hold approved activities and collect fees for the purpose of making a profit may be subject to a 20% contribution to Christ Covenant School to cover administrative and overhead costs incurred by the school.

5.3 Athletic Teams and Programs

School Colors

Navy, Gold, and White

Athletic Requirements and Eligibility for Extracurricular Activities

All students in grades 7 and up are required to participate in extracurricular sports.

- Middle School students (grades 7-8) are required to participate in at least 1 season of sports or extracurricular activities each year.
- High School students (grades 9-12) are required to participate in at least 4 seasons of sports or extracurricular activities.

Students in grades 5-12 participating in extra-curricular sports activities must maintain a minimum overall grade of 77 in all subjects. Eligibility to participate or try-out for any CCS sport (excluding clubs) is determined by each quarter's report. Once the student has begun participation in any sport, mid-quarter reports may be used to determine continued eligibility. After a student has been deemed ineligible, his eligibility to participate in sports may be restored through a successful Quarter Report. The Academic Dean will communicate such decision(s) to the Athletic Director and the coach. Parents and student will also be notified if a student becomes ineligible and a conference may be called by the Athletic Director to remedy the situation by establishing a specific plan for academic improvement.

In order to receive PE credit for extracurricular activities from sources outside Christ Covenant offerings, students shall complete and submit the form entitled "Non CCS Sports Credit Request" to the Athletic Director for approval.

The published Athletic Handbook, which is updated annually and published to our website, contains details of our Athletic Program and Athletic policies. The policies contained in this document are hereby incorporated and made a part of this document.

5.4 Senior Trips

Historically, each high school class entering the 9th grade begins the planning process for their parent/student organized Senior Trip. While the trip is entirely optional and is planned and executed by the students and their families, the school supports this trip as it typically represents the culmination of their learning experience. This planning process includes choosing a destination, deciding the general framework of fundraising activities and development of a detailed plan for the division of fundraising proceeds. The financial decisions shall be made after consultation with the Christ Covenant School Chief Financial Officer. Any planned fundraising activity involving school facilities or resources must be approved by the Head of School. In order to support the independent fundraising efforts of each high school class and at the same time recognizing our school community's desires to minimize fundraising solicitations, the school will support each class by:

- The Christ Covenant School newsletter will include a repeating Senior Class fundraiser section which will provide a one-stop place where all class fundraising activities will be announced. This, and Spartan Café listed below are the only mediums permitted for the purpose of advertising individual class fundraisers. School initiated individual e-mails, mass mailings, paper distributions or other methods which infringe on school resources are prohibited.
- The Lower School Spartan Café is typically scheduled at the lower school 1 time per month. This fundraising event is offered to all grades 9-12 and will be scheduled and shared amongst the interested grades each year beginning in September. Each class who decides to sponsor a Spartan Café event must provide the volunteers necessary to cook, serve and run the event. Additionally, this is the one event where it is permitted to advertise/market/sell other fundraising endeavors. For example, if the 9th grade class is sponsoring a Spartan Café and selling Chick-Fil-A coupon books, they are authorized to also sell these books at Spartan Café.

5.5 CCS Holiday Observances

This section clarifies how you can help keep our school culture one of grace and compassion while fully enjoying our holidays.

Halloween

CCS does not formally observe this day, but we also don't act as a conscience for families whose own practices vary quite widely.

Thanksgiving

This national holiday is embraced at our school as a time for reflective thankfulness toward God for all His blessings. Many classes have planned parties and observances.

Christmas

With respect to gifts, we don't compel any students to give, but don't forbid them giving out of a cheerful and loving heart. We do have parties right before taking a couple of weeks off for Christmas holiday.

Valentines

Expressions of our love for others are quite appropriate, and often classes will have a brief party, but we don't take any time off for this holiday.

Easter

We observe a holiday from school that includes Good Friday and one of the weeks surrounding Easter Sunday. Individual classes will also observe the season in appropriate ways.

Days of Memoriam

(Labor day; Veterans day; Martin Luther King day; President's day; Memorial day)

Depending on how our yearly calendar works out, we observe some of these single day holidays, but not all of them every year. The fact that we do or do not take the day off does not indicate how we view the holiday, but rather the number of instructional days we must have in order to fulfill our curricular goals.

CONDUCT AND DISCIPLINE

6.1 General Comments on Discipleship:

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person. It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. Each student should understand that his parents have delegated their authority to the school during the hours the student is at school or during school functions. Therefore, he/she should understand that while at school or at a school-sponsored function, he/she is subject to the instruction and discipline of the teachers and administration in their prescribed roles.

Discipline can be defined as self-control. In the well-disciplined classroom, both the teacher and the student exercise self-control. A maturing child should sense the responsibility to control himself as a mandate from God.¹ As the student operates on this level of self-control, the teacher is the authority figure that sets the positive and constructive tone for self-discipline and control in the classroom.

Any breakdown in the self-control of individuals naturally hinders the learning process. Given a wholesome relationship between the student and the teacher, control can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters into the picture only when there is a consistent breakdown of this self-control.

6.2 Student Discipleship

The teachers at CCS are first and foremost disciples of the Lord Jesus Christ. Their goal is to lead and disciple their students to a better understanding of what it means to be a disciple of Christ in the classroom. To that end, we are committed to pursue the seven Pillars, defined below, around which our thought and action should revolve:

1. **Respect** (Lev. 19:32; Ex. 20:12; Phil. 2:3). A high or special regard for someone or something; to esteem others better than ourselves.
2. **Order** (Ps. 37:23; 1 Cor. 14:40). The ability to put persons or things into their proper places in relation to each other; a straightening out so as to eliminate confusion.
3. **Unity** (Ps. 133:1; Eph. 4:3, 13). The state of being one, being in concord, evidencing harmony. Seeking peace through common ground and the pull of major areas of agreement, rather than dividing over our differences and minor points of divergence. This does not repel diversity, but rather rejoices in it.
4. **Diligence** (Prov. 4:23; 2 Pet. 1:5). Displaying the attention and care expected or required of a person.
5. **Humility** (1 Peter 5:5; Acts 20:19). The state or quality of being humble; freedom from pride and arrogance; lowliness of mind; a modest estimate of one's own worth; a sense of one's own unworthiness through imperfection and sinfulness; self-abasement; humbleness.
6. **Integrity** (Ex. 20:16; 1 Pet. 2:12). Having uprightness of character or action; a refusal to lie, steal, or deceive in any way; trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge.
7. **Courage** (Joshua 1:6, 9; Ps. 31:24). That quality of mind which enables one to encounter danger and difficulties with firmness, or without fear, or fainting of heart; valor; boldness; resolution.

In a fallen world, it will be necessary for our teachers to use both positive and negative forms of discipline. When it is necessary to administer discipline, it will be based on Biblical principles, e.g., restitution, apologies, swift punishment, restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student.

¹ *Proverbs 25:28*: Like a city whose walls are broken down is a man who lacks self-control.

6.3 Appearance and Dress

Our school is built around a culture of respect, order, unity, diligence, humility, integrity, and courage. The culture around our school seeks to undermine many of these ideals in as many ways as possible. One outworking of these principles is in the way we present ourselves to others. The following code seeks to honor and protect our school culture by guiding our students to dress in ways that mirror our Christ-centered, cultural pillars.

General Code for All Students

- Proper hygiene is expected of all students.
- Hair is to be kept neat, clean, and groomed so that it does not prevent the teacher from seeing the student's eyes.
- All clothing must be clean, neat, and free of holes and tears, and not be too fitted or oversized. No clothing can contain predominant messages or logos. The only exceptions would be CCS logo or small clothing brand logos.
- Hats, caps, toboggans, bandanas, headscarves, beanies, visors, hoods from sweatshirts or jackets or sunglasses may not be worn inside the school buildings.
- All outdoor weather wear (i.e. jackets, coats, hoodies of any sort, down and poly-fill vests, gloves, scarves etc.) may ONLY be worn for recess, PE, or outdoor activities, and to and from school with the exception of any approved CCS Spartans apparel ordered through school. While in the classroom, no outdoor wear is allowed. Solid colored sweaters or solid colored sweatshirts (with small clothing brand logos) are allowed within the classroom and school buildings.
- Shoes must be closed or have a back strap (for safety reasons). No backless shoes of any type are acceptable. Additional restrictions on shoes will be enforced on chapel days (see charts below)
- Required Lands End Athletic Shorts are only allowed for PE and Gymnasium. (JK-6th grade students may wear their PE attire for their school day, 7th-8th grade students must bring their Gymnasium attire to change into for class.) Lands End brand approved sweatpants or other solid Navy Blue Sweat pants are allowed for PE and Gymnasium. No Running pants.
- No visible body piercing jewelry, other than girls' earrings and no visible tattoos are allowed.
- No pajamas will be allowed at school.
- Cheerful, consistent compliance is expected, under all circumstances. If in doubt, please ask the administration for clarification on any dress code policies.

