



**Covenant Classical School**  
**Grammar School Handbook**  
*(updated January 2019)*

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## **I. THE VISION OF COVENANT CLASSICAL SCHOOL**

### **FOR OUR STUDENTS:**

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

### **FOR OUR STAFF:**

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

### **FOR OUR FAMILIES:**

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

## **FOR OUR COMMUNITY:**

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

## **II. EDUCATIONAL PHILOSOPHY**

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

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

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

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

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

"For no one can lay any foundation other than the one already laid, which is Jesus Christ. If anyone builds on this foundation using gold, silver, costly stones, wood, hay or straw, his work will be shown for what it is..." (I Cor. 4:12-13).

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

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

### III. Core Values of Covenant Classical School

1. **Reverence** – To exalt the name of Christ and seek first His Kingdom and His Righteousness, and to champion the Great Commandment and Commission in thought, word and deed. To fulfill this commitment our students will be trained through time-honored Christian Classical principles, beginning with a reverential fear and respect for God (Proverbs 1:7).
2. **Classical Model** – To present each subject in accordance with the three stages of learning: Grammar (the fundamental rules and facts of each subject); Logic (the ordered relationships between the particulars of each subject); and Rhetoric (the effective expression of ideas in speech and writing). Additionally, students will be taught regularly by questioning, enabling them to learn how to think, not just what to think. By asking good questions, students will be taught how to learn for themselves and how to express what they have learned from a foundation of Biblical authority. This results in students being able to communicate truth in written and oral form. The use of Biblical knowledge, combined with logical thinking and rhetorical strategies, will enable them to communicate and defend the Gospel in any situation, as Paul demonstrated at Athens (Acts 17:15-34).
3. **Academics** – To provide a college-preparatory education founded on Biblical truth through the Classical Model and taught by qualified teachers, which sets a goal of excellence not only in the classroom, but also in character, service, athletics, performing and fine arts, social skills and cultural awareness.
4. **Biblical Integration & Worldview** - To teach all subjects as part of an integrated whole in the light of God’s written word, the Bible, and to inspire all members of this school, from students to Board members, to evaluate all they see and experience through the Word of God. We seek to help students grow in their walk with Christ as they study, understand and obey the Word of God. We also seek to model before the students a commitment to the Biblical disciplines, including steadfastness in prayer and respect for Scripture. The disciplines derived from Scripture will foster wisdom, discernment and a love for learning and Biblical worldview.
5. **Loyalty & Authority** – To instill in the hearts and minds of the students a strong love and dedication to Christ, family and country. We will train our students to respect Biblically-ordained authority. To exercise authority one must be under authority (Matt. 8:8-10); parental, ecclesiastical and school authority will be honored.
6. **Leadership** – To instill in our students the vision of servant leadership as commanded in Micah 6:8 – *To act justly, and to love mercy, and to walk humbly with your God* — and as modeled in the actions of our Lord. Our students will be trained to honor Christ as learners, thinkers and decision-makers.

7. **Family & Covenant** – To cooperate with the family in educating the student under the principle of *in loco parentis* (in place of the parents) and, therefore, hand-in-hand with the parents. We desire to create community with the entire family and educate the whole child.
8. **Accountability & Safety** – To accept responsibility for our personal and organizational decisions and actions while delivering cost-effective and efficient services. We will strive to do our work right the first time. We will also work to protect life and property in our school using the available measures – education, prevention and enforcement. We will maintain facilities and infrastructure to provide a safe environment in which to learn, work and play.
9. **Virtue & Calling** – To train our students to think on what is true, noble, just, pure and lovely (Phil. 4:8), through teaching of the Bible, classical literature and time-honored classics, and to respond to the call of God upon their lives by mastering a core of knowledge and academic skills presented through the classical curriculum, and transferable to any discipline.

#### **IV. CCS AT A GLANCE**

##### **a. MISSION STATEMENT**

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

##### **b. GRADES**

K4 through 12<sup>th</sup> grade

##### **c. SCHOOL DAY**

The school opens at 7:35am and classes begin at 8:00am. The grammar school (full day K4-6th) day ends at 2:45pm.

##### **d. ORGANIZATIONAL STRUCTURE**

CCS is governed by the CCS School Board.

##### **e. ADMINISTRATION**

CCS Administration consists of Co-Heads of School who embody the mission of the school and articulate the mission for all aspects of the school's program. In keeping with the school's mission, the co-heads of school foster the traditions, relationships, and practices that determine the school's climate and culture. The Co-Heads of School are

the sole employees of the CCS School Board and are responsible for the overall management of the school, in accordance with the board's policies. The Co-Heads of School are the spokespersons for the school with all its internal and external constituencies including students, parents, faculty, staff, alumni, neighbors, and business community.

