



Ex Aequo et Bono  
"Out of Justice and Right"

# Covenant Classical School Upper School Family Handbook

(updated October 2017)

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## Table of Contents

Academic Policies & Grades .....	17
Accidents or Illnesses .....	25
Admissions .....	4
After Hours on Campus .....	23
Attendance & Absences .....	21
Bullying Prevention Policy .....	15
CCS Contact Information .....	31
Cheating & Plagiarism .....	21
Conduct & Courtesy .....	27
Core Values .....	7
Discipline Policies.....	11
Driving Privileges .....	24
Drop Policy .....	20
Drop-off & Pick-up Procedures .....	24
Educational Philosophy .....	6
Food & Drinks .....	27
Graduation Requirements .....	18
Grievance Policy .....	16
Homework Policies .....	20
Honor Code .....	9
Inclement Weather .....	25
Leaving Campus .....	24
Make-Up Work .....	21
Music Policy.....	28
Off-Campus Trips .....	25
Phone Usage.....	29
PTO Information .....	28
Self-Governing Principles .....	9
Sports & Student Activities.....	25
Standardized Testing.....	28
Statement of Faith .....	5
Student Withdrawals & Dismissals .....	30
Substance Abuse Policy .....	14
Tardy Policy .....	23
Technology Use.....	30
Tests.....	20
Transfer Classes .....	19
Vision & Mission Statement .....	3

## **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
- 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, sex, 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, sex, 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).

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.

## **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. Rejection of one's biological gender is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning and that a marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 1:18; 1 Corinthians 7:2; 1 Timothy 3:2)

We believe that God intends sexual intimacy only to occur between a man and a woman who are married to each other. (Matthew 5:27; Mark 7:21, Corinthians 7:3)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (1 Corinthians 6:15-18, Ephesians 5:3, 1 Thessalonians 4:3-5)

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God. (Romans 1:26-27; 1 Corinthians 5:1-2; 1 Timothy 1:8-11)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

## **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:

## **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***

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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.



## 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.”

## Self-Governing Principles

### *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, the focus will be upon three self-governing principles; honoring authority, honoring property, and honoring others before themselves. By 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.

**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 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” and Matthew 18.

## **Philosophy of Discipline**

The discipline process at CCS is based upon the Fifth commandment “*Thou shalt honor thy father and mother*”. The disciplining of a student falls in the realm of parental authority. Therefore, the vast majority of discipline problems are to be dealt with at the parental level. The school functions as a delegated authority and we will forever strive to uphold this sacred covenant. 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.

All discipline within the school will be based on biblical principles (restitution, public and/or private apologies, restoration of fellowship, no lingering attitudes, etc.). As in all other areas of education at CCS, love and forgiveness will be an integral part of the discipline of a student.

The purpose of discipline is always correction and discipleship - to help the student learn from his or her mistake and grow through it. Because of this, the administration strives to discipline in light of the individual student’s problem and attitude, and in light of the CCS Honor Code. We seek to shepherd the heart of each child.

## **Grades 7-12 Discipline Guidelines**

### **Level I Minor Infractions:**

Behavior is normally related to student maturity and his/her cooperation with the teacher and classroom order. The following is a list of off-task/disruptive behaviors, and is not intended to be all-inclusive:

- Out of seat w/out permission
- Calling out
- Failure to ask permission of teacher
- Not following directions
- Incomplete assignments
- Disturbing others
- Display of poor attitude
- Disobedience
- Dress code violation
- Unexcused tardies
- Not being prepared

**Self-governance slips:** Students who commit level I infractions may receive a self-governance infraction. Five infractions result in a lunch detention. Infractions are reset each semester.

Consequences: Minor Infractions are typically handled by the teacher through a variety of interventions: i.e. warning, relocation of student within the classroom, parental call, and informal conference with principal. However, with repeated minor infractions, the teacher may issue an Incident Report and a detention.

Discipline Incident Report – An Incident Report is a form sent by the teacher/administrator to the parent(s) via email to inform them of a misbehavior situation. This affords the opportunity for families and school to work together to correct a potential behavioral problem before it develops into something more serious. Incident reports are sent automatically when students acquire 5 self-governance infractions.