Boys

- "General Code for All Students" applies (see above).
- Boys hair must be neatly groomed, including facial hair.
- All boys, JK-12th, must keep shirts tucked in. Shirts should be appropriately sized, not too tight or oversized. *Friday spirit shirt dress day will be only exception to this rule, where spirit shirts may be untucked.
- All pants and shorts should be worn at the natural waistline and a belt should be worn on any pants with belt loops for all JK-12th grade boys. Pants should be appropriately sized, not too tight or oversized.
- No athletic shorts or athletic pants are allowed as regular dress pants.

Girls

- "General Code for All Students" applies. (See above)
- Any shirts, tops, or dresses shall not expose cleavage, undergarments, or mid-drifts. Clothes should be appropriately sized, not too tight or oversized.
 - JK-6th grade girls are required to tuck in shirts for regular dress, chapel dress, PE dress, and formal dress days.
 - 7th – 12th grade girls on regular dress and chapel dress days may wear shirts untucked as long as shirts cover below the waistline of pants/shorts/skirts.
 - All girls JK-12th must tuck in the white oxford shirts on formal dress days.
- Friday spirit shirt dress day will be an exception, where spirit shirts may be untucked.
- Shorts should come down to approximately mid-thigh, and all shorts/pants should be appropriately sized-not too tight or oversized and must be worn at the natural waistline. Uniform shorts must be visible to show longer than the bottom hem of the shirt at all times. JK-6th grade girls must wear a belt if belt loops are visible on their pants/shorts/skirts. 7th-12th grade girls are required to wear a belt if shirt is tucked in and belt loops are visible.
- No leggings permitted to be worn as pants unless worn under skirt/dress. Leggings worn under skirts or dresses on regular dress days must be solid colored.

- Special holiday dress guidelines determined by the school will be as follows - Girls may wear holiday themed leggings under a dress or skirt for that designated day only.
- Any skirts must fall close to the knee line, with no slits. All skirts should be appropriately sized-not too tight or oversized, and must be worn at the natural waistline.
- Formal dress skirts must be the required Lands End navy A-line skirt.
- On regular dress days, girls may wear any polo style solid colored dress. JK-3rd may wear navy or tan/khaki jumper with polo shirts worn under.
- Girls must wear navy or black shorts under their formal dress skirts.
- For formal dress - girls JK-3rd are required to wear fold-over cuff ankle dress socks. 4th-12th grade girls are not required to wear socks or hosiery, but if they choose to, it must be flesh colored.

Dress Code by Day / Event

Regular Dress – this refers to the typical school day and will be the dress code followed on most days.

Chapel Dress– on days where students meet for chapel, we intentionally raise the standard of our dress code. Students are expected to follow the chapel dress guidelines as listed on the Dress Code Tables.

Spirit Day Dress – these will typically occur every Friday. Students will be encouraged to wear the current year’s CCS spirit shirt as well as following the spirit dress day guidelines listed on the Dress Code table.

PE / Gymnasium Dress – For Lower School, students may come to school wearing their PE outfit. For the Upper School, students will change into their PE outfits before their PE class. Students are required to wear the specified Lands End athletic shorts or pants and any CCS logo shirt following the PE dress day guidelines listed on the Dress Code table

Formal Dress – Formal Dress Days are designated special dress days during the year which serve to heighten our tastes in good dress without changing the pursuit of modesty, order, respect, and beauty. Students shall wear attire in compliance with the formal dress guidelines set forth below. Students shall wear formal dress attire at certain CCS events such as, but not limited to, Special dress days as designated by administration, Grandparents Day, Poetry Recital, the public performances of Lessons and Carols, Spring Concert, and Poetry Recitals. All students are required to have a formal dress outfit. Students will be required to wear the specified formal dress uniform as listed on the Dress Code table.

Field Trip Dress - For all CCS sanctioned day trips, teachers (club sponsors, coaches, supervising staff members, etc) will inform students which dress code will be followed – Chapel, Formal, or Spirit Dress - depending on the nature of the type of field trip. Dress Code for field trips must receive approval from the Head of School. For field trips extending multiple days the dress code will be decided amongst the school trip sponsor and Head of School.

Upper School House Challenges – For all CCS Upper School House Challenges both on and off campus, students must wear either solid-colored athletic shorts (may have stripe down the side) which is mid-thigh length or longer), solid-colored athletic sweatpants (may have stripe down the side), or regular school pants or solid-colored jeans. Students must wear their house t-shirt or solid colored t-shirt in the same color as their house shirt.

Enforcement

- Minor violations of the dress code are those that can be quickly corrected, including tucking in shirts, buttoning a polo shirt or removing a sweater. Students must rectify their appearance as quickly as possible. When a student commits a minor uniform violation repeatedly, he or she may be sent to the administration and possibly called in for a conference with the parents and the administration.
- Major uniform violations that cannot be rectified immediately (as stated above) may result in parents being contacted in order to rectify the infraction as soon as possible.
- If your child is unable to wear the approved dress code for physical and/or medical reasons, please discuss it beforehand with the Head of School, or Lower School Principal to receive approval of any accommodations to the dress code guidelines.

Girls Dress Guidelines

	Regular	Chapel	Spirit	PE / Gymnasium	Formal
Shirts	Any polo style or button-down shirts may be worn provided they are sleeved, collared, and solid-colored	Lands End Gold (Maize) polo short sleeve shirt with embroidered CCS logo	The current year's CCS spirit shirt or approved CCS spirit wear (Spirit shirt may be worn untucked.) ***	Any CCS T-Shirt: CCS Logo, Spartan Logo or CCS Club T-shirt	JK-3rd : White Peter Pan plain collar long-sleeve blouse 4th-12th : White Long-sleeve Oxford Shirt with white or transparent buttons
Under-shirts	Students may wear solid t-shirts, tank tops, or long-sleeve shirts, under their regular collared shirts. On Chapel days, undershirts must be white.				Students must wear plain white or flesh colored t-shirts, tank tops or appropriate under-garments under their formal shirts.
Pants Skirts Shorts	Navy blue or tan / khaki pants, capris, skirts, shorts, or jumpers (JK-3 rd) may be worn. Polo Style solid-colored dresses may be worn.	Navy blue or tan / khaki pants, capris, skirts, shorts, or jumpers (JK-3 rd) may be worn. Avoid wearing jeggings, cargo or painter style.	Solid colored jeans or appropriate length solid colored jean shorts—non-ripped, non-hole, without excessive decorations OR Regular uniform shorts or pants OR JK-6 th ONLY: Lands End PE shorts/pants, if it is their designated PE day *No jeggings allowed	Lands End brand girls mesh athletic gym shorts/pants (Navy) Girls Item #486479BPX (with white stripe) or Girls Item #470331BP4 (without white stripe) Or other solid Navy Blue Sweat pants. No Running pants. No fitted legging type of pants.	Knee-length A-line skirt in navy blue from Lands End
Socks	Solid-colored matching socks—small brand logo permitted.				JK-3rd : white fold-over cuff ankle dress socks 4th-12th : no socks required
Shoes	Shoes must be closed or have a back strap (for safety reasons). No backless shoes of any type are acceptable.	Tennis shoes / sneakers Or other rubber soled shoes. *No heels. * Boot that fall below the knee are allowed. No backless shoes of any type are acceptable.	Shoes must be closed or have a back strap (for safety reasons). No backless shoes of any type are acceptable.	Tennis shoes / sneakers.	Black or navy blue flats *No heels *No boots of any style allowed
Belt	Belts required when belt loops are present.		Belts Optional	N/A	N/A
Tights or Leggings	Solid-colored, only worn under dresses, shorts or skirts.	On cold weather days solid white or navy leggings or tights may be worn under skirts.		Solid-colored leggings may be worn under PE shorts.	4th-12th : Flesh-colored hosiery (optional)

NOTE: Items listed are required items. Items not listed should be assumed to not be allowed. Students are expected to abide by the guidelines above and not make unintended exceptions or read into the guidelines.

*** Fridays are designated as Spirit dress days. Any Spirit or CCS logo shirts or sweatshirt apparel, as offered by an approved vendor listed on christcs.org, is approved for wear on Fridays. Students shall adhere to all other guidelines set forth in the "Spirit" column above.

