



"Out of Justice and Right"

Covenant Classical School
2016-2017 Grammar School Family Handbook
(revised August 2016)

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VISION STATEMENT FOR COVENANT CLASSICAL SCHOOL

(What we strive for and want to be)

The Covenant Classical School Family shares a vision to honor Christ our Lord and further his Kingdom through love, biblical wisdom, and a commitment to the rich liberal arts and sciences tradition of education.

MISSION STATEMENT

(What we do and how we want to achieve our vision)

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.

FOR STUDENTS

We strive to:

- nurture and develop the souls of students in love, truth, goodness and beauty
- provide a community of academic excellence
- graduate students who can think clearly, who reason and communicate persuasively and precisely, and who evaluate their entire range of experience in the light of the Scriptures
- graduate students who can discern truth from error; students who can discern cultural influences as distinct from Biblical and not be swayed by the former
- graduate students who have the tools to be lifelong learners
- graduate students who are willing and prepared to take up the mantle of leadership in their future homes, businesses, and culture
- graduate students who are willing to be agents of cultural change, who do not back away from what is true and right
- graduate students who love the Lord with all their heart, soul, mind, and strength

FOR STAFF

- We strive to cultivate a community that enables our staff to:
- grow spiritually through their work at Covenant Classical School, maturing in Christ and growing in the knowledge of God
- be trained and disciplined in the Classical education model and to understand how it works in the classroom and fits into the whole of God's creation
- be professional and diligent in their work
- be gifted in teaching, having a hunger to learn and grow
- be constantly refreshed and renewed
- exemplify God's love and serve as educational and spiritual mentors to our students
- coach and nurture new staff

FOR FAMILIES

We strive to cultivate a community for our parents that:

- promotes a sense of responsibility for the school
- sees them well informed about the goals of classical and Christian approach
- assists their growth and enthusiasm on their school journey
- encourages their ongoing volunteerism and attendance at school functions
- helps them to follow biblical principles in addressing concerns
- encourages and exhorts one another to love and good works

FOR THE OUTSIDE COMMUNITY RELATIONS

We strive to honor and glorify God in all our endeavors including efforts:

- to exemplify the unity of the body of Christ
- to be above reproach in our business dealings with the local community
- to develop greater fellowship and understanding with the churches

Admissions

A Christian's 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.

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

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).

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 any one 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:

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.

School Motto

Ex Aequo Et Bono ----- Out of Justice and Right

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

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)

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.”

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:

(Grammar)

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.

(Upper School)

Refrain from causing offenses among classmates by guarding tongue.

Respect classmates by not interrupting or disturbing class.

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."

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.

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.

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.

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.

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.

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.

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.

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.

Grievance Policy

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Covenant Classical School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Covenant Classical School's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

Student/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should request a hearing from the Covenant Classical School Board.

Parents/patrons to the Administration:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of School.
2. If there is still no resolution, they should request a hearing from the Covenant Classical School Board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

PARENT INVOLVEMENT

Parents are welcome to visit the school or a class at any time. Call ahead out of courtesy to the teacher. We encourage you to assist in the classroom, regularly or occasionally. (Again, arrangements should be made with the teacher involved.)

You may act as a chaperone on field trips and/or library visits, serve as a story reader (in k-5) and guest artist or offer/share your special talents.

With permission and arrangements with the teacher, present your vocation to the class or invite them to visit your place of business.

Share your experiences, trips, vacations as they may relate to an area of study in a class.

Assist with class parties or volunteer to assist with the children.

Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home! Pray, pray, and pray for our school!

If you need to bring your child's lunch or pick up your child early, please stop by the office and Mrs. Kuhn will buzz the classroom.

Academic Policies & Procedures

Conferences and Reports

Below is the numerical score range that corresponds to the grading system “A” through “F” in grades 1-6. A score of 60 is passing.

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

Our parent/teacher conferences are held in October each academic year. Additional conferences may be initiated by parents and/or teachers and scheduled for mutual convenience.

Report Cards are issued four times annually in October, January, March and May. Special area teachers (Latin, Music, Art, etc.) are included in all report cards. Though percentages and/or letter grades are utilized in our report cards, narrative comments covering your child's progress may accompany each report.

K4 and Kindergarten Report Cards are both in narrative and checklist-indicator formats where each student is evaluated against a set of criteria based on national academic standards and principles of child development.

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.

Homework

Homework is a valuable and necessary part of the student's training. It is the policy of Covenant Classical School to set clear expectations for homework and to endeavor to manage the homework load at each grade level.

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.

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.

Make-up Work

A student who is granted an excused absence will be responsible to arrange with his teachers to make up his work. 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 one day will be given one day to make up the work missed.