**f. CURRICULUM**

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

**g. FINANCES**

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

**h. INSURANCE**

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

**i. AFFILIATIONS**

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

**j. PTO MISSION STATEMENT**

The PTO mandate is to support the vision and purpose of CCS by raising funds, through events and functions, to alleviate costs to parents for incidental expenses not covered by tuition and to provide for the needs of the faculty. In addition, the PTO supports various school events through its Hospitality committee.

**k. NON-DISCRIMINATION POLICY**

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

**l. SPECIAL NEEDS**

CCS is neither staffed nor qualified to diagnose or meet special needs of students with

certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the student application or documented in the student's file upon diagnosis if the child has already been accepted. All requested accommodations must be discussed and agreed upon by school officials prior to student's final acceptance and/or placement into a class. CCS paperwork for accommodation requests is required.

**m. SCHOOL MOTTO**

*Ex Aequo Et Bono*

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Out of Justice and Right

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

**V. STATEMENT OF FAITH**

**WE BELIEVE:**

1. the Bible to be the only inerrant, authoritative Word of God (1 Timothy 3:15, II Peter 1:21).
2. that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor. 15:3, Ephesians 1:7, Hebrews 2:9) through His shed blood, His bodily resurrection (John 11:25, I Cor. 15:4), His ascension to the right hand of the father (Mark 16:19), and His personal return to power and glory (Acts 1:11, Revelation 19:11).
4. that the Holy Spirit is real, personal and active in the lives of believers today and that He still imparts gifts to believers (I Cor. 12:7, John 14:15-17, Acts 2:1-4).
5. that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary (John 3:5-8).
6. that salvation is by grace through faith alone (Eph 2:8-9).
7. in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation (John 5:28-29).
8. in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9, I Cor. 12:12-13, Galatians 3:26-28).



The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Covenant Classical School's faith, doctrine, practice, policy, and discipline, our school board is Covenant Classical School's final interpretive authority on the Bible's meaning and application.

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

## **VI. COVENANT CLASSICAL SCHOOL HONOR CODE**

A Covenant Classical student is noble in conduct, honest in word and deed, diligent in study and labor, faithful in service, and respectful of the rights of others.

- I will seek to honor the Lord, and will submit myself to the authority of His grace and His commands. (2 Tim. 3: 16-17)
- I will attempt to honor my parents in my words and actions. (Ex. 20:12)
- I will make worship, discipleship, and spiritual growth a priority in my life. (Col. 1:10)
- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers. (Heb 13:7-8; 1 Thes. 5:12-13)
- I will try to model honesty, integrity, kindness, and modesty in my relationships. (Phil 4:8-9)
- I hereby affirm my personal and covenantal commitment to uphold these Christian responsibilities, realizing that I will be able to enjoy the privileges of Covenant Classical School only so long as I fully maintain this commitment.
- Covenant Classical School affirms and upholds the following premises, as expressed beautifully in the Hillsdale College Honor Code:

“True education of the mind and heart teaches and requires self-government. Self-government calls for the active cultivation of intellectual and moral excellence before our Creator. It commands courage in pursuit of justice and diligence in performing the duties of scholarship. Self-government instructs each person to hold honor sacred. Self-

government is a challenge with the promise of a rich reward: liberty of the soul. A soul enjoys liberty when it is ordered – when its passions are ruled by reason, and its habit is virtue.”

## **VII. ADMISSION PROCEDURES**

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

### **A. ADMISSIONS CRITERIA**

1. All applicant forms must be completed, signed, and submitted to CCS.
2. Application fee must accompany the application.
3. Students must demonstrate during the admissions testing process that they are academically prepared to begin study at CCS. Grade level competence/entrance exams in mathematics, reading comprehension, and writing skills are required.
4. Entering students (grades 6<sup>th</sup>-12<sup>th</sup>) will be interviewed by the administration in order to assess the students' academic motivation, spiritual maturity, and potential impact on the culture of the school.
5. Student must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of significant social, behavioral, or mental problems. If evidence of nondisclosure occurs after acceptance the student could become subject to dismissal. CCS is not staffed to serve students with significant social, behavioral, or mental problems.
6. Parent/Guardians' interview must have a satisfactory conclusion as determined by the co-heads of school.
7. CCS is a covenant school requiring that at least one parent or legal guardian be a professing Christian in good standing in a local church based on I Chronicles, chapter 7.

### **B. IMMUNIZATION REQUIREMENTS**

Each student must have a valid Certificate of Immunization on file on or before the first day of the school year. Students may not attend classes until the certificate is on file at CCS. Certificate of Immunization may be obtained from the child's doctor, clinic, or health department. A medical exemption (supplied by a physician) or a Certificate of

Religious Exemption (obtained from the Department of Non-Public Education website) must also be on file prior to the student entering class at CCS in order to satisfy any variances from the immunization requirements as stated above.