Boys Dress Guidelines

	Regular	Chapel	Spirit*	PE*	Formal
Shirts	Any polo or button-down shirts may be worn provided they are sleeved, collared and solid-colored	Lands End Navy blue shirt with embroidered CCS logo	The current year’s CCS spirit shirt or approved CCS spirit wear (Spirit shirts may be worn untucked.) ***	Any CCS T-Shirt: CCS Logo, Spartan Logo or CCS Club T-shirt	White Long-sleeve Oxford Shirt
Under-shirts	Students may wear solid t-shirts, tank tops, or long-sleeve shirts, under their regular collared shirts. On Chapel days, undershirts must be white.				Students may wear plain white t-shirts under their shirts.
Pants Shorts	Navy blue or tan / khaki pants or shorts may be worn.	Navy blue or tan / khaki pants or shorts may be worn. Avoid wearing cargo or painter style.	Solid colored jeans or appropriate length solid colored jean shorts non-ripped, non- holey, without excessive decorations OR Regular uniform pants or shorts OR JK-6 th ONLY:PE shorts, if it is their designated PE day	Lands End brand boys mesh athletic gym shorts/pants (Navy) Boys Item #486433BP8 (with white stripe) or Boys Item #470207BP8 (without white stripe) Or other solid Navy Blue Sweat pants. No Running pants. No fitted type of pants.	Pleated or flat front chinos in Tan / Khaki
Socks	Solid-colored matching socks—small brand logo permitted.				Navy, black, or khaki dress socks
Shoes	Shoes must be closed or have a back strap (for safety reasons). No backless shoes of any type are acceptable.	Tennis shoes / sneakers Or other rubber soled shoes. No backless shoes of any type are acceptable.	Shoes must be closed or have a back strap (for safety reasons). No backless shoes of any type are acceptable.	Tennis shoes / sneakers	Black or brown leather
Belt	Belts required when belt loops are present.		Belts Optional	N/A	Belt Required: Black or brown leather
Ties	N/A	N/A	N/A	N/A	Solid navy blue bow tie or regular tie. (7 th -12 th : no clip-ons) Recommended to purchase from Lands End

NOTE: Items listed are required items. Items not listed should be assumed to not be allowed. Students are expected to abide by the guidelines above and not make unintended exceptions or read into the guidelines.

*** Fridays are designated as Spirit dress days. Any Spirit or CCS logo shirts or sweatshirt apparel, as offered by an approved vendor listed on christcs.org is approved for wear on Fridays. Students shall adhere to all other guidelines set forth in the “Spirit” column above.

Alternate Dress Guidelines

At certain times CCS may permit students to dress differently in celebration of various holidays. Details regarding the dates and guidelines for dress will be identified in the FACTS SIS school calendar and newsletters. While specific guidance will be provided as these dates are announced, please remember the intent of these days is to allow students to enjoy and celebrate the holidays and not as a vehicle to stretch the interpretations of our dress code guidelines. Students should choose outfits which both (a) celebrate the season, and (b) maintains an appropriate level of decorum

since these days will function as a normal school days. Students opting to not participate shall dress in compliance with our dress code for that particular day.

Upper School Music Dress

Only students enrolled in Music in the Upper School are required to have a chorus uniform in addition to their dress uniform.

Gentlemen – Chorus

- Long-Sleeve Oxford Shirt in White
- Black Bowtie (May be purchased from any source. A good selection is offered at solidcolorneckties.com)
- Pleated or flat front Chinos in Black
- Dark colored socks
- Black Leather shoe and belt

Ladies – Chorus

- Black floor length dress with sleeves. Dresses shall not expose cleavage, undergarments, or mid-drifts. Clothes should be appropriately sized, not too tight or oversized.
- Shoes should be black and closed-toe

Senior Mondays

In order to help celebrate the accomplishments and future plans of our seniors, seniors are permitted to wear their prospective college sweatshirts (hoodies are acceptable) indoors on Mondays. T-shirts are not approved. The only sweatshirts that may be worn are those which represent the schools to which the senior has applied.

Friday Dress

Students are permitted to wear the current year's issued CCS spirit shirt or CCS logo shirt with regular dress bottoms (shorts/skirts/pants) or jeans on Fridays. No athletic shorts or sweatpants are permitted on Fridays. No holes, cuts, tears in the jeans. Regular shoe guidelines apply.

6.4 Student Conduct

Christ Covenant School Rules

The following school rules are essential general policies that we require all our students to adhere to. Each teacher, however, is free to add to this list other specific rules that allow his/her classroom to run more smoothly and efficiently.

- Students are expected to cooperate with and honor basic Christian standards of behavior, civility and conversation.
- Specifically, all members of our school community should evidence Respect, Order, Unity, Diligence, Humility, Integrity, and Courage, in all aspects of school life.
- All authority in the school is to be obeyed all the way, right away, in a cheerful way, every day.
- All common areas of the school (halls, cafeteria, bathrooms, etc.) should be maintained at the same level of respect and quietness as in classrooms.
- Students shall not engage in Public Displays of Affection with anyone while at school or at school-sponsored activities. Public displays of affection between two students include physical contact including, but not limited to, intimate touching, fondling, cuddling, and kissing at school or a school-sponsored activity.

Lower School Expected Etiquette

- Boys should hold doors for girls, teachers, and staff whenever possible.
- Line up quietly to leave the classroom.
- Girls get in line first.
- While at your chair, sit up straight and keep feet on the floor.
- Speak clearly and politely to all teachers, other adults, and to each other.
- Students will rise and greet guests who enter the classroom.
- Students should keep themselves, their belongings, and their conduct clean and orderly.

Lunch

- Students will eat their lunch in the cafeteria and outside, only when the weather permits and with teacher supervision.
- At the Lower School, the first five minutes will be with no talking amongst students to allow sufficient time to concentrate on eating.
- Student drivers may not leave campus for lunch.
- The Upper and Lower Schools have enrolled and participate in a program offered by an outside source entitled My Hot Lunchbox. My Hot LunchBox is an online (www.myhotlunchbox.com) vendor who offers options for the online ordering and delivery of daily lunches to our students from various local restaurants. Meal options are available Monday – Friday.
- Lower School Snacks: There will be a break in the mornings for students JK-4 to have a snack.
- After lunch, whether inside or outside, students are to pick-up all trash, lunch boxes, wrappers, etc. Tables and chairs are to be wiped down and floors swept by the students. At the Lower School, students shall not eat lunch in front of the church building.
- The school will only provide condiments and utensils for students who ordered Hot Lunch. Parents should ensure all necessary items are included with their child’s lunch

Food Allergy Policy – moved to section 9.4, Health and Safety.

Lower School Lunch Rules

- Quiet conversation - no yelling or talking to people who are not at the same table.
- Staying in our seat except for needed purposes – we don’t get up and walk around for no reason, must have permission to get up.
- Microwave use is limited to students in 6th grade and up. However, a parent may microwave food for their child during a lunch visit. Our large student body makes it impossible for staff to assist with microwaving. If a student in 6th grade or higher improperly uses a microwave more than once, they will lose their use privileges. Parents are asked to carefully train their children to avoid this penalty.
- Sitting with the legs under the tables: however, a small child may sit on one leg to reach the table.
- No sharing of food, unless something is brought for entire class.
- Students are to wait for trash cans to come around to throw their trash away – do not play “basketball” with your trash.
- As with all other parts of the school, both before, after, and during school hours, there is to be no running indoors.

Upper School lunch and recess rules

- Students shall not leave the building without the supervision of a teacher or without permission from the office.
- Students shall not go to their cars without permission from the office.
- While outside, students shall remain within the confines inside the paved roadway. Students are not to be in the woods, on the cross-country track or any of the ballfields without the permission and supervision of a teacher.
- For safety purposes, students shall not arrange for the delivery of food from outside food delivery vendors, outside of our Hot Lunch delivery program (examples include but are not limited to Uber Eats, Door Dash, Dominos Delivers) during the school day. On rare occasion and if a parent needs help with lunch delivery arrangements for a student, the parent should contact the school office for assistance.

Recess and Before/After School Rules

The school is morally and legally responsible for all our students in all aspects of their care during the school day. Frequently, school business necessitates the need for parents to be at the school during non-school hours. Parents shall remain responsible for the safety, well-being and actions of their children during non-school hours and agree to adhere to the following rules which also apply to all students during all outdoor play during the school day:

General

- Young children who are not CCS students must be kept within their parent’s direct supervision – CCS cannot assume responsibility for any child who is not a student.
- If parents have reason to be at the school before or after school hours; children should never play outdoors without adult supervision.

- Always leave the outdoor play areas in order, with all toys, balls, and playthings put back where they belong.
- Students should not engage in play while eating.
- Food, trash, personal items should be put away before a student is able to engage in play.

Lower School Playground

- No climbing on the outside of the playground equipment.
- Do not run around or between swings.
- Students should never jump off of the equipment, but should dismount in a safe and orderly manner.
- No food or drink should be on the playground area.

6.5 Student Discipline

Generally speaking, teachers will be the primary disciplinarians in and out of the classroom (lunch, recess, field trips, etc.). In some cases, particularly when the student is not responding to the teacher's instruction or exhortation, the student will be referred to the administration for further disciplinary action. CCS does not endorse the practice of corporal punishment.