Remember, it is the student's responsibility to see that the work is done before the deadline expires. Parents calling the office to request assignments should do so before 9:30 am. These assignments may then be picked up at 3:00, from the main office. Any assignment given before the student was absent and coming due during the absence will be due the day the student returns (with the exception of extended illnesses). Major term papers or projects will be due the date they are assigned, unless permission from the teacher is granted.

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.).

Attendance & Absences

All students should arrive between 7:35 am and 7:55am and go directly to their assigned spot in the gym. Late arrival after 8:00am is considered tardy and is entered in the daily attendance report. **Students may have no more than 8 tardies to be considered for perfect attendance.**

Students in grades K4 –6th who arrive to class after 8:00 am are tardy in our attendance records. The parents of students who are habitually late will meet with the Head of School to design a plan for improving the student's attendance.

It is assumed that students will be in attendance each day school is in session. When a child is ill, home is the best place to recover until he/she is well enough to participate fully in school activities. Upon return, the parent may email or the student may bring a note to the teacher explaining the absence. The note should state the dates of and reasons for the absence.

Absence caused by communicable disease such as chicken pox, strep infection, conjunctivitis, head lice, etc., must be reported immediately to the school office.

A student may need to leave school during the school day because of illness. The student is to get permission from the school office, which immediately notifies the parent. The student waits in the lobby where parents pick up the student.

If a student must leave school for reasons other than illness, it is necessary that a note is sent to the teacher clarifying the time and designating who will pick up the child. That person must come to the school office and the child will be called to the lobby. If the child is returning to school later in the day, the child must report back to the office before proceeding to class.

The school has planned for ample time during which families may enjoy out-of-town vacations together. Students who are on vacation during normal school sessions are at risk of missing important instruction and activities. We expect parents to support their children by respecting the commitment to attend school when school is in session. If, however, you do make plans, which do not coincide with the school calendar, please inform the school office and the student's teacher. Making up any academic work missed because of an absence is the responsibility of the student.

The PE Instructor must be notified in writing when a child is returning to school from a medical/illness/injury absence that may require modified PE participation. Please specify explanation and the child's limits of participation.

Parents must email the school to notify the office in writing of a student's absence. A maximum of **20 absences per year (10 per semester) are allowed.** More than 20 absences could result in the student being retained in that grade. The mandatory attendance law for the State of North Carolina will be upheld.

Absences & Co-curricular Activities

In order to participate in co-curricular activities (including practices and contests), a student must be in attendance from 8:00-11:00 or 11:00 -2:15. If a student is not well enough to attend classes, he or she may not take part in afternoon or evening athletic practices, games or other school-related activities.

Tardy Policy

The Daily Tardy Policy- When the bell rings the classroom door shuts and the student must report to the office to get a note to be admitted into class. **Students may have no more than 8 tardies to be considered for perfect attendance.**

School Hours

K4 Program	8:00am-Noon
Kindergarten Half-Day	8:00am-12:30pm
Kindergarten -6th Grade	8:00am-2:50pm
7 th through 12 th Grade	8:00am-3:05pm

After Class Hours on Campus & After School Care

- ◆ When students are on campus after class hours to attend a specific school event or a designated activity, they are to remain at the site of the event or activity, for safety and security reasons. Both students and parents should know in advance the time and the place of the activity and the expected time of completion.
- ◆ CCS does provide **after school care**. At 3:15 pm all students will be sent to afterschool care. Parents are charged \$10.00 an hour, pro-rated on the quarter hour.

Note: *The management of The Mission Apartments requests that students respect their property, which is for the use of residents only. **The woods and creek are off limits.***

Drop-Off Procedures

The safety and well being of students as they enter and leave campus is of utmost importance as we begin and end our days. Our procedures have been structured for the safety of all children. Please help us ensure that students are safe at all times by following the drop-off and pick-up procedures. K4-12th grade students are dropped off at the front doors under the portico and are greeted by one of our teachers. We require the following traffic rules: only two cars are to drop off students at a time under the portico; parents please wait until all students have been moved safely out of the line of traffic to the sidewalk before cars may move again; please do not leave your car in line or under the portico to accompany your child into the school building because this will cause traffic congestion.

Pick-Up Procedures

The full day Kindergarten – 6th grade utilizes a carpool procedure for safe and effective loading of students into cars. The general procedure requires cars to drive under the portico and follow the loop to the back end of the parking lot near the kitchen. Students will be lined up in the gym and are moved by supervising teachers to their cars. As soon as six cars are filled, they leave as directed and six more cars move to the loading area and the procedure repeats itself until all students have been loaded into their cars and leave campus. K4 students and half day Kindergarten student pick-up takes place under the portico.

No parking is allowed under the portico or around the front median during pick-up. If a student is delayed, the parent must park the car in a designated parking area to wait for the student.

If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the school office giving written permission for the student to leave school. Please include the other person's name and the make and color of the car.