## **VIII. TUITION AND FEES**

### **A. TUITION PHILOSOPHY**

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

### **B. FAMILY COMMITMENT**

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

### **C. OPTIONS FOR PAYMENT OF TUITION AND FEES**

#### **1. PAY IN FULL**

A discount is granted on all tuitions paid in full before July 1. This discount will be included on the yearly tuition schedules.

#### **2. SEMI ANNUAL PAYMENTS**

Payments are made prior to July 1 and January 1.

#### **3. AUTOMATIC BANK DRAFT**

All fees and tuition are paid in equal payments over a 12 month period from July – June by an automatic check draft through the Business Office.

### **D. PAYMENT**

#### **1. WHERE/HOW TO MAKE PAYMENTS**

All monies due other than bank drafted payments may be mailed to the school address or may be dropped into the payment box located in the school lobby. This would include fund-raiser payments, donations, or any other monies that need to go to bookkeeping. The payment box will be checked on a regular basis and payments due will be documented during the school business hours received.

## **2. ACCOUNTING BUSINESS HOURS**

All accounting business should be conducted during school hours. The bookkeeper will maintain on-site office hours each Tuesday and Thursday from 10:30am until 3:00pm but may be contacted any day during business hours only. Email is recommended at [cherrin@covenantclassical.org](mailto:cherrin@covenantclassical.org).

## **3. LATE AND NSF FEES**

1. A late fee of \$25.00 per child will be assessed for late payments received after the 10<sup>th</sup> of the month.
2. A \$25.00 charge will be assessed for all checks returned due to non-payment. If drafted funds are not available on the 4<sup>th</sup> of the month draft or 16<sup>th</sup> of the month draft, parents will be charged for NSF and asked to bring in cash or a money order payment.
3. All new parents will be required to pay in full, pay semi-annual, or enroll in the bank draft program or subject their child to removal from CCS.

## **4. SETTLING ACCOUNTS**

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

# **IX. PARENT-TEACHER COMMUNICATION**

## **A. PHILOSOPHY**

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

## **B. PARENT VOLUNTEERISM IN CLASSROOMS**

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

### **C. EARLY MORNING VISITS**

Parents should not make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office and it will be delivered to the teacher.

Likewise, parents are asked not to linger in the gym area when their child's class is being greeted by the teacher and led out to the classroom, or to accompany the class to the room, as this inevitably disrupts the teacher-directed early morning routine. Thank you for respecting this protocol and reserving your visits for a more convenient time.

### **D. CLASSROOM OBSERVATIONS**

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

### **E. E-MAIL**

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

### **F. PHONE CALLS**

Parents may call the main office number to leave messages requesting teachers to return their phone call or may send teacher email requesting return phone calls after school hours. Some teachers may give parents their personal phone numbers, along with calling guidelines, such as acceptable phone call reasons, calling cut-off times, etc. Students should only call teachers who have given them permission to do so.

### **G. CONFERENCES**

Parent teacher conferences may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences. To request a special conference with a teacher, parents are encouraged to email the request to the teacher or call the school office to request a phone call from the teacher. First quarter conferences are mandatory for all students K4-6<sup>th</sup> grade.

## **H. QUESTIONS, CONCERNS, AND COMPLAINTS**

### **1. PHILOSOPHY**

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

### **2. HANDLING QUESTIONS, CONCERNS, AND COMPLAINTS**

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

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

## **I. PARENT CONDUCT STANDARDS**

### **1. EXPECTATIONS**

Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to conduct themselves in a courteous and respectful manner when interacting with CCS faculty, staff, and administrations, as well as those who lead extracurricular activities.

### **2. DEFINITIONS**

“Abusive conduct” is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. “Rude” as defined by Merriam Webster is offensive in manner or action (i.e., discourteous). “Unseemly” is defined by the same resource as that which is not according with established standards of good form or taste (e.g., unseemly bickering) or that which is not suitable for time or place (i.e., inappropriate).

### **3. PROCESS**

Parents who display a pattern of abusive conduct, whether in person or through other forms of communication, including e-mail, may be asked to withdraw their child from the school if efforts to encourage a more constructive approach to problem-solving fail. A student who is withdrawn due to abusive parent conduct cannot apply for readmission for one year following a withdrawal. Should such student desire re-admittance to CCS the following year, the board will make a decision based on, but not limited to, the circumstances surrounding the withdrawal and the parent’s current attitude as relates to the reason for withdrawal as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.

## **X. ARRIVAL, DISMISSAL, AND AFTER SCHOOL CARE**

### **A. MORNING ARRIVAL**

#### **1. ARRIVAL TIME**

The main entrance will be locked until 7:35am. Students should be dropped off at the main entrance between 7:35am and 7:55am. Students K5 through 12<sup>th</sup> grade that arrive at 8am or after are considered tardy to school.