An Incident Report implies a teacher has taken corrective action and is seeking support from the Head of School. If this is true and the allegations are true, the student will nearly always receive corrective discipline. Repeated level 1 offenses will result in increasing severity of consequences because it indicates a level II infraction of the heart. **Repeated level I results could result in suspension.**

#### **Level II Major Infractions:**

Behaviors and attitudes related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy/leaving school grounds without permission
- Inappropriate conduct (language, relationships, attitude, etc)
- Disrespect to authority
- Destruction of property
- Stealing
- Direct disobedience
- Possession or use of weapons
- Causing injury or threat of injury to others
- Cheating and plagiarism
- Lying
- Bullying or harassment of others
- Violation of cell phone and social media policy

**All level II infractions** will be disciplined by the Head of School. An Incident Report will be completed to notify parents/guardian and document in student records. Suspension may be recommended.

#### **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.

**Lunch Detention**

Students may be assigned detention during lunch. Failure to attend will result in an after-school detention.

**Suspensions**

A student may be suspended at any time by the administration if such action is warranted.

Students who receive **3 or more incident reports during a semester will be assigned a suspension.**

**In School Suspension** – At the discretion of the administration the student will be isolated from classmates and assigned class work by the teacher, to be completed under supervision. Students will not be academically penalized nor given leniency during in-school suspension.

**Out of School Suspension** - At the discretion of the administration the student may be assigned a suspension at home. The student will remain at home to complete assigned class work under the supervision of the parent. Students who are assigned out-of-school suspension may not participate in extracurricular or co-curricular activities on the days assigned the suspension. Students will not be academically penalized nor given leniency during out-of-school suspension.

**Expulsion**

If documented attempts to correct a student's misbehavior have failed, or if the offense is serious enough as to warrant the school's most drastic sanction, then the student may be expelled. **Three suspensions** in an academic year (ISS or OSS) may result in the student's expulsion or withdrawal from CCS.

**The administration reserves the right to address situations not specifically addressed in the handbook, as they deem appropriate given the facts of the circumstances involved.**

### **Appealing Discipline Decisions**

Appeals to disciplinary action must follow the Matthew 18 principle, going first to the person who handed down the discipline. The last appeal should be made to the school board whose decision will be final.

### **Plagiarism/Cheating/Academic Integrity Pledge**

All student assignments must uphold the Academic Integrity Pledge below.

***I pledge that this assignment was completed without dishonest gain. I have neither given nor received unauthorized help, nor observed any other student violating the Honor Code.***

Dishonest gain in academics is the effort of a student to intentionally mislead or deceive the teacher so as to avoid painful, just consequences, or to gain an undeserved benefit. Examples of dishonest gain include cheating or plagiarism. Plagiarism, the act of passing off another's work as your own, occurs when a student uses someone else's ideas without giving due credit.

Plagiarism includes:

- Copying or receiving answers from other students
- Sharing or giving answers to other students
- Not citing references when facts or ideas are used in written work
- Using passages word for word in a paper without acknowledging the source

The first incident of plagiarism or cheating will be addressed by the classroom teacher and the Administration. The student will receive a zero on the assignment, a detention, and a report of the incident will be placed in his file.

Habitual plagiarism or cheating will result in expulsion.

### **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.

### **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. Because CCS hopes to cultivate both academic excellence and mature biblical character in its students, 9<sup>th</sup>-12<sup>th</sup> grade students are expected to bring any concern involving one of their teachers (contesting self-governance infractions, grades, classroom incident, etc.), first to the teacher personally (Matthew 18:15). While they may and should seek counsel from their parents concerning how to proceed, the student is expected to initiate contact, not the parents. If the matter remains unresolved afterward, the parents may wish to contact the teacher for further discussion. This policy in no way undermines parental authority, but establishes it. This policy aims to assist parents in the growth and discipleship of their children into mature, responsible adults. Additionally, it requires the student to follow biblical means for resolving conflict, rather than easy means.
3. If the problem is not resolved, the parents or student may bring the concern to the appropriate Dean of either Logic or Rhetoric School. If the student brings the concern, he must have permission from his parents to do so.



4. If further resolution is necessary, the parents or students may bring the concern to the Head of School.
5. If the problem is still not resolved, the parents should request a hearing from the Covenant Classical School Board.