The Lower School Principal will handle administrative discipline among students in grades JK-6. If necessary, the Head of School may join in the discipline process. For students in grades 7-12, administrative discipline will be handled by the Head of School. A disciplinary office visit to the administration will always involve prompt communication to the parent(s) by phone or email. Multiple Office Visits during the course of the year may lead to serious disciplinary consequences (see below).

General

Lower School (JK-6)

The individual teachers will determine the classroom rules. Each classroom teacher will communicate his/her system of classroom expectations to students and parents.

Middle School and High School (7-12)

Middle and Upper School students are expected to exhibit a higher degree of self-control and maturity. Teachers will communicate their classroom expectations and discipline to students and parents via the Course Syllabus.

Administrative Office Visit

A trip to the office may be considered an official **Office Visit**, at the discretion of the Head of the School. A visit to the office will prompt a call to the student's parent(s). The school will attempt to contact the father first, and if he is not available, the mother will be contacted.

If, for any reason, a student receives discipline from the Administration that qualifies as an official **Office Visit**, the following yearly accounting will be observed:

1. The *first and second Office Visit* will prompt a phone call to the student's parents.
2. The *third Office Visit* will require a personal conference with the parents with possible suspension.
3. The *first suspension* will be a one-day in-school or out-of-school suspension.
4. The fourth office visit will be a second, three-day out-of-school *suspension*. The fifth office visit will be sufficient cause for the student to be expelled.

We reserve the right to supersede the previous procedure in the event that a student does not exhibit appropriate behavior (as determined by Administration), does not respond appropriately to any teacher's instruction and training or is suspended within the first 90 days. Such discipline issues may result in a mid-year expulsion.

Cell Phones/Electronic Devices

Students: Cell phones and electronic devices must be placed in lockers upon arrival of school, and kept in lockers through the day. Any cell phones/devices used or out during the school day will be confiscated and returned to the student only with parent permission to the office. Cell phones/devices confiscated will not be released to a student without parent

permission. Students will be allowed to use the school office phone to contact parents if needed. Teacher or administration can give permission for usage of phone or electronic devices for activities in class or special purposes during the school day.

Minor Conduct Offenses

Tardiness, throwing objects such as books, trash, etc., talking or other disruptive behavior in class, first-time use of any electronic devices that are not required or permitted in class, minor dress-code violations, general horseplay, etc. Repeated instances of Minor Conduct Offenses will be treated as Major Conduct Offences, at the discretion of the administration.

Consequences of Minor Conduct Offenses

Each teacher is responsible for maintaining discipline in his or her classroom. The classroom teacher will generally handle minor Conduct Offenses as he or she deems appropriate. Teachers will promptly inform parents (by email) describing the student's misconduct so that the misbehavior can be addressed at home. Our goal in doing this is to partner with parents in the proper shaping and molding of a student's heart, attitude and behavior, in love.

Formal discipline measures will be initiated after repeat instances of minor infractions and not for first time infractions, in most cases. The vast majority of discipline problems will be addressed at the classroom level by the teacher. In order to maintain consistency, teachers will regularly meet together to discuss our guidelines concerning discipline.

Major Conduct Offenses

Major conduct offenses will require a meeting between the parents, student, and the Head of School. Only the Head of School has decision-making authority regarding probation/suspension/expulsion/reinstatement. The goal of discipline is to address the heart of the student in the context of discipleship.

The following actions are examples of Major Conduct Offenses: Fighting or bullying (verbal or physical), including at athletic activities; plagiarism, cheating, stealing or other violations of the academic conduct code; verbal abuse or mean-spirited comments; leaving the campus without permission during School hours; possession of inappropriate articles on campus (i.e., weapons, pornography, alcohol, Prohibited Drugs, e-cigarettes or tobacco); use of illegal or inappropriate substances (i.e., alcohol, Prohibited Drugs, or tobacco); vandalism of School, student or faculty/ administration property; any action that may harm the student (self) or other students; lying; sexual immorality (including, but not limited to verbal or physical sexual harassment of any member of the school community) ; reckless driving on or near the School campus; and repeated minor offenses.

Consequences of Major Conduct Offenses

Grades JK-6th: Major conduct offenses will be primarily and directly addressed by the Lower School Principal or the Head of School in her absence. Major conduct offenses will require a personal meeting between the parent(s), student, and the administration (HOS or Lower School Principal). The Head of School has the final decision-making authority regarding disciplinary probation, suspension, or expulsion.

Grades 7th - 12th: Major conduct offenses will be referred to the Head of School. Major conduct offenses will require a meeting between the parents, student, and the Head of School.

There are some behaviors that will normally result in immediate and direct evaluation and discipline by the Head of School or Lower School Principal (in the absence of the Head of School):

- **Disrespect** shown to *any* staff member.
- **Verbal, physical or written threats** (“bullying” of any type) made toward any member of the school.
- **Rebellion** or outright disobedience to a staff/teacher’s instructions.
- **Fighting** or striking any member of the school with or without the intent to harm that person.
- **Obscene, vulgar, or profane language**
- **Defacing or destruction of school property ***

* The school may require restitution, cleanup, and/or a parent meeting with the administration, or other measures consistent with Biblical guidelines that may be appropriate.

Levels and Severity of Disciplinary Action

Attendance at Christ Covenant School is a privilege, not a right, and as such we expect our students to conduct themselves according to commonly accepted standards of decency even when they are not in school. As such, CCS reserves the right to take disciplinary action against a student for egregious acts of moral turpitude done off school premises or outside school functions that threaten to bring CCS into public disrepute or that create a potentially hostile school environment. Such actions will only be taken after consultation between the school board and Head of School.

- **Disciplinary Probation**

A student on disciplinary probation may be denied the right to participate in any co-curricular or extracurricular School activities or interscholastic play or to hold any office in the School. Disciplinary probation is to be interpreted as a warning that any further breach of discipline is reason for suspension and/or expulsion.

- **Suspension**

A suspended student will be removed from the School community for a designated period of time from one to five days. A suspended student may not attend or participate in any School-related function or be on campus for any reason including participation in sports, music or any other extracurricular activities during the period of suspension. The student must complete and turn in all classroom assignments missed. The suspension will be noted on the official student record.

- **Expulsion**

Christ Covenant School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy; however, forgiveness and restitution do not necessarily mitigate the consequences of certain actions that violate the purposes, integrity and safety of the School community. Should a student, and his parent(s), not be able to appropriately and promptly correct behavioral problems, the student may be expelled. The decision to expel a student rests with the Head of School. At the discretion of the administration, a student may also be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is **not** the equivalent of suspension or expulsion.

Re-admittance

Should an expelled or non re-enrolled student desire to be re-admitted to CCS at a later date, a decision based on the student's attitude and circumstances at the time of re-application will be made by the administration. A student that has been expelled may be readmitted to the School by the Head of School at his sole discretion. The Head of School's decision regarding re-admittance may take into account the student's attitude and any mitigating circumstances at the time of re-application.

6.6 Sexual or Racial Harassment Policy

Christ Covenant School, as a Christian institution preparing men and women for leadership roles both in the church and in the world, desires to establish an environment of mutual edification, trust and respect between members of the faculty, parents, administration, student body, and guests. In furtherance of these ends, it is the policy of our school not to condone, allow, or disregard incidents of sexual or racial harassment.

Sexual Harassment

Sexual harassment is defined as any conduct, act or comment carrying an inappropriate sexual innuendo. Such conduct is particularly inappropriate where it has the purpose or effect of interfering with or infringing upon an individual's work, study, or scholastic activities, or upon extracurricular activities related to CCS. As a Christian institution, CCS supports and requires adherence to Biblical standards of conduct, including treating members of the opposite (or same) sex with due respect and avoiding sexually oriented activities, jokes, references, remarks, matters of dress, behavior, or personal appearance. No such conduct, regardless of its manner or form, will be tolerated.

Discrimination

The School will not tolerate any discriminatory conduct on any other inappropriate or unlawful basis, including race, age, veteran status, national origin, ancestry, disability, sex, or any other legally prohibited basis.

Racial Harassment

Racial Harassment is defined as any conduct, act or comment carrying an inappropriate racial innuendo. Such conduct may be intended to intimidate, manipulate, take advantage of, or demean persons who belong to a particular race. This includes verbal and non-verbal behavior, including (but not limited to) racial slurs, demeaning remarks and jokes, impeding or interfering with the actions of another, or creating or displaying racially derogatory posters, cartoons, or drawings. Any and all such conduct is prohibited.