#### **2. DROP-OFF PROCEDURE**

- a. When dropping off students at CCS, please use the right lane under the portico and pull all the way up to allow for three cars to be unloaded at once. Watch for the teacher’s direction. Students must exit the vehicle on the right side only. Drivers, please do not exit the vehicle. Students should be ready to exit the car as the car approaches the entrance. This will enable the line to keep moving quickly.
- b. Cars should be placed in “park” when stopped to drop off students.

- c. Parents must not park or leave cars in the drop-off area.
- d. If you would like to walk your student into school, please use the left lane under the portico to pass through, stopping under the portico to watch for drop off traffic before proceeding. Park your car in the parking lot and use the side entrance of our building to walk into school. For safety, please do not walk your student into the front entrance during morning drop off.
- e. Do not bypass the portico to drop off your children by the side door unless you are planning to park in a parking spot and walk them in to the building. This is a safety concern for those families who have parked and are walking in, and it also backs up traffic. Our side parking lot is ONE WAY. Follow the traffic pattern that we use for after school pick-up.
- f. If your student driver is driving to school, head directly to the parking lot and park your car. Please do not switch drivers under the portico.

## **B. AFTERNOON DISMISSAL**

### **1. DISMISSAL TIME**

- a. GRADE K4: Use the right lane under the portico and line up under the portico at 12pm. Mrs. Cranford will walk your student to your car.
- b. GRADE K5 (HALF DAY): Use the right lane under the portico and line up under the portico at 12:30pm. Mrs. Hartsock will walk your student to your car.
- c. GRADES K5-6: Dismissal is now at 2:45pm on regular school days. *Note the five minute time change.* Please display your car tag (given at orientation) on your rear view mirror. (Display the car tag until your student has gotten into your car.) Use the right lane under the portico and proceed to the side parking lot of the building. Students will be called out to your car and loaded by our teachers. Six cars are loaded at one time on the side of the building. Once all cars are loaded, teachers will let you know when it is safe to proceed before the next six cars line up.
- d. GRADES 7-12: Dismissal at Parkwood Baptist will be at 2:20pm. There will be a directional flow to follow for pick up. (Once Upper School students are in the new building at CCS, dismissal will be at 3:05pm).

## **C. AFTER SCHOOL CARE:**

All students remaining in the school building after 3:00pm who are not involved in athletics will need to report immediately to the kitchen for after school care and appropriate charges will apply. Pick up from after school care is at the side door near the kitchen. Please ring the doorbell and your student will be brought out. After school care will be provided each regular school day until 4:30pm.



#### **D. TURNING RIGHT OUT OF THE SCHOOL ENTRANCE**

We urge you to use caution when turning into or out of the school from 73. We especially urge parents to encourage their student drivers who need to turn left, particularly after school, to go ahead and turn right if need be, then reverse direction at a safe opportunity. There have been some "near misses" due to heavy traffic and speeders heading eastbound on 73, and it can be tricky to turn left there at certain times.

#### **E. UNEXPECTED SCHOOL CLOSING**

Unanticipated inclement weather or other events may dictate that CCS be closed on a scheduled day. When inclement weather is forecasted and a school closing is required, parents will receive an official message from the school office by 6:00am via email to each address which normally receives school communications. Parents should also check the CCS website, Facebook, or television weather reports. CCS school closings will be communicated to channel 9 (WSOC).

#### **F. PARTIES**

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

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

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

### **XI. ATTENDANCE AND PUNCTUALITY**

#### **A. ATTENDANCE**

Regular attendance is essential for the academic success of Covenant Classical School students. Due to generous amounts of holidays within the school calendar, school should be missed only when absolutely necessary. Family vacations should be planned around school holidays. If your child will be missing school due to a family vacation, the teacher may be able to send partial assignments with the student. However, this will not be guaranteed. Regardless, students must check back with the teacher upon return for any changes to assignments and will be responsible for missed work, homework, tests, etc.

1. Attendance will be recorded each morning.

2. Students must attend half of the school day (8:00am-11:30am or 11:30am-3:00pm) to be considered present in our attendance records
3. If a student has 20 or more absences, excused or unexcused, per year in any class, he/she is subject to failing the course due to absences. Exemptions would be made only in cases of extenuating circumstances such as extended illnesses, and will be made on a case-by-case basis by the co-heads of school.
4. Students who are absent from class will be marked “unexcused” until a note of explanation is received by the CCS office. Should a note not be received within three school days from the date of the absence, the absence will remain unexcused.
5. Examples of acceptable excuses for absences are illness and family emergencies. Examples of unacceptable excuses for absences would include, but are not limited to, engaging in activities such as sleeping late, shopping, or “taking a break.”
6. If an absence due to illness is four or more consecutive days, a doctor’s excuse must be provided for the absence to be excused.
7. Any time a student misses classes due to appointments, such as doctor, dentist, or orthodontic appointments, an excuse from the doctor’s office should be returned to the school. Students who miss school for such appointments should attend school until they must leave for the appointment and should return to school after the appointment concludes if possible.
8. Any graded work, including homework collected or tests/quizzes administered during a class from which a student has an unexcused absence will be recorded as zero in the grade book.
9. If a student is absent for school or checks out of school due to illness, the student will not be allowed to return to school as the end of the school day to participate in extra-curricular activities.