Parents/patrons to 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 Administration team.
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.

### **Honor to Whom Honor is Due**

As Christians we strive to give honor as it is due: to those in authority, to our brethren, and to all created in the image of God. CCS students will employ conventional terms of respect when addressing elders, other students, and visitors to the campus (Ex. - Yes Sir, No Sir, Please; standing when an adult enters the room).

## **Academic Policies & Grades**

### **Advancing in Courses**

In grades 9-12, English, mathematics, and foreign language courses, a grade of at least a "C-" (70%) is required for advancing to the next level. If the year-end grade is below "C-," a student must engage in an approved tutorial program, or repeat the course the following year. If the grade is "F," the course must be taken in a credit-granting summer school program, or be repeated the next year.

### **Examinations Upper School**

In 9<sup>th</sup> -12<sup>th</sup> school courses, examinations will be given at the end of each semester and will count 10 percent of the semester grade in all academic departments. In 7<sup>th</sup> and 8<sup>th</sup> grade exams will be given and will count as a test grade.

Exemptions from final exams will be granted to seniors who have at least a year average of 90% by May 1<sup>st</sup>. During the first week of classes, students in all courses will be informed of their obligations regarding exams.

## Conferences & Reports

Below is the numerical score range that corresponds to the grading system “A” through “F” in grades 7-12. A score of 60 is passing in all courses.

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

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.

## Graduation Requirements

<u>Courses:</u>	<u>Units:</u>
Fine Arts (Theatre, Music, Art).....	1
English .....	4
Foreign Language (Must be the same language during 9 <sup>th</sup> -12 <sup>th</sup> Grade) .....	2
Humanities (Antiquities, Christendom, U.S. History, Modernity) .....	4
Logic .....	1
Mathematics .....	4
Science .....	3
Rhetoric I.....	1
Rhetoric II (Senior Seminar) .....	1
Worldview (Ethics, Apologetics, etc.) .....	1
Elective .....	2
PE.....	1
<b>Total Credits: 25</b>	

*\*Students who complete all classical components (Logic, Latin I, II, III, and Rhetoric I and II) as well as all other graduation requirements will receive the Excelsior diploma; Excellence and Honors in Classical Studies.*

In addition to the required course work, students must complete a minimum of 8 hours of community service. The service must be documented and reported to the office.

### **Transfer Classes**

#### **Parameters for Covenant Classical School students taking independent study courses and/or transfer students:**

1. Covenant Classical School will require a course description and scope of the course to confirm comparability to CCS classes.
2. A record of assessments and evaluations must be submitted on a regular basis to be kept in the student's file.
3. For classes requiring step wise skill building such as language and math, entry level tests will be given to determine readiness for the next level. Student must score a minimum of 70% on the entry test to move to the next level. Students and parents must acknowledge that a summer course or independent study may not provide the readiness for success in next level course, and entry into a desired class is not guaranteed.
4. If credit is awarded, it is a home school credit or independent study credit, not a CCS credit. Transfer classes, with the exception of certified AP classes, will not be deemed honors.

### **College Preparatory Program**

#### **From The University of North Carolina Board of Governors**

(Minimum Admissions Requirements at the 16 Institutions of the University of NC)

For the class of 2006 and beyond, the following courses are required for admission -- in addition to an institution's own specific requirements:

- In Language, six course units including: Four in English emphasizing grammar, composition and literature; plus, two units of a language other than English;
- In mathematics, four course units including algebra I, algebra II, geometry and one unit beyond algebra II; or algebra I, II and two units beyond algebra II; or integrated math I, II, III and one unit beyond integrated math III. It is recommended that prospective students take a mathematics course unit in the twelfth grade;
- In science, three course units including: At least one unit in a life or biological science (example: biology); At least one unit in a physical science (example: physical science, chemistry or physics); At least one laboratory course;

- In social studies, two course units including one unit in U.S. history; but, an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

"Course units" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

### **Drop Policy: Upper School**

Drop/Add ends the seventh day after classes begin. To successfully drop or add a class the following procedures must be followed:

1. Student must approach teacher.
2. The appropriate "drop" form must be filled out, signed by a parent/guardian and approved by the Head of School.
3. If the Head of School deems necessary, a conference with parent and student will be scheduled.

