



COVENANT CHRISTIAN ACADEMY

**Student and Parent Handbook
2019-2020**

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Academics

Academic Warning

Logic/Rhetoric

At the four and one-half week point of any quarter, any student with three D's or one F will be placed on Academic Warning and his/her grades will be monitored on a weekly basis. The Academic Dean will contact his/her parents to clearly communicate the eligibility policy and offer any assistance to the student to begin a course correction for the class or classes in question. Students are eligible to participate in athletics and fine arts events while on Academic Warning.

Academic Ineligibility

Rhetoric

At the end of the quarter, every 9th-12th grade student with three D's or one F will be ineligible for any inter-scholastic competition or performance for a minimum of three weeks (15 school days). During this time he/she may be required to do additional and remedial study in the courses of concern. Ineligible Students must meet with appropriate School Head or Academic Dean until released by the School Head or Academic Dean.

At the end of this three-week period, the ineligible student's grades will be reevaluated. If he/she has no F and less than three D's, he/she will regain eligibility at the discretion of the appropriate School Head and Academic Dean. Thereafter, this student's grades will be reviewed at one-week intervals for the rest of the quarter.

After 4 ½ weeks	After 9 weeks	During weeks 10-12	Subsequent Weeks
Academic Warning (student is eligible)	Ineligible with three D's or one F	Remains ineligible	Eligibility is determined by the Academic Dean, School Head

All affected students will be monitored weekly beginning at either the 4 ½ or 9 week point; students being monitored at the end of nine weeks will be monitored throughout the entirety of the subsequent quarter.

Ineligible students may participate in practices (up to one hour), but may not participate in any athletic or fine arts events (a fine art event may be excepted if the Headmaster determines it is required for the curriculum).

Within a school year, a student may lose eligibility for the remainder of the school year. A conference with the Head of School will be scheduled to determine the student's future enrollment with CCA.

Honor Rolls

Logic

CCA has three honor rolls for seventh and eighth graders, which are announced at the end of each quarter to recognize superior academic achievement and exemplary effort on the part of our students:

- Summa Cum Laude – 3.9 GPA or above for the quarter
- Magna Cum Laude – 3.8 – 3.89 for the quarter
- Cum Laude – 3.5 – 3.79 GPA for the quarter

Rhetoric

CCA has three honor rolls which are announced at the end of each quarter to recognize superior academic achievement and exemplary effort on the part of our students:

- Summa Cum Laude – 4.1 GPA or above for the quarter
- Magna Cum Laude – 3.8 – 4.09 GPA for the quarter
- Cum Laude – 3.5 – 3.79 GPA for the quarter

Dropping/Changing a Class

Rhetoric

Students wanting to drop/change a class must do so within the first two weeks of the semester. In the event that there are special circumstances, the Academic Dean, Teacher, and School Head can make exceptions. The student will have to complete the drop class form which will require a conference with the teacher of the class, the Academic Dean, and the parents of the student. Once the form is submitted and reviewed, the student, family, and teacher will be informed of the decision.

Awards

Rhetoric

- Valedictorian/Salutatorian: The Valedictorian and Salutatorian will be determined by weighted GPA at the end of the third quarter senior year. In the event that the grade points are close enough that the end of the fourth quarter is needed, the school reserves the right to extend the counting period. Only admitted students on or before the first day of class their Freshman year will be eligible for Valedictorian/Salutatorian honors.
- Barnabas Service Award: 400 community service hours over the course of a student's Rhetoric School career.
- Timothy Service Award: 100 community service hours over the course of one year.
- AP Scholar Awards: Given to seniors who take five or more AP courses over their junior and senior years.
- Ranking: For college admission and scholarship purposes, students earning GPA's in the top ten percent will be notified at the end of spring semester junior year. This top ten percent ranking will be published on the official transcripts. No other ranking will be disclosed. A student must complete five semesters at Covenant to be eligible for top ten percent.
- Honor Society:
 - CCA Logic Honor Society Philanthropia Chapter (8th grade) is an organization on campus that promotes academic excellence and community responsibility. LHSP is responsible for a variety of service projects on campus as well as student leadership training. Involvement in this organization is based on academic performance, character, and service. Membership is by invitation only. Selection is made during the fourth quarter of 7th grade for the following school year. Students must have a GPA of 3.5 or higher and an average of 90 or higher for their first semester of 7th grade.