Procedure

If a student or any member of the faculty, parents, or administration of CCS becomes aware of any act of sexual or racial harassment or any inappropriate harassing or discriminatory conduct involving any member of the school community, you should report this incident to the Head of School or other member of the administration as soon as possible. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated in as confidential a manner as possible. If it is determined that such conduct has occurred, the School will take immediate and appropriate action related to the behavior which has taken place, which may include suspension or termination and, where appropriate, reporting the same to the appropriate outside authorities. If a student reports inappropriate contact by a teacher, the Head of School will investigate the complaint in a manner that is intended to protect the confidentiality and privacy of all parties to the fullest extent possible, and any improper conduct will be dealt with both swiftly and appropriately.

6.7 Buildings and Grounds

In an effort to be good stewards of the property the Lord has provided, and as a means of teaching our students good habits of stewardship, the following policies are to be followed by all faculty and students. The last five minutes of each day is to be devoted to picking up trash, pencils, etc., in each classroom and hallway. Additionally, students are to double check to see that they have their book bags, lunch boxes, coats, etc., prior to going to the after school pickup line.

6.8 Internet and the use of CCS computers

Educational Purpose

1. The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. CCS has the right to place reasonable restrictions on the material you access or post through the system.
3. No student should access Public Networking sites or programs when using CCS computers. This includes (but is not limited to) such services as Facebook, Twitter, Instagram, or any other social media.

Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, email address, social security numbers, birthdates, etc.
- b. You will not agree to meet with someone you have met online without your parents' approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or administration any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
- c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. You will not download large files unless necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. For more information about our school's policy on plagiarism, please see our brochure: "Plagiarism" available from the school office.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use **of that work, you should follow the** expressed requirements. If you are unsure whether you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or an adult supervising you. This will protect you against a claim that you have intentionally violated this Policy.

6.9 Lost and Found

The school is not responsible for lost or damaged clothing. Occasionally, notifications will be sent in the weekly newsletter reminding parents to look through the lost and found, and whatever is not claimed will be disposed of or donated. After an item has remained in the lost and found for more than 3 months it will be put in a separate bin labeled "Grab Bin" available to anyone before it is donated or disposed.

PARENT INVOLVEMENT

7.1 Guidelines for Activities at CCS

As parents, please help us be sensitive to each other's varying convictions by following these simple guidelines:

- If you think something you are planning might be a problem for others, talk it through. Ask other parents, teachers, the administration, but be aware of how others may perceive your own views or preferences.
- Before you plan a school related activity, make sure you know what the school's expectations are.
- If you need further assistance with this issue, contact the Head of School.

7.2 Parent-Teacher Conferences

Parent- teacher conferences may be called at any time by either the parents or the teachers/administration/academic enrichment staff to discuss the progress of a student. We do schedule time during the first and third quarters for formal conferences, but we encourage parents to schedule conferences, whenever necessary, and not wait until the formal times come around.

7.3 Parent Questions, Suggestions, and Concerns

All questions, concerns, or insights about a student or a program are best addressed to the teacher involved, and parents are to begin there. The Administration (Head of School or Lower School Principal) should be contacted if satisfactory answers, responses, or solutions are not achieved through this means. As a general rule, the Administration will not discuss concerns or questions unless this procedure has been followed.

7.4 Parent Grievances

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6.1–8; Matthew 5.23–24; and Matthew 18.15–20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including any claim or statutory claims, shall be settled by biblically-based mediation.

- All grievances should be addressed by following the Matthew 18 principles. Christians should be encouraged to know that the ultimate textbook of knowledge and wisdom, God’s Holy Word, provides very specific guidelines and mandates for effective conflict resolution. Specifically, Matthew 18:15-17 provides the scriptural mandate for keeping communication lines open and intact.
- Complaints, concerns, problems, or other matters brought to the Head of School’s attention by a parent or other members of the community are to be channeled according to the school’s chain of command in accordance with the principles of Matthew 18:15-17.
- All such persons are to deal with the situation at its source. This usually means speaking with the particular teacher or appropriate school staff member in an attempt to get clarification or resolution.
- If a matter cannot be resolved, then the parent appeals to the next level of authority. The Head of School normally exercises administrative authority on behalf of the school. The Head of School’s decisions may be appealed to the Board only under the following conditions:
 - (1) Parents may appeal decisions to expel the children.
 - (2) Parents may appeal whenever personal immorality is alleged.
 - (3) Parents may appeal in other extraordinary cases including disciplinary cases if a majority of the Board deems appellate review appropriate.
- All parents seeking to appeal to the Board must submit appeals in writing. The Board, at its discretion, may require a written response from the school employees that may have knowledge relating to the appeal. It may also, at its discretion, interview persons with knowledge relevant to the appeal. When the Board decides an appeal, its decision will be a final decision.

7.5 Background Check

As a condition of our insurers, background checks will be performed on all volunteers before they are approved for any volunteer service to the school. This includes parent volunteer field trip drivers who are also required to have proof of insurance.

7.6 Field Trip Rules

Prior to arranging carpools for field trips, any driver who has volunteered to drive other children must submit the following 2 items not less than **one week** prior to scheduled trip:

1. Declaration of Insurance for each car that will be used to transport students
The Declaration of Insurance forms should be submitted to the front office manager who will approve and log each declaration on the approved driver list.
2. The form entitled Background Check Authorization. (form is located on [website link](#))
This may be submitted in a sealed envelope to Regan Waters who will approve and log each approved driver on the same approved driver list (this list is maintained on our intranet site)

Safety

- Seat Belts - All students must wear seat belts at all times. If there is an air bag on the passenger side, only students 12 years of age and older may sit in the front seat.
- Car Seats - All students must be in a car seat according to NC law if they are under the age of 8 years of age **or** weigh less than 80 pounds. To ensure the safety of our students, we require a car seat for all students who do not meet these weight or age requirements, without exception.
- Drivers - All drivers are expected to present the best possible godly example for the students and other motorists by following all legal driving laws and limits, and in their general conduct on the trip.
- Insurance - All drivers must submit a copy of the Declarations Page from their current insurance policy (with their name on it) to the school office before they can serve as a volunteer driver.
- Waiver of Liability - All students must have a signed Field Trip Permission slip to go on a field trip. This includes a waiver of liability for the drivers in the event of an accident.

Chaperones

- Chaperones are often required to help us supervise our students.
- If you are a chaperone, we are counting on you to remain with our students and fulfill your supervisory roles.
- All students will be assigned to a specific chaperone prior to leaving campus and the chaperone will be responsible for that student until they return to campus.
- There is a distinction between those drivers simply needed for transportation, and those adults asked to drive and chaperone during the field trip.
- Teachers will advise parents in advance as to their specific duties and responsibilities.
- If personal vehicles are used to transport students on field trips, the school will have the responsibility of assigning students to vehicles.
- For the safety of our students, we insist that the same children return in the same vehicle, unless otherwise approved by the Teacher or Staff responsible for the field trip.

Electronic Devices on Field Trips

- Field Trips are a perfect opportunity to allow time for socialization and fellowship, and to build camaraderie among those who attend. For that reason, we encourage drivers to limit the use of these devices by students.

Students not attending Field Trips

- Parents have the right to decide if their child should attend a field trip or not. If the parent's desire is for their child to not attend a grade level field trip (i.e. field trips where an entire grade level is attending), then the student will need to stay at home that day under the care of their parent. CCS does not have the additional resources to monitor an individual student whose class is off campus.

7.7 Parent Organizations

Parents are an integral part of CCS, and as such are strongly encouraged to participate in the operation of the school. Parent volunteers provide rich support and encouragement to the students, faculty, and board; volunteers also enable us to keep tuition down.

Parent Service Fellowship (PSF)

Purpose: The purpose of the Christ Covenant School Parent Service Fellowship is to provide an organized means through which all parents can participate in activities that enhance the spiritual and physical learning environment of our children; fellowship with one another; and be a support to faculty and staff.

Mission: The mission of the Christ Covenant School Parent Service Fellowship is to edify, encourage, equip, enhance, uplift, and support the students, families, faculty, and staff of Christ Covenant School by providing our time, talents, gifts, service,

donations, and contributions. We are a works-oriented organization seeking to promote the school both internally and externally.

Vision: The vision of the Christ Covenant School Parent Service Fellowship is to undergird the school with fervent prayer and moral support; provide CCS with excellence in technology and activities; see CCS equipped for a robust academic program and co-curricular offerings; and to stay committed to an excellent classical and Christian education for CCS students.

For more detailed information on PSF, please refer to the PSF Handbook and PSF Brochure.

7.8 Requests to Distribute Outside Printed Material

The Administration must approve all printed material (brochures, posters, letters to students, etc.) before distribution or display on campus. Printed materials must be submitted to the office for approval **at least two days before** being sent home or displayed.

7.9 Transportation

Transportation of students will be the responsibility of the parents. Each parent will be expected to see that the child is at school on time and picked up at the end of the school day on time.