### **Tests**

Barring extraordinary circumstances, tests are allowed in only two major subjects on any given day. Quizzes can be given any day of the week.

### **Homework Policies**

Assignments of any kind (homework, papers, projects, etc.) that are not turned in on time are to be given a 0. If the student turns in the assignment the next day, they may be granted a maximum of 70%. If a student wishes to turn in an assignment for partial credit, they must take initiative to hand it in to the teacher personally, requesting partial credit. This is an opportunity for the student to practice responsibility that was missing previously and places the onus upon them to ensure credit.

Punctuality in completing work is a matter of character and discipline (Proverbs 18:9, 20:4, 26:13-16).

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. Unless otherwise specified by the teacher, homework is to be completed independently and is covered by the school Honor Code.

#### 7<sup>th</sup> – 8<sup>th</sup> Grades

Seventh graders for the first time will have assignments from different teachers. Assignments will be highly varied. Parents may need to assist with organizational and time management skills. If a student's skills or abilities are weak in a particular subject, more time may be needed for the completion of homework.

### 9<sup>th</sup>-12<sup>th</sup> Grades

Upper school students will need to use time well as they manage nightly homework. If a student's skills or abilities are weak in a particular subject, more time may be needed to complete homework. Reading is an essential part of classical studies and should be a regular part of the student's homework. Parents should encourage independence in their student but monitor whether or not the student is keeping up with the normal work-load. Parents should encourage diligence and punctuality.

### **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 three days, will be given three days 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. 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 absences as determined by the Administration). Major term papers or projects will be due the date they are assigned, unless permission from the teacher is granted. Students with unexcused absences will receive a "0" for any missed work and may be granted credit at the discretion of the teacher and administration. Students must turn in any missed work.

### **Cheating & Plagiarism**

Cheating and plagiarizing are a form of stealing. Students who cheat or plagiarize will face consequences including a meeting with the Heads of School. The student will receive a zero on the work involved, and the parents will be notified. The teacher will determine who is guilty of cheating. Again, 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 7:35am 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 in grades 7<sup>th</sup> –12<sup>th</sup> must attend half of the school day (8-11:00 Or 11-2:15) to be considered present in our attendance records and eligible to play after school sports. The parents of students who are habitually late will be asked to 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 to class, a student is to bring a note to the office explaining the absence and stating the dates of and reasons for the absence.

Absence caused by communicable disease such as chicken pox, strep infection, conjunctivitis, 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 office clarifying the time and designating who will pick up the child. That person must come to the school office to sign the child out before proceeding to the child's classroom. If the child is returning to school later in the day, the child must report back to the school office to sign back in.

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.

## **Absences**

Parents must email the school to notify the office in writing of a student's absence. Students are allowed 10 absences each semester. A student must be in attendance for at least 30 minutes of a class period in order to be recorded as present for that class. Students who miss more than 20 days per school year may lose credit for that course. The mandatory attendance law for the State of North Carolina will be upheld.

### **Absences: Excused**

The following shall constitute valid excuses for temporary non-attendance for **part or all of a day** when satisfactory evidence of the excuse is provided to the school office.

- A. Illness or injury
- B. Death in family
- C. Quarantine
- D. Medical or dental appointments
- E. Court or administrative proceedings
- F. Religious observances
- G. Educational opportunity with proper advance notice

- H. Inclement weather conditions agreed upon by the head of school
- I. Family trip (Administration & teachers must be notified prior to absence.)
- J. School-initiated absences defined as follows: field trips, athletic team early dismissal, and assemblies
- K. Pre-scheduled Senior skip day

### **Absences: Unexcused**

Any absence from class not listed in the Absences Excused section above is classified as an unexcused absence. Teachers will not issue makeup work.

### **Absences & Co-curricular Activities**

In order to participate in co-curricular activities (including practices and contests), a student must be in attendance for at least half of his/her classes on that day. 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 any student who is not in the classroom will be counted tardy in our attendance record. A student may get an incident report for tardies at the discretion of the teacher. Typically, a student may receive a detention for 3 unexcused tardies to class. A morning detention may be assigned for students who are late to school.