## **B. ATTENDANCE ON FIELD TRIPS**

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

### **C. MAKE UP WORK**

1. Students are responsible for obtaining and completing all make-up work, including classwork, homework, tests and quizzes. Parents calling the office to request assignments should do so before noon. Any work that is missed due to an absence is available for pickup in the school office between 3:00pm and 3:30pm, but not before.
2. Students will be given time to make up the work equal to the number of days they were absent. For example, students who were out of school for three days, will be given three days to make up the work missed.
3. If a homework assignment is made before an absence occurs, the student is expected to have the assignment completed upon returning to school unless other arrangements have been made with the teacher.
4. If a test or quiz is assigned before an absence occurs, and if the student is present when the test or quiz is administered, the student will be expected to take the test or quiz unless other arrangements have been made with the teacher prior to the test or quiz administration.
5. Should a student have an extended excused absence (e.g., miss a week due to the flu), the teachers will work closely with the student to establish a time-line for completion of missed work.

### **D. PUNCTUALITY**

Punctuality of students, both arrival at school and to classes throughout the day, is important for the proper functioning of our school. Being on time for class demonstrates respect for teachers and fellow classmates, fosters academic success, and cultivates self-discipline. It is the parent's responsibility to get students to school before 8:00 a.m.

1. Students should arrive at CCS no earlier than 7:35am. Upon arrival, students K4-6<sup>th</sup> grade should report directly to their assigned areas in the gym.
2. Students who are not in their classrooms by 8:00am are considered tardy for the day and will be sent to the front desk to obtain a tardy slip. The office will determine if the tardy is excused or unexcused. Students will not be admitted to class without this tardy slip.
3. With the 5<sup>th</sup> unexcused tardy in grades K-6, a quiet bench time-out in the office during recess will be given. The tardy tally will reset at the new semester.
4. Please note that six unexcused tardies will disqualify a student from receiving a perfect attendance designation.

## **XIV. ACADEMICS**

### **A. CLASSICAL MODEL**

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

### **B. SUMMER READING**

One-two summer reading titles carefully chosen to reinforce the curriculum and/or provide students with opportunities to read classics that the faculty deem important, though-provoking, and instructive will be assigned each summer. Students may also be asked to select an additional title from a provided list or for special projects to read and report on. Teachers may assess comprehension of both titles through tests, discussions, or essays. Specific instructions on summer reading will be provided for students in May for the following school year. Students are encouraged to read as much as possible throughout the summer in addition to their required summer reading.

### **C. INSTRUCTION AND HOMEWORK**

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

#### K-4, Kindergarten, First Grade, and Second Grade

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

#### Third and Fourth Grade

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

#### Fifth and Sixth Grade

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

## **1. TUESDAY FOLDER**

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

## **2. CHEATING AND PLAGIARISM**

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

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

## **D. STUDENT ASSESSMENT METHODS**

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

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

7. Special projects

**E. GRADING SCALE**

1. LETTER GRADES

90-100	A
80-89	B
70-79	C
60-69	D
59-0	F

In 1<sup>st</sup> through 3<sup>rd</sup> grades, students will receive letter grades only on assignments and report cards.

**F. REPORT CARDS**

1. Printed report cards will be issued at the end of each quarter.

**D. Honor Roll**

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

**XIII. ACTIVITIES**

**A. FIELD TRIPS**

Classes will travel off campus for field trips each year.

**1. TEACHER CHAPERONES**

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

**2. EXPECTATIONS OF STUDENT BEHAVIOR**

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

**3. PARENT DRIVERS/CHAPERONES**

- a. Parents should exercise discretion about music and/or movies that are played in vehicles transporting students to field trips. All music/movies should be non-offensive and God-honoring. A good rule of thumb is that if a parent chaperone is unsure about a song or movie, then it is best to simply play something else.

- b. All drivers on field trips must have a valid driver's license and auto insurance.
- c. For liability reasons, no siblings are allowed on field trips.
- d. Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers, or whose children ride with drivers, are encouraged to contribute to the cost of gasoline.
- e. Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form which CCS will supply. The background checks, when completed, must be "clean," with no previous criminal record in order for chaperone to attend the field trip.
- f. Drivers should observe all speed limits.

## **XIV. SELF-GOVERNING PRINCIPLES**

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

The following are examples of how the three self-governing principles will be interpreted at CCS.

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

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

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

**Examples:**

Listen and follow instructions in and out of the building.