Driving Policy

To be an approved driver with Christ Covenant School, one must submit an active certificate of insurance to the front business office. Once received, administration will review to determine sufficiency. In addition, authorization to run a motor vehicle report (MVR) and background check must be obtained at least 48 hours prior to the driving event. If someone is driving another family's child, then the driver must complete this authorization as well. Once run, results will be reviewed, and eligibility status determined on a case-by-case basis with our insurance company representative. MVR results expire one year from the date processed. Background checks expire five years from the date processed. Eligibility status will be communicated to the prospective driver.

COMMUNICATION PHILOSOPHY AND COMMITMENTS

8.1 SCHOOL TO PARENT COMMUNICATION

FACTS SIS

CCS utilizes an online database, FACTS SIS, which is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view the most recent, up-to-date information on school related information such as:

- Current announcements
- Student homework
- Lesson plans
- Student grades
- Comprehensive school calendar
- School directory

FACTS Family Portal (formerly ParentsWeb) Access

- In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmgmt.com and click Parent Login, then select FACTS Family Portal (ParentsWeb).
- Type the school's District Code: Christ-NC
- Click Create New Family Portal Account.
- Type your email address and click Create Account. An email will be sent which includes a link to create your login. The link is active for 6 hours.
- From the email, click the link to create your Family Portal (ParentsWeb) login.
- A web browser displays your Name and FACTS SIS Person ID.

- Type a User Name, Password, and Confirm the password.
- Click Save User Name and/or Password.
A message displays at the top of the browser, "User Name/Password successfully updated."
- You may now log in to Family Portal using your new user name and password.

FACTS School Directory

Parents shall refrain from using the information contained in the school directory to solicit CCS families for any reason other than direct CCS school and class related business.

Christ Covenant Website (www.christcs.org)

The school website is a good source for up-to-date information on major school events as well as forms, and detailed school and athletic schedules.

8.2 PARENT TO SCHOOL COMMUNICATION

Updating the Administration

It is the parent's responsibility to keep personal information up to date in FACTS SIS and to notify the school in writing if there is any significant change of information such as: (1) an address change, (2) a new work, home or cell phone number, (3) a new email address, (4) a change in the marital status/custody, (5) a new diagnosis of allergies or learning disabilities, (6) new health insurance company or policy number, etc.

It is the parent's responsibility to ensure the school office and teachers have the most up to date contact information for their family. Parents shall ensure the school has the most up to date information by viewing family contact information on FACTS SIS

Request for Forms

Parents needing teachers and/or administration to complete forms necessary for medical appointments or other appointments (i.e., Vanderbilt forms for ADHD assessments) must provide no less than 2 weeks written advance notice and shall be submitted to the Upper or Lower School administrative office for processing.

Advertising Restriction

Parents who wish to prohibit the school from using pictures of their students should complete and submit the form entitled **Advertising Restriction**. This form is published and located on our website under Parents, Parents Resources and Forms.

Requests to Distribute Outside Printed Material:

The Administration must approve all printed material (brochures, posters, letters to students, etc.) before distribution or display on campus. Printed materials must be submitted to the office for approval **at least two days** before being sent home or displayed.

HEALTH AND SAFETY

9.1 Security

School Security Cameras and Access During School Hours

At CCS, we take the safety and security of our students and employees very seriously. The school maintains a security system on all exterior doors. Additionally, security cameras are installed throughout our buildings to monitor entrances to our buildings as well as monitor indoor and outdoor activities.

Visitors on Campus

All parents and adult visitors must check in at school office and obtain a visitors badge while on school campus. Any students desiring visitors must obtain permission 24 hours in advance from the Upper School Student Life Director (jgrimm@christcs.org) by email or phone to make a visit to CCS campus. Student visitors must check in upon arrival at school office and obtain a visitors badge while on school campus. Student visitors must abide by our school dress and behavior guidelines. Visits during lunch period are preferred. Student visitors will not be allowed to visit during the first week of school, first day return after a break, or exam week. Cell phones of student visitors will be expected to be kept out of view while on school campus.

Pet Policy

The purpose of our on-campus events is to generate community among our parents, teachers and students, so we ask that everyone please refrain from bringing any pets on campus or to any school sponsored event. This will apply to events that are in our buildings or our ball fields. Parents may bring their pets in vehicles with them to pick up their children, but we ask that those pets stay in the vehicle. Any classroom activities or lessons that involve any type of animal will require administration notification along with parent notification prior to day of the class event/activity demonstration of animal.

Cell Phones/Electronic Devices

Parents: Please refrain from using cell phones once carline begins. If helping in any of the classrooms or during school day events or field trips please turn cell phones on silent and refrain from talking on cell phones so as not to distract the classes/students.

9.2 Carpool

Lower School Carpool General

- Families will be issued (two) carpool tags (with a number and your last name). In order to pick up your child through the carpool line or inside the building, you must display the CARPOOL TAG on your dashboard or present your carpool tag when entering the building .
- IF you do not have your carpool tag with you, please park your car in the north parking lot and come inside to pick up your child for verification of your identity.
- The carpool side of the building is the South side of the building.
- The walk in side entrance doors to the building are on the North side of the building. These are the doors nearest the administrative offices of CCS.
- No CCS cars are allowed to park in the circular driveway at any time; the parking spaces in the circular drive in front of the church are reserved for Christ Presbyterian Church staff and their visitors.
- Drivers should refrain from using cell phones while driving in the carpool lanes for safety reasons.
- The speed limit in the parking lot is 10 MPH or slower, whichever is safer.
- During morning drop off and afternoon pick-up, drivers shall:
 - Pull all the way to the end of the carpool line closest the handicap parking spots on the carpool side of the building and NOT stop in the middle of the lane closest the carpool side doors;
 - If there is a car in front of you, please pull forward as far as safely possible.
- Please do not let your child exit or enter vehicles on the driver's side of the car.
- Drivers and any passengers shall remain in the vehicle at all times.
- Once your child is seated in your vehicle, do not pull around other cars in front of you to exit the parking lot.
- Cars exiting the parking lot during morning and afternoon carpool MUST make a right turn on Old Tar Road. If you need to turn left, you must do so by using the school's North entrance/exit (nearest the CCS street sign).

Lower School Morning Carpool (Drop off)

- Carpool side morning drop off:
 - Parents are encouraged to use the carpool line for drop off.
 - Carpool drop off begins at 7:35 am and ends at 7:55am.
 - After 7:55 a.m. parents/guardians must park in the North parking lot (by the school office) and walk their child(ren) to the building.

- Students with homeroom classes beginning in the modular building shall first enter the CCS school building, then exit the east doors (these are the doors closest to the modular buildings), to enter the modular.
- Regardless of the time, parents should not drop off students in the carpool area unless a faculty member is present on the sidewalk or clearly visible at the carpool side entrance doors. Please be mindful that staff may not receive students on the sidewalks on mornings with inclement weather. On these days, staff will be clearly visible at the carpool side glass doors to receive and monitor students' safe arrival.
- If no staff member is present at the carpool-side door, the parent must drive to the north side parking lot and escort the student "walk in" side (school office) of the building. Under no circumstance shall any car enter the carpool drop off area once the "Do Not Enter, Carpool Has Ended" sign is displayed in the parking lot. After the sign has been placed in the parking lot, you must walk your child into the building through the office entrance after parking on the North lot.

- **Lower School Walk in side morning drop off:**

- Parents shall ensure that no child enters the walk-in side of the building unaccompanied by a parent or guardian at any time.
- When entering the building on the walk-in side, please remember:
 - CCS currently has a morning care program available from 7:00 - 7:35 am during school days for a nominal fee. Please go the CCS website for details. Parents who do not wish their child to participate in the morning program should have them remain in their car with their parent(s) until 7:35 a.m. when the school doors open.
 - Upon entering, students are to proceed down the carpeted hallways to their classrooms.
 - Except as provided below, parents are asked to refrain from walking their children to individual classrooms so that teachers can have uninterrupted time each morning to prepare for the day and welcome their students to class. Morning drop off time should not be used for parent-teacher interaction. Teachers are always available to our parents; however, we request that parents schedule these times with teachers by contacting them in advance.
 - Exception: During the first two weeks of school, parents are permitted to walk their Kindergarten and First grade students to their classrooms.
- Students entering after 7:55 a.m. will be considered tardy.