- National Honor Society (11th – 12th) is another organization that promotes academic excellence and community responsibility. NHS is responsible for a variety of service projects on campus as well as hosting alumni events at Homecoming. Involvement in these organizations is based on academic performances, character, and service. Membership is by invitation only. Selection is made during the fourth quarter for the following school year. Students must have a GPA of 3.5 or higher in the first semester and an average of 90 or higher.

Attendance

Absences in the following categories will be handled as indicated:

Excused Absences

When a student is absent due to illness, the parent or guardian is asked to telephone the school office on the day of the absence between 8:00-9:00 a.m. Extended absences of five or more days will require a note from the child's doctor. In addition, if a student is returning to school and restrictions or limitations to normal classroom or outdoor activities will last beyond two days, a physician's note is required. The doctor's instructions should outline specific restrictions or limitations and the expected duration they will be needed.

Logic

- 5th-6th grade students should report to their normal first period classroom on the day that they return.
- 7th-8th grade students should report to the office on the first day back at which time they will be given an admissions slip to be allowed to return to class. Students will not be admitted to class without the admit slip from the office.

Rhetoric

Students should report to the office on the first day back at which time the student will be given an admissions slip to be allowed to return to class. Students will not be admitted to class without the admit slip from the office.

Excessive Absences

More than five absences during the semester may affect the student's success. The school also reserves the right to require withdrawal of any student who has excessive absences.

Logic/Rhetoric

Students who are absent for 10% of any kind in any one course over a semester, will be placed on Academic Warning. In the event that the absenteeism continues students will become ineligible for school activities and can be suspended.

Planned Absences

Planned absences require the completion/submission of the request form at least one week prior to the planned absence. Special allowances will be granted for family emergencies or unusual circumstances. Completed forms must be turned into the office for approval.

Pre-Grammar/Grammar

- Please complete the following form: [CCA Vacation/Trip Request](#)
- Completion of missed work must be arranged with the teacher before the absence.

Logic/Rhetoric

- Please complete the following form: [Planned Absence Request](#)
- Completion of all required work including tests, essays, projects, quizzes, etc. must be arranged with the teacher(s) before the planned absence. The teacher, at his or her own discretion, may require the work to be submitted before the planned absence or it will be immediately due upon the student's return.

Tardiness

Pre-Grammar/Grammar

Pre-Grammar students arriving late to school (after 8:05) must be accompanied into the office by a parent or guardian and follow sign-in procedures for being admitted into class. Late arrivals will be considered tardy until noon. Any child arriving after noon will be considered absent for the day.

Logic

- 5th – 6th grade students must be signed in at the office by a parent.
- 7th – 8th grade students must sign in at the office and will be issued a pass to be admitted to class. They must either be accompanied by a parent or a note from the parent.

Rhetoric

- Tardies at the beginning of a school day must be accompanied by parental notification. Tardies will only be excused for an emergency (home, traffic, doctor, etc.) or pre-arranged appointment.
- Tardies over ten minutes will be counted toward the student's absences.
- Students arriving after 9:50 am will be ineligible to participate in athletic/fine arts events that occur later that day.
- Students arriving after 10:45 due to illness will not be allowed to participate in any athletic/fine arts after school practices.

Make-Up or Missed Work

Pre-Grammar/Grammar

It is the parent's responsibility to communicate with teachers regarding make-up work for their Grammar School student. Make-up tests should also be arranged with the teacher. All missed work must be made up within two times the number of days the student was absent or a zero for that assignment may be recorded.

Logic

All missed work during absences must be made up within two times the number of days the student was absent or a "0" for that assignment will be recorded. Time for make-up tests/quizzes should be arranged with the teacher. If a student is absent on a quiz or test day, the Head of School along with the classroom teacher will determine a reasonable schedule for making up tests.

Rhetoric

All missed work must be made up within two times the number of days the student was absent or a due date agreed upon by the teachers that is more than the two times the number of days. A "0" for that assignment will be recorded if the make up work is not turned in at the designated time. Time for make-up tests/quizzes should be arranged with the teacher.

Admissions

Admission Philosophy, Policies, and Procedures

[Admissions Procedures](#) and [Enrollment/Tuition Fees](#)

Re-enrollment Policy

The school accordingly reserves the right to terminate or not renew a student's enrollment contract based on the following conditions:

- a positive and constructive relationship with the student/parent is deemed impossible
- a student/parent that seriously interferes with the school's accomplishment of its educational purposes
- a student has continued academic difficulty
- failure to exercise reasonable efforts to maintain active involvement of the student and at least one parent in regular church attendance (3 out of 4 worship services a month)
- unmet contractual financial obligations

Withdrawals

Withdrawals are processed through Heads of Schools. Tuition is non-refundable and non-transferable whether withdrawal is voluntary or in-voluntary. The student's financial account must be settled through the business office and an exit interview completed before any official records or transcripts will be released.