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

Do work cheerfully.

Have the required homework materials and supplies needed everyday.

Remain attentive.

Stand when an adult enters the room.

- 2. HONORING OTHERS BEFORE MYSELF**

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

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

**Examples:**

Wait my turn to talk.

Do my work quietly.

Stay in my seat while working.



Do not run in the halls.

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

Ladies will always go first.

No fighting.

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

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

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

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

**Examples:**

A. I will honor others' property by...

keeping my hands and feet off the walls.

not chewing gum or having drinks in the classroom or gym.

not stealing.

cleaning any designated area before leaving. (example kitchen or desk)

staying out of the shrubbery and landscaping. (flowers, pine needles)

respecting the desks, cubbies and lockers of others by not defacing them.

B. I will gain dominion over my property as a reflection of character by...

practicing neatness and organization in all I possess and do.

not wasting time: time is a valuable property.

keeping in my possession my books and clothes.

Conflict Management: When offenses occur at school, I will resolve them privately with self-control between those involved or with the aid of a teacher based upon Matthew 11:23-24 "*...be reconciled to thy brother.*"

## **XV. PHILOSOPHY OF DISCIPLINE**

The discipline process at CCS is based upon the Fifth commandment "*Thou shalt honor thy father and mother*". We believe that the disciplining of a student falls in the realm of the parents' authority. The school functions as a delegated authority. We will forever strive to uphold this sacred covenant.

However, CCS has determined that to maintain fairness and consistency among the students and faculty themselves, a clear discipline policy must be implemented.

Discipline will be administered in the light of the individual student's problem and attitude. All discipline within the school will be based on Biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. Our desire is to shepherd the heart of each child and help them learn from their mistakes so they do not continue to make the same mistakes.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at CCS, love and forgiveness will be an integral part of the discipline of a student.

## **1. PRACTICES IN GRAMMAR SCHOOL**

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

## **2. INCIDENT REPORTS**

A student who fails to uphold the classroom expectations in a consistent manner or has a major infraction may be sent to the office. An incident report will be filled out to document the incident. Depending on the circumstances a student may face further consequences for his/her actions such as suspension. Some situations may lead to a student being expelled from the school at the discretion of the head of school.

## **3. BEHAVIORAL WARNING AND PROBATION**

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

### **a. BEHAVIORAL PROBATION**

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

**b. STUDENT / HEAD OF SCHOOL CONFERENCE (SPC):**

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

**c. RETAINED IN SCHOOL OFFICE (RSO)**

A student may be retained in the school office until the administration deems it appropriate to send the student back to class. This is normally for one period, but could result in a longer period of time depending upon the attitude and behavior of the student.

**4. BULLYING PREVENTION POLICY**

Covenant Classical School seeks to build a Christian community. Scripture encourages us to show justice, mercy and compassion toward one another. Given this standard, CCS will certainly not tolerate the intimidation, threat, or harassment of a student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; repetitive verbal assaults such as ongoing malevolent teasing or name-calling; and overt efforts to direct social isolation or manipulation.

CCS recognizes the threat posed by the use of technology as a means of bullying students. Cyber-bullying occurs when technology such as computers or cell phones are used to systematically intimidate, frighten, exclude or hurt others. CCS accepts that cyber-bullying most often occurs outside of school hours and not on school equipment. CCS has the authority to respond to off campus speech that has caused or could cause disruption to learning at CCS. When cyber-bullying impacts relationships in the school setting, the school will partner with parents and appropriate authorities to resolve issues created through cyber-bullying.

CCS expects students and/or faculty and staff to immediately report incidents of bullying to the administration. The faculty and staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

**XIV. OFFICE POLICIES**

**A. ETIQUETTE**

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

1. Students are not allowed behind Mrs. Kuhn's desk at any time.
2. School Phone use: Unless there is an acute emergency, students will only be allowed to use the school phone during lunch.
3. Students may not use the school copiers. In situations such as copying another students' notes because of an absence, etc., a teacher must approve the student's use of the copier, and the student will be charged ten cents per copy.
4. Students are not allowed in the office or storage areas during school hours without permission from the teacher.
5. Students should never remove items from the office.

**B. EXPENDITURE REIMBURSEMENT**

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

**C. SICKNESS/FIRST AID**

1. A student should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
2. If a student becomes ill during school hours, develops a fever of or greater than 100.5 degrees, experiences vomiting or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the student.
  - a. Although a fever could be considered any body temperature above the normal 98.6 F, medically, a person is not considered to have a significant fever until the temperature is above 100.4 F.
3. The student must not return to the school property or activities until 24 hours after he/she is symptom free or have written permission from his/her physician.

4. First aid: Teachers will administer simple first aid, i.e., Band-aids or an ice pack. Should a student require more than simple first aid, the parent will be notified and asked to come immediately to pick up the student.