In the event that you should need to pick up your child before pick up time please come before 2:00 pm. Arriving between 2:00 and 2:45 disrupts traffic flow and the end of day procedure. Do not interrupt the class, but rather report to the office and your child will be asked to report to the front lobby.

Off-Campus Trips

In order for a student to participate in a school-sponsored trip, a parent must sign the permission slip provided by the school on the student information sheet. Parents will be notified of all field trips through classroom news.

Inclement Weather

Whenever there is a major concern with weather, either snow or hurricanes, turn on your television to channel 9(WSOC). In addition, an email message will be sent out to notify families by 6:00 am of a delay or closing. The school will always err on the side of safety for your children, rather than take any chances whatsoever. In the event of a mid-day weather problem, you will be notified by the same means indicated above regarding the decisions.

Accidents or Illnesses

In the event of an accident or illness at school, every attempt will be made to contact parents. To assure that our records are accurate, parents should call the school office with address and/or telephone changes for home or for work. The name and telephone number of someone to contact in case of emergencies is most helpful. There are times, however, when situations develop and neither parents nor the individual designated can be reached. At these times, it will be the responsibility of the Administration to determine the course of action to be taken.

No student will be given any internal medicine without receiving permission from the home. If a child must take prescribed medication, parents should notify the school office in writing.

Public Assemblies & Sporting Events

For safety and security purposes CCS strongly requests that all children (ages 10 and under) be in the care and eyesight of their parent/guardian. The stage is off limits for children to use as a play area.

Sports & Student Activities

CCS students are encouraged to participate in many of the activities, which the school sponsors. We understand that co-curricular activities and athletics take a great deal of time and hard work. The following are the CCS policies concerning sports participation.

Participation in Sports Policy

1. Purpose- Sports at CCS are played to develop Christian discipleship.
 - A. We desire to teach our athletes that biblical principles are applicable to sports as well as self-issues they will face in life. Discipline, perseverance, sportsmanship, sacrifice and teamwork will be stressed. (2 Timothy 2:4-5)
 - B. Our athletes will be taught to play to win; though we understand that winning is not everything. Our students will be taught to accept losing in a Christ like manner, but we believe that God desires us to enter into any endeavor with a victorious attitude.

- C. We expect our parents to maintain the highest standards of Christ-like behavior at Covenant Classical School sporting matches, both home and away.

2. Difference between CCS Sports and Recreational League Sports-

High school sports are different than recreational league sports. The coach in high school sports determines playing time, rather than a required amount of playing time, which is accorded to each player in recreational ball. Attending practice does not guarantee playing time. Every effort will be made to include every player in a game, but there will be times when a player may not play.

3. Grievances-

If a parent wishes to talk about his athlete's playing time, CCS asks that the following procedures be followed. First, the athlete should approach the coach to find out why he/she is not playing. If the answer is not satisfactory then the parent should contact the coach at an appropriate time (i.e., not directly after a game). The Athletic Director will handle grievances after the parent has approached the coach.

4. Fees and Requirements-

- A. CCS requires a sports participation fee. This fee is used to help offset the costs of referees. Payment of the sports participation fee does not mean that a family or their friends have a free pass to CCS ballgames.
- B. The CCS sports program is not a budgeted item; therefore, the sports program must pay for itself.
- C. Physicals- each player must have a valid physical to play.
- D. Homeschoolers must furnish CCS with periodic grade reports for participation eligibility requirements.

5. CCS Home Games-

- A. All parents are asked to maintain the discipline of their younger children. The school building and parking lots are off limits for play. We are concerned about the safety of our children and protecting the property rights of students and teachers at CCS.
- B. Parents are required to work the concession stand and take up tickets for at least 1 home game.

6. Using Sports for Discipline/Punishment-

- A. CCS asks that sports not be used as punishment by parents. When sports privileges are withdrawn not only is the player being punished, but the team and coach are also being punished.
- B. Academic- CCS maintains that the decision for a student to participate in sports programs is a matter of parental authority. If the faculty becomes convinced that a student's participation in sports is detrimental to his academic performance, the faculty may advise parents to withdraw the student from the sports program. Students must maintain a 2.75 GPA to remain a part of the athletic program. Students and parents are encouraged to weigh carefully whether students should participate in a sport prior to the beginning of the season.

7. Schoolwork-

Participation in athletics at CCS will not be considered as an excuse for late or missing homework. Varsity level sports involve a tremendous amount of time because of games, practice and travel. An attractive aspect of athletics is that athletes have the opportunity to learn how to prioritize their time. It is imperative that parents work with their athletes to develop a disciplined homework schedule.

8. Homeschool Participation- Homeschool students are invited to participate in athletics at CCS. Their involvement allows CCS to field teams in different sports. Non-CCS students are expected to abide by the honor code and conduct themselves in a manner fitting to a Covenant Classical School student.