- **Lower School Afternoon Carpool (Pick-up)**

- Pick-up begins after junior kindergarten dismissal at 11:45 and the K-6th dismissal at 3:05 respectively.
- All students will proceed from their classes to the sanctuary where they will await being called individually for dismissal.
- Walk-in pick ups are allowed. In order for CCS to ensure the safety and security of students, parents are advised of the following:
 - Under no circumstance shall students be retrieved from class lines while they are proceeding towards sanctuary.
 - All students will be called from the sanctuary for pickup.
 - Students being picked up by parents who are waiting outdoors in cars will be given priority to those waiting inside in the cafeteria.
 - All parents who have walked inside to retrieve students shall wait in the cafeteria on the tiled floor and shall refrain from waiting in the carpeted areas.
- No CCS cars are allowed to park in the church circular driveway at any time. These spots are reserved for church visitors only. Please abide by these rules at all times.
- Please wait for your carpool line to be given instructions to proceed towards the exit.
- Students not being picked up by the carpool deadline (JK students by 12:05 p.m.; and grades K-6 by 3:30 pm), your child will be sent to the CCS After-K or After School Program. You must park in the North parking lot and come in to the school office to pick up your child beyond these specified times. Please note: parents may be charged at our After School rate for excessive late pick-ups.
- The end of the day is a very busy time for the office as we begin our dismissal process. Except for emergencies, we ask that you refrain from picking up your child from the school office after 2:45 p.m. Please schedule appointments so that your child can be signed out before 2:45 p.m. While we understand there may be times this is not possible, we ask that you make every effort to comply with this guideline. Your cooperation on this guideline will enable our administrative staff to ensure the children's safety during the busiest time of the day.

Upper School Carpool

- General
 - The speed limit in the parking lot is 15 MPH or slower, whichever is safer.
- Morning Drop Off
 - Students may be dropped off in the front of the building and/or parking lot area and independently walk into the building.
 - The doors will open at 7:25 a.m.
- Afternoon Pick up
 - Students will be dismissed at 2:55 p.m. to the carport or multipurpose room until their ride arrives.

Release of a Student to Persons Other than Custodial Parent or Guardian

During the school day, children will only be released to their parents, legal guardian(s), or to those designated by the parent or legal guardian in the FACTS SIS web form entitled "Authorized Transportation." Non-immediate family members authorized to pick up your child must provide a valid ID at the front office before a student will be released. Should the need arise for someone other than the parent, guardian or pre-authorized (FACTS SIS) person to pick up a student, please contact the office, giving them the substitute driver's full name and the make and color of car, if known.

Important: Students will not be permitted to walk home. Parents/Guardians who desire for their child to be permitted to walk home will need to request permission in writing by contacting the school office.

Regulations Regarding Student Use of Vehicles

Student Drivers – Parking on Campus

- Only students that meet NC state requirements are eligible to drive and park on campus.
- Only vehicles registered with the state and belonging to the student or a family member may be parked on campus.
- Parents must ensure the school administrative office is provided a copy of the declaration of insurance for any vehicle driven and parked at school.
- Student must have a valid driver's license.
- Student drivers are not permitted to park and remain in their vehicles before, during or after school. Student drivers are expected to park and promptly exit their vehicles in the morning, shall not loiter in cars during lunch and shall promptly depart the premises at the end of each school day.

Operation of Vehicles

- All students are expected to be in school ready to receive instruction by 8:00 a.m.
- The student driver will be held responsible for any passenger(s) he/she may choose to allow in their vehicle.
- For the purpose of releasing students to young drivers (under 25) at the end of the school day, CCS will not release students to be driven by student drivers unless the younger, non-driving student's parents have listed the student driver as authorized transportation in FACTS SIS. This shall serve as parental consent for younger students to ride with older CCS student drivers.
- Under no circumstances shall any student driver drive another student during the school day, on field trips, or to/from athletic events except the transport of siblings.
- At all times vehicles must be operated in a manner that adheres to all the rules and regulations of proper and safe driving as defined by the NC traffic laws.
- The speed limit on school property is 15 mph.
- Vehicles parked in the student area may not be moved during the school day without administrative permission.
- Students may not return to vehicles at any time during the school day without administrative permission.

Disciplinary Action

- Students may lose their driving privileges if:
 - There is a pattern of unauthorized tardiness, unauthorized absence and/or multiple discipline referrals.
 - Students park in areas other than student parking.
 - Students violate the traffic regulations on campus (i.e. drive over the speed limit, drive aggressively, or without

proper safety).

- Any destruction of school property resulting from the improper use of vehicles will result financial compensation to the school for full restitution.

9.3 Safety

Fire Drills

As required by the State, fire drills will be held the first week of school and monthly at various times during the school day. The teachers and staff will acquaint the students with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be posted in each classroom, and each teacher will ensure that the students fully understand the evacuation procedure and route.

Tornado Drills

A minimum of once per year, the school will conduct tornado drills. All students are to proceed to the place designated by the classroom teacher, kneeling with their heads kept down and toward a wall. Parents should not pick up their children from school during a tornado warning.

Lock-Down Drills

A minimum of once per year, but as many as necessary in order for successful implementation in keeping with most current best practices.

We take the safety and well being of all our students and faculty very seriously. We have therefore established policies and procedures in the unfortunate event of a “school lockdown.” Regular drills will be instituted throughout the year to prepare our faculty/staff and students for such events. Given the multiple and varying situations that are possible in a “lockdown” scenario, it is not possible to outline all the details here. Please know that we have drafted, with plans to continually improve, our policies and procedures to the best of our abilities, after consulting with experts on this subject, including other schools, and especially various local law enforcement agencies. We realize that some of our younger children may be especially sensitive to “lockdown drills.” However, drills are absolutely necessary for adequate preparation for an actual emergency. Parents will be notified in advance, prior to the first “lockdown drill” of the year, but the specific date and time will not be announced beforehand – per law enforcement agency recommendations.

Communication with parents/guardians about LOCKDOWN DRILLS

The Director of Operations will email all parents about the first lockdown drill at least a week in advance so that adequate preparation and instruction may be offered at home to the children. Details about the actual date and time for the lockdown drill will not be included in the communication (see above).

Communication with parents/guardians about an “ACTUAL LOCKDOWN”:

In the event of an actual lockdown situation, a member of the School’s administrative staff (HOS, Lower School Principal, or designee) will notify the parents/guardians of the lockdown: by phone, email and/or text (if parents signed up for text alerts from school), alerting them of the lockdown situation, as soon as it is possible. Please note that in an actual lockdown event, it may not be possible to act immediately on this policy. Once lockdown is over, the administration will alert the parents/guardians, as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while school is in lockdown mode until the “All Clear” is communicated (by phone, email and/or text - if parents signed up for text alerts from school).

*School Closing Due to Emergency

Christ Covenant School will make every reasonable attempt to make decisions regarding the status of school delays/closings by 6:30 a.m. School delays and closings will be announced as follows:

1. Text message alerts will be sent to all Parent cell phones (it is important to keep your data up to date in FACTS SIS in order to receive alerts)
2. E-mail notification to CCS Families
3. FACTS SIS announcement via Parent's Web
4. The school facebook page

5. WNCT, Channel 9
6. WITN, Channel 7
7. WCTI, Channel 12

*Christ Covenant School does NOT necessarily follow the Pitt County Public Schools' school closing policies.

9.4 Health

Food Allergies

We recognize that some students at CCS have various forms of allergies to certain foods or nuts, especially peanuts. We want to be sensitive to those students who have these allergies (some very severe). We will have a designated table for those students with peanut allergies, or other nut allergies. K-12 classes with students having severe allergies will be notified before school begins that all snacks to be consumed by students in the classrooms must be nut free.

We also recognize that it is not practical, nor prudent, to assume that we can insure our school is a peanut (nut) free environment. We therefore urge all parents to train and instruct their children to be aware of others' peanut (nut) allergies and exercise care when it comes to eating or sharing snacks, lunches, or any other food items that may contain peanuts, peanut oil, or other forms of tree nuts. Parents shall not bring any food items containing nuts to larger school functions, class parties or to any event where food will be shared.

Illness or Injury

It is expected that students are sent to school healthy, well rested, and ready for class.

- Students with fevers at or above 100.4° F, diarrhea, vomiting, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. Students must be free of fever, vomiting and/or diarrhea for twenty-four (24) hours without the aid of medication before returning to school.
- For those who have tested positive or exposed to COVID, students and families are asked to follow CDC guidelines regarding isolation, quarantine, return to school, and return to school masking.
- Should a student become ill or receive an injury while at school, the parent will be called if deemed necessary. First aid will be given, but school personnel will administer no medications unless previously arranged with parents. Students who are lethargic, tired, and unable to perform/participate at school will be sent home for needed rest and recuperation.

Immunizations

Certificates of immunization for new students, Kindergarten and 7th grade students must be on file with the school within the first thirty days of school. Parental are responsible to submit, in writing, any exemptions for immunizations due to moral, religious or medical reasons . Students may not be admitted to class without complete records or exemptions being on file by 30 days after school begins.

Head Lice

Outbreaks of head lice are common among children in schools, affecting all social and economic groups. According to the Centers for Disease Control and Prevention (CDC), current evidence does not support classroom or school-wide screening for head lice to reduce the number of head lice infestations among school children. Parents should notify the school administration and the student's teacher (if the child is at the lower school) if the child is found to have lice. When/if the school becomes aware of any instances of head lice, the school will send a general communication to all parents of the grade level associated with the affected students in order to increase diligence to avoid any spread. Students will not be allowed to come to school until after a lice treatment has been performed and the head has been examined for lice.