### **School Hours**

K4 Program	8:00am-12:00pm
Kindergarten Half-Day	8:00am-12:30pm
Full Day Kindergarten -6th Grade	8:00am-2:50pm
7 <sup>th</sup> through 12 <sup>th</sup> Grade	8:00am-3:05pm

### **After Class Hours on Campus**

- ◆ 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 3:15pm. All students will be sent to afterschool care. Parents are charged \$10.00 an hour with charges on the quarter hour.

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

## **Drop Off & Pick Up 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. K4-12<sup>th</sup> 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 one car is 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**

The full day Kindergarten – 12<sup>th</sup> 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 parking lot near the kitchen. Students will be lined 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.

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.

### **Leaving Campus**

Students who must leave campus will need to have a written note from home. Students are not allowed to leave campus for lunch.

**All visitors, including current CCS parents, must sign in and pick up a visitor's name tag at the school office upon arrival.**

## **Driving Privileges**

Students and parents must remember at all times that there are many small children who are in the parking lot before and after school. Traffic around the school can be busy and safety must be maintained at all times. The following are guidelines should be observed at all times:

- ◆ The pedestrian always has the right of way.
- ◆ Reckless driving will not be tolerated (this includes all school activities) e.g. speeding on apartment community/school road, "peeling out," racing, unnecessary swerving, etc.



- ◆ Students are not allowed to go to their cars during school hours without the permission of the school office.
- ◆ Student's will observe parking regulations.

The following will be levied in penalty for the above guidelines:

- ◆ 1<sup>st</sup> violation-suspension of driving and parking privileges on campus for 5 days and parents notified.
- ◆ 2<sup>nd</sup> violation-a 10-day suspension of driving privileges and an official office visit.

## **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 given at least two-weeks notice on all field trips.

## **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.

### 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 will 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.

However, the decision rests with the parents. Students and parents are encouraged to weigh carefully whether students should participate in a sport prior to the beginning of the season. Students who withdraw from a sport for academic reasons will be subject to the withdrawal fee unless the student is failing an academic subject.

#### **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 & Drinks**

Students are permitted to consume food and drinks only in the kitchen area or outside the school facilities. Students may not eat in school office, halls or classrooms (without teacher permission). No food, drinks, or cups may be taken into the gym or theatre stage. Water bottles are permitted in classrooms. Lunch service is offered. Please check with the school office for a list of vendors..

### **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 Information**

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 encouraged to participate in the PTO.

### **Standardized Testing**

Students participate in annual standardized testing using the Stanford Achievement Test. The resulting information from such standardized testing is one of many pieces of data for evaluating the program of studies at CCS, as well as evaluating individual student achievement and progress. Results are shared with parents at the end of each academic year. In addition to the Stanford Achievement Test, students in grades 9-11 take the PSAT. The National Latin Exam is administered to grades 7-9. Most 11<sup>th</sup> and 12<sup>th</sup> graders take the ACT or SAT college entrance exams.

### **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.

*Students are **not permitted** to use electronic games (ex. Gameboys, Ipods, etc.) at school. (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, Copy, Workroom, & Student Phone Usage

1. No students are allowed in the copy/workroom for any reason.
2. All copying must be done by teachers, teacher's assistants, or room parents. **Students are not permitted to make copies.** This will help to prevent overuse, wastefulness, and improper usage of the copier.
3. No students are allowed in the Teacher's Lounge or restroom.
4. Grammar school students should not bring phones to school.
5. 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 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:

- |                 |                                                                                                                                                                                                                                                                               |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 & 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 PM. 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

Concord, NC 28027

[www.covenantclassical.org](http://www.covenantclassical.org)

Email: Head of School, Jane Dearing at [jdearing@covenantclassical.org](mailto:jdearing@covenantclassical.org)

Email: Head of School, Stephanie Prince at [sprince@covenantclassical.org](mailto:sprince@covenantclassical.org)

Email: Administrative Assistant, Marcia Kuhn at [mkuhn@covenantclassical.org](mailto:mkuhn@covenantclassical.org)

Email: Athletic Director, Dale Similton at [dsimilton@covenantclassical.org](mailto:dsimilton@covenantclassical.org)

Email: Bookkeeping, Cherita Herrin at [cherrin@covenantclassical.org](mailto:cherrin@covenantclassical.org)