Foundational Statements

Philosophy of Education

Covenant Christian Academy is a Christian, classical, college-preparatory school. As a *Christian* school, our trustees, administration, faculty, staff, and parent and student bodies are devoted to God's only begotten Son, Jesus Christ as our Lord and Savior. Theologically, our faith derives from the Bible, God's infallible Word, especially as it articulates the nature of God, man, and grace – God as sovereign and holy, man as fallen and depraved, and grace as free and unconditional. As a *classical* school, we complement the study of classical languages with an emphasis upon the "classics," time-tested and scholar-approved works of literature, history, mathematics, science, and art which attest to the Providence of God and the Nature of Man throughout history. As a *college-preparatory* school, we endeavor to provide our students with the highest educational standards possible within a pre-college setting, with strong emphasis upon teaching our students to think critically and to write and speak accurately, insightfully, and clearly within every discipline.

Our *philosophy of child development* rests upon two ancient principles of education. First, our school functions *in loco parentis* – in the place of the parent – but this does not mean that we *supplant* parental authority; rather, through a shared but delegated responsibility, we “partner with parents” to *support* them in their divinely ordained mandate to “*train up a child in the way he should go.*”¹ Secondly, our school recognizes that students are created *imago Dei* – in the image of God – and thus we endeavor to train them in spirit, mind, and body. *Spiritual* education derives from our study of God’s word and our communal expression of its precepts through compassionate, respectful, and ethical relationships among our constituency and towards the community at large. *Mental* education derives from our diligent study of the vast spectrum of human knowledge as our teachers – life-long learners – model intellectual passion to their students and endeavor to cultivate this passion in them. Bodily education revolves around our physical education and fine arts programs. These emphasize coordinative discipline, aesthetic well-roundedness, creative strength, teamwork, humility in triumph, and dignity in defeat.

Excellence is our watchword, meaning that we seek to “*do all things heartily as unto the Lord.*”² If “*the first and great commandment*”³ is to “*love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind,*”⁴ then our first duty as a Christian school is to fulfill this commandment in every area: in the classroom, in the studio, on the playing field, in our relationships one with another, and above all, in our relationship to God.

Doctrinal Statement

We believe:

- The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- There is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- In the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
- In marriage that is the union sanctioned by God, which joins one man and one woman in a single, exclusive, covenantal union, as delineated by Scripture. Sexual intimacy should only occur between a man and a woman who are married to each other. No intimate sexual activity

should be engaged in outside of a marriage between a man and a woman. (Gen. 2:18-25; Ex. 20:14; Eph. 5:22-33; Heb. 13:4)

School Governance and Management

Covenant Christian Academy is governed by a Board of Trustees. The primary functions of the Board are to act as the guardian of the mission of Covenant Christian Academy, to develop the board policies and the long-range planning of the institution, to hire the Headmaster, and to be responsible for the financial viability and stability of the school.

The Headmaster serves as an ambassador-at-large by pursuing the vision and mission as set forth by the Board of Trustees. He functions as the chief executive officer of CCA.

General Campus Information

Campus Visitors

- All visitors/parents are required to check in at the office and present a valid driver's license to receive a visitor's pass.
- Prior approval must be obtained before visiting a classroom.
- No outside visitors during the first or last two weeks of school (including dead days and exams) with the exception of family and alumni.
- Pets are not allowed in the buildings without special permission from School Head.

Lunch Program

Meals and snacks are not covered in the cost of tuition. CCA is not responsible for meeting the child's daily food needs or for the nutritional value of meals or snacks sent from home to school/meals or purchased through our lunch program.

Technology/Cell Phones and Electronic Device Policy

The [Social Media Acceptable Use Policy](#) outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Students are required to read and agree to abide by the policies set forth.

[Logic](#)

[Rhetoric](#)

[Pre-Grammar/Grammar](#)

Pre-K – 4th grade students may not use cell phones or any other electronic devices (including *Apple iPhone* watches or similar) while on campus during normal school hours. This includes before school, while waiting to enter the classroom/building, and after school while waiting for his/her ride home. This does not include times the student is on campus, outside normal school hours, while under the direct supervision of his/her parent/guardian.