Medications

If a student is in need of specific over-the-counter medication during the school day, the parent must bring it to the school with written instructions on the proper administration of such medication(s). If prescription medication or any

other non-prescription medication prescribed by a physician is to be administered during the school day, parents shall have either the "CCS Authorization for Medication" form (available on www.christcs.org) completed by a physician/medical provider. For the convenience of our families and because most local medical providers routinely stock "Pitt County Schools Authorization for Medication, form # EPS-50", this form is an acceptable substitute for the CCS Authorization for Medication.

No medications may be kept in the student's possession or in his/her locker, desk, or book bag, with the exception of asthma inhalers and Epipens and as authorized by the medical provider's signature on the EPS-50 "Green Form". All asthma inhalers and Epipens should be labeled with the child's name. A parent approval form for the general administration of over-the-counter drugs such as Tylenol, Ibuprofen, cough drops, and antacids, must also be on file in the school office before the school will administer such medications. These medications will be administered to the student by the Receptionist and only with permission from the parent. **If prescription medication is needed on a regular day-to-day schedule, it must be kept and dispensed from the school office. It is the parent's responsibility to make sure that all prescriptions are current (not expired) and up-to-date.**

Asbestos-Free Environment

The building used for the Lower School was constructed in 1995, with an addition completed in 2003, and does not contain asbestos or other known hazardous materials.

FINANCES AND ENROLLMENT

10.1 Non-discrimination Policy

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

10.2 Enrollment

Priority Enrollment

Prior to the school's published annual Open Enrollment date, we will provide an opportunity for current families and Christ Presbyterian Church member families to receive priority enrollment. The specific dates of priority enrollment usually occur in the weeks immediately preceding Open Enrollment. CCS Priority Enrollment packets for the following year are sent home in December. (Reminders are published via e-mail and FACTS SIS.

The following priorities are used to accept students to Christ Covenant School. Since each priority category is assigned a specific timeframe for enrollment/re-enrollment, a first come first served system is utilized within each priority category specified below:

1. Siblings of currently enrolled students
2. Children of Christ Presbyterian Church member families
3. General Public

Commitment Sheet

All parents and students are required to sign a "Parent Commitment Sheet" stating that they have read and are aware of, and in full agreement with, the policies of the school. This statement is a part of the new parent interview and re-sent to returning families on an annual basis for repeated review. This agreement applies to the Statement of Faith, discipline procedures, and all other policies of the school. (Until the Commitment Sheet is signed by parents and students and submitted to the school, students will not be allowed to participate in school programs).

Re-Enrollment

Students who have left/withdrawn from CCS for any reason and wish to return to CCS will be expected to complete the enrollment process with a family and/or student interview with the Director of Admissions and/or Head of School. If a sibling is still enrolled at CCS then only a student interview will be required. All fees for enrollment will apply for this process.

10.3 CCS Logo / Design Approval

The CCS Logo may only be used for any type of printing (including apparel and all print materials) by outside sources with the express written consent of the Head of School or Director of Marketing. Unapproved logos / designs are not permitted; therefore all clubs, organizations, teams, classes, etc. must receive pre-approval of logos / designs usage from Head of School or Director of Marketing prior to any publishing or orders.

10.4 Financial Matters

Cash Receipt Policy

Cash payments are ultimately discouraged, but if received, should not exceed more than \$100. Cash is not accepted for Tuition or After School payments.

It is the responsibility of the payer to request a receipt for all cash or cashier check payments.

Tuition

Students will not be allowed to re-enroll for the following academic year without a zero balance as of July 1st of each year. If a family is late on any type of payment, the account must be brought current as soon as possible. There must be no past due balance. If the account remains delinquent 90 days or longer, a student will not be allowed to remain enrolled in school nor attend classes until all outstanding balances are brought current. Should this be the case, the school cannot guarantee a spot will remain open when the account is brought current.

For your convenience, tuition has been divided into twelve equal payments **via bank draft**. The monthly payment schedule has no correlation to the number of days your child is enrolled in school, and refunds of paid tuition will be made in adherence to the tuition refund policy provided below.

No checks will be cashed at the school office, and the school office does not carry cash for the purpose of supplying change.

Tuition Assistance Guidelines

In order for us to allocate our resources wisely and fairly, we have enlisted the help of Independent School Management's FAST (Financial Aid for School Tuition) program. ISM's FAST provides a need-based financial aid analysis service. FAST provides the school with a report, which includes a recommendation of what a family should reasonably contribute toward tuition. Award determinations are solely based on this recommendation. All information from FAST is kept confidential.

Policy

- CCS families that apply for financial aid may receive 100% of the award recommended by ISM up to 80% of full tuition.
- New CCS families enrolling after April 15th for the upcoming school year may apply for financial aid, but only if there are remaining tuition assistance funds. In such case, an application must be completed, and ISM's recommendation calculated.
- New families to Christ Covenant School can apply for financial aid until December 31st of the current year.
- All financial aid applicants must have applied to Christ Covenant School at the time of applying for financial aid.
- Qualified applicants must accept or decline the determined award amount by June 15th of the application year.

Procedures

1. Parents are asked to access the FAST website specifically for Christ Covenant School applicants through the Financial Aid (under the Admissions tab) page on our website at www.christcs.org. Once there, click the **FAST** button at the bottom of the page. All your financial information should be entered directly through the secure server. Tax documents are used for verification purposes and should be sent directly to FAST at the following address for further review.

ISM
1316 North Union Street
Wilmington, DE 19806

2. There will be a non-refundable fee of \$45.00 required to process this application. The fee is to be paid directly to ISM. When the application is complete and the fee is paid, each parent of each applicant must sign an agreement that in exchange for any aid provided and for the School's assurance that all student financial aid information will remain confidential, the parent will not discuss that applicant's financial aid with anyone other than the other parent and their children attending the school. Financial aid awards may be rescinded if a parent or a student discloses financial information in violation of this policy. You may be contacted by the school office if additional information is needed.

Deadlines

The first deadline for applying for financial aid for the upcoming school year is **March 15** and the second deadline is **April 15**. Tax verification documents must be received within two weeks of the applicable deadline. If after submission, certain tax documents are noted missing, you will have one week to submit the outstanding documents.

Award notifications will be sent no later than the end of May via email. If your award determination is zero, you will be informed as soon as the recommendation is received from FAST and tax documents have been verified.

Withdrawal Procedure

Please Note: The withdrawal procedure applies to any current family leaving Christ Covenant School whether mid-year, after the close of an academic year, or after enrolling for the following academic year.

1. Contact Regan Waters at rwaters@christcs.org to provide written withdrawal notification for child(ren)
2. An Official Withdrawal Form must be completed and returned to Regan Waters.
3. All financial obligations must be met before final transcripts can be released. Family will remain in our system and therefore, will receive school-related emails and text messages until class rosters are purged at the end of the fiscal year, June 30th. Monthly tuition drafts take place July 15-June 15 of the applicable year. June 15th's payment will zero-out your account balance relative to tuition and therefore, must be paid to meet your financial obligation.
4. Once all textbooks, athletic uniforms, and/or any equipment have been received as well as all outstanding balances paid, final transcripts will be sent.

Tuition Refund Policy

If a student is enrolled for the upcoming academic year and withdraws prior to June 1 of the prior year, there is no obligation to pay tuition. Except as provided in the paragraph below this listing:

- (1) If a student is enrolled for the upcoming academic year and withdraws before the first day of classes, one third of the annual tuition is due; and
- (2) If a student is enrolled and withdraws after the first day of classes and before December 1, one half of annual tuition is due; and
- (3) If a student is enrolled and withdraws after December 1st, full tuition is due.

If parents of a student withdraw their child or children due to relocation outside of a 75-mile radius from the school location, tuition is due for that portion of the school year that the child or children attended the School.

The school will not release the record of any student that withdraws until the tuition due has been paid.

Parents that incur financial obligations under this policy following withdrawal of their children from the school may appeal to the School Board. The Board may waive all or part of the tuition owed based on financial hardship due to unexpected and onerous medical expenses or to job layoffs or other unforeseeable causes. All such appeals must be submitted in writing with supporting documentation to the Chief Financial Officer within 14 days of the student's withdrawal. Upon receipt of a written appeal, the Chief Financial Officer will provide it to the School Board for its consideration. The Board will normally make its decision based on the written appeal and supporting documentation, but it may in its discretion, request that parents appear if it believes their appearance would be helpful. The Board must decide appeals within 45 days of submission. Decisions of the Board are final and will be conveyed to appellants by the Chief Financial Officer.