Conduct & Courtesy

Students are expected to behave as ladies and gentlemen and to respect CCS and their families, at all times. Faculty and students should always treat one another with respect and courtesy in thought, language, and deed.

At assemblies and for all programs meeting in the gymnasium, special behavior is the norm. Special dress may also be required. Talking, studying, eating, and walking around during a program are rude and inappropriate behaviors. Students should listen attentively, refrain from talking, keep their feet off the chairs in front of them, remain in their seats for the entire program, and generally provide a good positive example for others in our school community.

At athletic events, students are to display a proper sense of sportsmanship towards our opponents and the officials in charge, regardless of whether we are winning or losing the contest.

Food & Drink

Students are permitted to consume food and drinks only in the kitchen area or outside the school facilities. Vending machines are off limits to grammar school students. Students may not eat in school office, halls or classrooms (without teacher permission). No food, drinks, or cups may be taken to the theatre stage. Water bottles are permitted in classrooms. Chewing gum is not allowed on campus. Lunch service is offered.

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.

Pets at School

In the interest of community safety and for reasons of health and sanitation, pets may only be brought on campus for a short period of time and as a classroom event arranged well in advance with the classroom teacher. Dogs, which accompany parents and caregivers to drop-off and pick-up, must stay in the car. We regret that we cannot allow dogs to walk around campus even if they are on a leash.

Physical Education

All students that participate in PE or recess are required to wear sneakers in gym class or outside recess. This is necessary for safety reasons and to ensure protection of the gym floor. Students without sneakers will not be able to participate in gym class activities that day.

PTO & Covenant Classical School

The Covenant Classical School Parent/Teacher Organization (PTO) strives to equip and develop the Covenant Classical School family through prayer, encouragement, and financial support. All CCS Parents are expected to work within the classrooms and the school as a whole with the parents, teachers, and students.

Standardized Testing

Students participate in annual standardized testing using the Stanford Achievement Test. The resulting information gained from such standardized testing is utilized as one of many pieces of data for evaluating the program of studies at CCS and individual student achievement. Results are shared with parents at the end of each academic year.

Music Policy

The purpose of CCS is to work hand-in-hand with the home to “train up a child in the way he should go.” This training includes academic as well as character growth. CCS considers listening to inappropriate music to be detrimental to the spiritual, moral, and intellectual life of a young person. It is recognized that CCS does not have the authority to dictate the type of music in the home. We believe that students who exist on a steady diet of inappropriate music do not grow spiritually, become cold and indifferent to the things of God, and hinder the growth of other students. Therefore, the policy of CCS is to be opposed to all forms of inappropriate music and its culture. CD’s, pictures, magazines, emblems or any other inappropriate music paraphernalia are not to be brought on to the campus of CCS. This includes the drawing of an inappropriate music emblem, music group’s name on any text, text cover, notebook, etc.

Electronic Devices

Students are **not permitted** to use electronic games. The device is **not** to be out or in use during school hours. The school is not responsible for lost or stolen items.

Textbooks

Textbooks are school property. Students are responsible for putting covers on the hardcover books. All lost or damaged books will be charged to the parents.

Phone Usage - School Phone & Cell Phones

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 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. 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:

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|-----------------|---|
| First offense: | Cell phone taken from the student for the day. The <i>student</i> 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 <i>parent</i> 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 <i>student/parent/Heads of School</i> . |
| 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!

Student Withdrawals or Dismissals

When a student is withdrawing from CCS, a written notice must be sent by the parents to the Administration. The Covenant Classical School Board will make all final decisions regarding release of contractual obligations which families agree to in the enrollment contract. The “replacement” student policy is as follows: ***In the case where a family wants to withdraw a student who has been enrolled with a signed contract, CCS will consider a deferment for the following year or a refund based on a replacement student enrolling at Full Fee with a signed contract. In such a case, the refund granted would only be a pro-rated amount based on the time of the replacement student enrolling at CCS.***

School records will be sent to the next school after the written notice is received and after all financial and other obligations have been met. All books and other materials belonging to the school must be returned before a student may be officially withdrawn.

CCS Contact Information

CCS offices are open generally Monday through Friday (according to the school calendar days) from 7:30 AM-3:30. Please feel free to contact CCS during these hours or call after hours for recorded information or to leave a message.

Send Mail to: (Main Line) (704) 792-1854
3200 Patrick Henry Drive www.covenantclassical.org
Concord, NC 28027

Email: Head of School, Jane Dearing at jdearing@covenantclassical.org

Email: Head of School, Stephanie Prince at sprince@covenantclassical.org

Email: Office Manager, Marcia Kuhn at mkuhn@covenantclassical.org

Email: Athletic Director, Dale Similton at dsimilton@covenantclassical.org

Email: Bookkeeping, Cherita Herrin at cherrin@covenantclassical.org