After School Hours/Cougar Club

Students must be picked up after school within 15 minutes of dismissal if not participating in after school activities.

[Pre-Grammar/Grammar/Logic](#)

Students remaining on campus after 20 minutes of dismissal will be placed in *Cougar Club* and charged a childcare fee of \$20.

Permission to Leave School

Students who must leave school during the school day are required to sign out in the school office.

Pre-Grammar/Grammar

Parents of Students (Pre-K3 – 4th) should call the school office or send a note/email to the teacher before the start of school on the morning of an expected early release is necessary. If plans are made after the start of school, parents should notify the school office. Parents will be required to meet his/her child in the school office at the designated time to sign out the student. ID may be requested.

Logic

- 5th – 6th grade parents should send a note with their child or email the teacher the morning of to request an early dismissal. These notes should be given to the homeroom teacher or office and an early withdrawal slip will be given to the appropriate teacher. Parents must come to the office to meet their child and sign them out.
- 7th – 8th grade students must present their request to the office where an “Early Dismissal” slip will be issued. The student will then present the slip to the teacher from whose class they will be leaving. Parents should meet their student in the office at the designated time and sign the student out.

Rhetoric

Students must present their request to the office where an “Early Dismissal” slip will be issued. The student will then present the slip to the teacher from whose class they will be leaving. Parents should meet their student in the office at the designated time and sign out or student drivers must have written permission/phone call to drive him/herself. Permission will not be accepted via text message.

Health and Safety Issues

Illness and Exclusion

Please do not send your child to school when they are ill. We cannot admit a student if one or more of the following conditions exist:

1. The illness prevents the student from participating comfortably in school activities, including outdoor play;
2. The illness results in a greater need for care than the teacher can provide without compromising the health, safety, and supervision of the other students in her care;
3. The student has had an oral temperature of 100.4 degrees or higher within the past 24 hours;
4. The student shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, one or more vomiting episodes in 24 hours,

rash with fever, mouth sores with drooling, behavioral changes, or other signs that the student may be severely ill; or

5. A health care professional has diagnosed the student with a communicable disease, and the student does not have medical documentation to indicate that he/she is no longer contagious. Communicable diseases that exclude a child from school are defined by the Texas Department of Health (TDH) in 25 TAC §97.7.

Students who become sick while at school will be removed from his/her class to wait safely in the nurse's clinic/other excluded office areas until a parent arrives.

Medications

- An updated medication authorization form must be on file each year in order for the school personnel to dispense any medication allowed by the parents.
- Students cannot carry over the counter or prescription medication at school. This includes over-the-counter pain relievers, cough drops, and vitamins.
- If a student must carry a rescue medicine with them, such as an inhaler, Epi-pen, or diabetic medications, an Emergency Care Plan (ECP) must be on file in the nurse's office.
- Herbal medications, homeopathic remedies, over-the-counter diet pills, vitamins, dietary supplements, essential oils, and minerals will not be given at school.

Distribution and Consumption of Medication

- Medication refers to either prescription medication or non-prescription medication excluding topical ointments such as insect repellent or sunscreen.
- Parent authorization for CCA to dispense medications for students in the care of CCA must be obtained either 1. In writing, signed and dated; 2. In an electronic format that is capable of being viewed and saved; or 3. By telephone to administer a single dose of medication.
- Authorization to administer medication expires on the last day of school.
- Parents may not authorize CCA to administer medication in excess of the medications' label instructions or the directions of the child's health-care professional.
- Parent authorization is not required for CCA to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child.
- All medications will be administered as stated on the label directions or as amended in writing by the child's health-care professional.
- All medications must be in original container labeled with the child's full name and the date brought to CCA and will not be administered after its expiration date.
- All medications must be stored in the locked cabinet in the nurse's clinic/school office.
- Parent authorizations are included in the Student Medical Webforms via ParentsWeb.

Personnel Giving Medical Care

Personnel giving medical care at school will be the school nurse or someone designated by the school nurse. All volunteers working in the school nurse's office will be responsible for confidentiality laws regarding medical information on students and staff. Designated personnel will be trained in the use of Epi-Pens and the care of students with severe allergies, diabetes, and seizures as the need arises. Designated staff members are trained in CPR and the use of the AED.