#### **D. MEDICATION**

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

#### **E. LUNCH**

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

## **XV. STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

- 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. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
- 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. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Heb13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography), is sinful and offensive to God. (Matthew 15:18-20; 1 Cor. 6:9-10)
- We believe that in order to preserve the function and integrity of Covenant Classical School as the local Body of Christ, and to provide a Biblical role model to the Covenant Classical School members and the community, it is imperative that all persons employed by Covenant Classical School in any capacity, or who serves as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Phil. 2:14-16; 1 Thess. 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Cor 6:9-11)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Covenant Classical School.

## **XVI. SUBSTANCE ABUSE POLICY**

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

The severe repercussions for possession of illicit or misuse of alcohol /drugs, either for personal use or for sale/distribution, are clearly delineated in the disciplinary policy. Application of punishment in this arena is NON-DISCRETIONARY. Furthermore, the school will in most cases immediately contact the Police Department.

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

### **Pornography**

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

### **Sexual Misconduct**

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

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

Sexual misconduct may include, but is not limited to, those actions that are verbal, text, images, or physical. Inappropriate physical actions include the subtle activities of touching, kissing, pinching, patting, or brushing against. Verbal

comments regarding physical or personality characteristics of a sexual nature, and sexually oriented kidding, teasing, requests, and jokes are inappropriate. Written messages or images and/or electronically communicated messages of similar content is prohibited. These inappropriate actions apply to both consensual and non-consensual relationships.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed student has indicated, by his or her conduct, it is unwelcome. A student having initially welcomed such conduct by active participation must give specific notice to the alleged harasser such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome. For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic/co-curricular performance or creating an intimidating, hostile, or offensive working/academic environment.

It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. Any allegation of sexual harassment which is made without good cause is not acceptable.

Students or parents who have a complaint alleging sexual harassment should immediately report their complaint to a faculty member or administrator. The faculty member should report the complaint to an administrator. An administrator will begin an investigation and a report will be made to the Head of School regarding accusations, investigative procedures, reconciliation and consequences.



## **Covenant Classical School Cell Phone Policy effective August 23, 2016:**

**Student cell phone use between the hours of 7:35 and 3:05 is prohibited.**

Cell phones MUST be powered off and stored away in the backpack, purse, or car while the student is on campus during these hours, including during lunch time, between classes, and study hall.

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

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

**Note:** Students may use tablets, notebooks, and laptops **for academic purposes only**, during class time or study hall only. Smart watch, iPod, and gaming device use is not allowed during school hours.

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

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

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

First offense: Cell phone taken from the student for the day. The *student* can pick up the phone from the front office at the end of the day.

Second offense: Cell phone taken from the student; incident report written. The *parent* may pick up the phone from the front office at the end of the day.

Third offense: Cell phone taken from the student; incident report written. A third offense requires a meeting between *student/parent/Heads of School*.

Fourth offense: Cell phone taken from the student; incident report written. Defiance of the same policy four times in a school year signifies an issue that is beyond cell phones, and thus, a meeting with the Heads of School regarding the student's future at Covenant will be necessary.

## **Technology Acceptable Use Agreement and Social Media Code of Conduct**

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

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

**The following expectations apply to student use of social media sites *after school hours* on Covenant Classical School property.**

After school hours, students may use social media channels on campus, but only while maintaining high standards of personal respect and Christian etiquette.

Do not post photos that could be even remotely misconstrued.

Do not post photos of a person without his or her permission.

Respect your privacy and the privacy of others.

Do not impersonate another individual.

Be prepared to be held accountable for your actions.

Remember that all internet postings are permanent, able to be duplicated and shared, and may go viral. While you have the right and the freedom to express yourself, this does not mean that you are excluded from the consequences of your expression. Do not try to change things after the fact.

**Finally, we urge students to carefully and intentionally maintain these same high standards of Christian conduct in all of their social media usage outside of school. Strive to be noble. Remember that everything we do and say tells the story of whom we serve!**

## XXI. DRESS CODE COMPLIANCE AND SPECIFIC UNIFORM GUIDELINES

LANDS END PREFERRED SCHOOL #900100140

Please check our school store on [www.landend.com](http://www.landend.com) for the most up to date uniform options.

### Girls' Uniform Code Grades K4-6<sup>th</sup> Grade –

Hair accessories and scarves may be worn and should match uniform.

Highlights in hair or hair color must be natural in color and not distracting.

Socks, tights, or leggings must be black, gray, red, khaki, or white with no patterns or lace.

Shoes and boots should be predominately black, brown, red, gray, or white.

Nice sandals may be worn (no flip-flops).

Spirit Friday: Spirit Wear (CCS t-shirts) with modest jeans may be worn. Jean shorts are not allowed.

Comfy Day: Students may wear PJ's, shorts and shirts, etc. Remember modesty and no tight pants apply.