Medical Records

Every student is required to have his/her medical record on file and current by the beginning of school each year and will not be allowed to attend classes until current. These records include:

- Student Medical Webforms
- Immunizations Records
- Emergency Care Plan (ECP) Form
- Medication Authorization Form

State Required Screenings

Visual, hearing, scoliosis, and ancanthosis nigricans screenings are state mandated health screenings and will be offered at CCA for a minimal fee at the following grade levels:

- Vision and hearing: pre-kindergarten, kindergarten, first, third, fifth and seventh grades
- Ancanthosis nigricans (diabetes): first, third, fifth, and seventh grades
- Spinal: fifth and seventh grade females; sixth and eighth grade males

Laws Regulating Child Abuse

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The child abuse hotline is 800-252-5400.

Students with Allergies Policy

While we do not provide an allergen-free environment, CCA will take appropriate precautionary measures to reduce the risk of allergic reactions as well as be prepared to respond to any allergy emergencies of children admitted into our program. It is the parent's responsibility to know the school's policies and procedures, as well as the potential risk of exposure to allergens upon admittance to CCA.

Parent/Student Requirements

- Parents must indicate allergies/special health conditions upon enrollment.
- Parent must complete an *Allergy Information Form* and the necessary medical "*Emergency Care Plan*" (ECP) and return to School Nurse.
- Parent will be required to sign a release form, allowing information pertaining to allergies to be shared with anyone that would have contact with or oversight of the student.
- No student will be permitted to attend class until all required forms are complete.
- For severe allergies/medical conditions, ECP's, along with an EpiPen or other medications, must be supplied on or before the first day of school.
- Students are not permitted to share food items (Pre-Grammar/Grammar School).
- Distribution of food items is not permitted without prior permission, as is the case of a class party or group event (Pre-Grammar/Grammar School).

- Logic and Rhetoric School classes that meet in Jireh Hall are prohibited from bringing outside food items for parties/celebrations into the building.
- Due to the dynamic of the Logic/Rhetoric Schools, students with allergies will be his/her own advocate within the student population in relation to the classroom, lunchroom, field trips, and curricular activities (Logic/Rhetoric School).

Legal/Custody Concerns

Each child (Pk-6th grade) may be released only to the child's custodial parent(s) or to a person authorized by the custodial parent. Parents will complete an *Authorization for Alternate Transportation* Webform at the beginning of each school year. It is the parent's responsibility to update the Webform as information changes.

In accordance with state law and school policy, staff members cannot restrict a parent's right to pick-up or visit his/her student without legal documentation verifying that the parent has been denied these privileges by a court of law.

If a CCA staff person is subpoenaed to appear in court to represent one of the parents in a custody or visitation dispute, the family will be responsible for paying a substitute for the staff person's time away from school.

Student Activities

Pre-Grammar/Grammar

Field Trips

- A signed annual field trip release form must be on file for students to attend all field trips.
- Texas State Law requires that children under 8 years of age to be in a safety booster seat unless they are taller than 4 feet 9 inches. Students will not be allowed to participate in the field trip without the required booster seat. In the event that bus transportation is provided, booster seats are not required.
- Minimum standards for ratios of students/chaperones will be upheld.
- First aid kits will be provided on all trips.
- Chaperones must have submitted an online Volunteer Background check. In addition, if chaperones want to also be a field trip driver, he/she must meet specific requirements. These requirements include submitting a Volunteer Driver application and becoming approved prior to the event. Also, vehicles must meet required insurance coverage standards and have one seatbelt for each rider.
- Volunteers will sign a declaration statement claiming they understand and will abide by guidelines stated regarding the safety and care of children while on a field trip.
- Siblings will not be permitted on any field trips without prior approval/permission from teachers.

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to conduct in and out of school.

Pre-Grammar/Grammar

- [Student Discipline Policy](#)
- [Performance Policy](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

Logic

- [Honor Code](#)
- [Conduct Code](#)
- [Honor/Conduct Code Violations](#)
- [Merits/Privileges](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

Rhetoric

- [Honor Code](#)
- [Conduct Code](#)
- [Honor/Conduct Code Violations](#)
- [Merits/Privileges](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

Student Uniforms/Grooming

[Pre-Grammar](#)

[Grammar](#)

[Logic](#)

[Rhetoric](#)

[All Grades Shoe Policy](#)

Policy Changes

We reserve the right to change our program and availability at any time to ensure quality in the best interest of our students and teachers.

Electronic Acknowledgment & Signature

Parents are required each year to acknowledge that they have read the Student & Parent Handbook and will follow the policies that it states to the best of their ability. An electronic signature form is provided for your convenience through [ParentsWeb](#) (District Code: **CCA**).