Spirit Days: Daily themes are published in the e-news. If students do not want to participate they wear the school uniform.

Polos should be plain front with no vendor logos.

Only CCS Hoodies may be worn every day. No other Hoodies may be worn while at school.

No holes or torn clothing.

Ladies must have at least 1 CCS logo black polo and 1 khaki skirt/pant for chapel uniform.

Sears at Carolina Place Mall offers fittings for Lands End uniforms.

Comparable Items matching Lands End Uniforms description may be purchased at other vendors.

Polo shirts	Polos in black, white, gray, or red in short sleeve or long sleeve.
Essential T	T-Shirt in Black, Gray, Red, and White w/CCS logo. Can be worn every day except chapel day.
Oxfords	Lands End Long Sleeve or Short Sleeve in white, black or gray.
Shorts	<b>Length: Two inches above the knee and LOOSE FITTING.</b> Lands End Front Blend Chino Shorts in Khaki or Black.
Pants/Capris	<b>Pants must be Loose Fitting.</b> Lands End School Uniform Girls' Perfect Fit Plain Front Blend Chino Pants in Khaki School. Uniform Plain Front Iron Knee Blend Chino Pants in Khaki or Black. School Uniform Girls' Perfect Fit Elastic Waste Blend Chino Pants in Khaki or Black. School Uniform Girls' Perfect Fit Plain Front Stain Resistance Chino Pants in Khaki or Black. School Uniform Girls' Perfect Fit Boot Cut Stain Resistance Pants in Khaki or Black.
Dress/Jumper	Lands End Red Polo Dress (Box Pleat or Ruffle Style) Black and Red Plaid Jumper
Skirts	<b>One inch above the knee:</b> Lands End Solid A-Line Skirt, Solid Kilt, or Solid Pleat Skirt in Khaki, or Black and the Red Plaid Skirt (Item #430826-BRX).
Skort	Lands End School Uniform Knit Gathered Skort, Lands End School Uniform Knit Skort, and Lands End School Uniform Blend Chino Skort in Khaki or Black.
Sweaters	Lands End Button Front Drifter, Drifter V-Neck Sweater, School Uniform Girls' Cardigan or Cotton Cardigan in red, black, and pewter heather.
Fleece	Lands End Zip-up Fleece or Half Zip Jacket in red or black with CCS Logo.

If a teacher sends a student to the office with a report of “pants too tight” or “skirt too short”; students will be required to change into a skirt that is available in the office. The skirt will be returned at the end of the school day to the office.

LANDS END PREFERRED SCHOOL #900100140

Please check our school store on [www.landend.com](http://www.landend.com) for the most up to date uniform options.

**Boys' Uniform Code Grades K4-6<sup>th</sup> Grade –**

Boys' hair length should not cover the eyebrows or shirt collar.

Should a haircut be required, the student and parent will be notified.

The haircut must be within one week of notification to avoid disciplinary action.

Boys sideburns and side hair length should not be longer than the mid-ear.

Boys must wear a brown or black belt and shirt must be tucked in.

Socks must be black, gray, red, or white.

Shoes should be predominately black, brown, red, gray, or white.

Students may wear Spirit Wear (CCS t-shirts) on Fridays with jeans. Jean shorts are not allowed.

Spirit Friday: Spirit Wear (CCS t-shirts) with modest jeans may be worn. Jean shorts are not allowed.

Comfy Day: Students may wear PJ's, shorts and shirts, etc. Remember modesty and no tight pants apply.

Spirit Days: Daily themes are published in the e-news. If students do not want to participate they wear the school uniform.

Only CCS Hoodies may be worn every day. No other Hoodies may be worn while at school.

No holes or torn clothing.

Gentlemen must have at least 1 CCS logo black polo and 1 khaki pant for chapel uniform.

Sears at Carolina Place Mall offers fittings for Lands End uniforms

Comparable Items matching Lands End Uniforms description may be purchased at other vendors.

Polo shirts	Polos in black, white, gray, or red in short sleeve or long sleeve.
Essential T	T-Shirt in Black, Gray, Red, and White w/CCS logo. Can be worn every day except chapel day.
Oxfords	Lands End Long Sleeve or Short Sleeve in white, black or gray.
Shorts	Lands End Cargo Shorts, or Plain Front Shorts in Khaki or Black.
Pants	Cargo Pants, Front Chino Pant or Plain Front Chino Pant in Khaki or Black.
Sweaters	Drifter V-Neck Sweater or Fine Gauge V-Neck Sweater Vest in red, black, or pewter heather.
Fleece	Lands End Zip-up Fleece Jacket in red or black with CCS Logo
Ties	Lands End Red Plaid (optional)

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Family Name

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

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Signature of Mother

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Date

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Signature of Father

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Date

Please return this signed form to the office during the first week of school.