

**C O V E N A N T**  
**CHRISTIAN ACADEMY**



**COVENANT**  

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**CHRISTIAN ACADEMY**

**2023-2024**  
**PRESCHOOL**  
**STUDENT - PARENT**  
**HANDBOOK**

**Covenant Christian Academy**

**4201 North Ware Road  
McAllen, Texas 78504**

**Preschool Days of Operation**

**Monday- Friday**

**August 22, 2022- May 26, 2022**

**8:00 am - 3:15 pm - Full Day**

**8:00 am - 12: 30 - Half Day**

**Office Hours**

**7:30 AM - 4:00 PM**

**Phone**

**(956) 686-7886**

**Fax**

**(956) 686-9470**

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## **Introduction**

### **Philosophy and Purpose**

The purpose of Covenant Christian Academy is to provide an education of academic excellence from a distinctly Christian perspective. Starting with the belief that God is the source of all truth and knowledge, education becomes the exciting task of learning the truths of God's creation, appropriating those truths in the building of character, and implementing this knowledge in the activities of daily life.

This view of education rests upon the historic Christian faith as contained in the Holy Scriptures. Covenant Christian Academy believes in the admonition to "train up a child in the way he should go..." (Proverbs 22:6) includes a well-balanced and high quality education that is based on a Biblical foundation. Covenant Christian Academy offers through its instruction a demanding academic curriculum coupled with a strong emphasis upon the development of sound spiritual and moral values.

We maintain that Christianity is not merely a religion or just another subject. Christianity is the governing factor in all subjects, for only in Christ can a person realize the meaning of life and his place in God's creation. Students cannot be given a true account of the world or of society in an educational context devoid of God. It is our express purpose to teach every subject area from a Biblical perspective so that each student might live a life glorifying God, and be able to confront confidently and with clarity those problems and challenges he will surely face.

Covenant Christian Academy is nondenominational in its enrollment policies, ministering to all families regardless of race or denominational affiliation.

Covenant Christian Academy admits students of any race, color, nationality, and ethnic origin to all 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, nationality or ethnic origin in administration of its education policies, admissions policies, athletic program and other school administered programs.

## **Christian Education Distinctive**

A truly Christian school is not one that merely incorporates a Bible Curriculum to be taught along with the various other subjects that are offered. The true Christian school also endeavors to teach every subject from the perspective of God's truth as recorded in the Holy Scriptures.

We at Covenant Christian Academy also desire this to be our goal, that all curriculum material and activities be God-centered and God-directed. Our desire is to help students realize that God cannot be separated from any area of life or truth.

## **CCA teaches the Bible**

- As a subject in each grade (memory work is included.)
- As the foundation of the academic subjects
- In the development of character
- In counseling and guidance

## **Our specific spiritual development goals are these:**

- To present Jesus Christ as the Son of God, Savior of mind and Lord of Life.
- To emphasize the love and forgiveness of God toward each of His children.
- To teach that the Bible is a unique book, the true Word of God, and our faithful guide in every area of faith and life.
- To help the student grow in knowledge of the history of God's redemption of His people.
- To strengthen the student's concept of the majesty and greatness of God by studying His beautiful and orderly creation.
- To promote the realization that all of our activities are lived out in the presence of God.
- To have weekly chapel times led by the staff and other spiritual leaders to encourage public worship of God.
- To prepare the student for godly participation in American society by attaining the spiritual maturity that will enable him to responsibly manage, before God, the affairs of his life, family, and nation.

Knowing that Covenant Christian Academy represents a broad spectrum of denominational affiliations, the school recognizes it has the responsibility of being sensitive to its broad constituency. CCA endeavors to proclaim the truths of Scripture in a way that is faithful to the Scripture and non-judgmental to variances among Christian denominations.

## **Mission Statement**

Covenant Christian Academy exists to help parents equip their children to become Christian men and women of character who excel academically, morally and spiritually in every area of life and society.

## **Vision Statement**

“Using biblical principles to produce excellence in every area of life”

## **CCA Faculty and Staff**

A basis of any school which desires to be a fine academic institution is that there is an outstanding faculty. You cannot have one without the other. As a Christian school, our task becomes two-fold: to strive for academic excellence and to apply God's truths, as recorded in the Scriptures, to all areas of learning. It stands to reason then, that to be a Christian school, the faculty must not only hold to the truths of the Christian faith, but be able to articulate these and live them out before their students. Our staff members have close ties with and are in regular attendance at the church of their choice and share in the vision of providing a genuine Christian environment for their students.

## **School Governance**

### **Governing Body**

Covenant Christian Academy was established in 1995 as an independent Texas nonprofit corporation. Covenant Christian Academy is governed by a Board of Directors composed of up to twelve voting members, who set policies, establish annual budgets, and plan for future growth. The Board of Directors is appointed to staggered three-year terms and is elected based on the following criteria:

- Must endorse the school's philosophy of education.
- Must be a Christian role model in the community.

### **Board Meetings**

Meetings of the Board are usually held at noon on the third Thursday of each month. Parents are permitted to attend meetings when addressing a concern. A written request must be submitted on the Monday prior to the scheduled board meeting. Any suggestions for board discussion are asked to be given in writing to the Principal on or before the Friday preceding the Thursday meeting.

### **Tuition**

Tuition should be paid in a timely manner according to one of the following approved methods:

- Payment in full. A 5% discount will be applied if payment is received before the start of the school year.
- Two semester payments. The first payment is due by June 1<sup>st</sup> and the second payment is due by December 1<sup>st</sup>.
- 10 Monthly payments through the FACTS system which is a reputable and recognized tuition management company. The annual processing fee is \$45.00.

For all late semesters and payments in full, a \$40.00 monthly late fee will be imposed until the account is up to date.

**\*Covenant Christian Academy will withhold school records and/or suspend service for failure to pay tuition\***

## **Academic Program and Related Issues**

### **Introduction**

This is our Father's world. All of life is sacred; nothing is secular. All truth is God's truth. And the Bible is God's word to modern man, giving him truth about God, truth about man, and truth about the universe.

All nature is a great, wide-open volume written all by the finger of God. It is a great sight, and God has invited His children to come and see.

The Christian scholar must be a great observer of things. He must have sharpness of vision and great sensitivity of soul. He must ask great questions. He must put forth reverent but fearless inquiries. He must have the mind of Christ.

How shall a school so order its educational experiences so as to present a student who is mature in Christ and a Christian scholar? The following commitments represent our response to this question.

### **A Biblical View of Life**

The one distinguishing mark of Christian school relates to that one unique reason for Christian education: to gain knowledge of the world from God's point of view (rather than man's) through the application of biblical principles in every area of the curriculum and school activity. This is the kernel of Christian education.

Life must be related to God, and learning must be related to truth. The determination to apply biblical principles to every area of life and learning is the commitment of Covenant Christian Academy. In order to achieve this commitment, the foundation for curriculum will be the Bible. It will be studied seriously, and its truths will be applied both to our personal lives as teachers and students and to our administration and school policies. While the Bible is the foundation of our curriculum, we do not limit our educational tools to the Bible. Since the Bible is absolutely true in all subjects with which it deals, we have nothing to fear from any discipline -- whether math, science, history, or language. The facts in any discipline hold no terror for the Christian scholar. The critical issues in society today do not involve a dispute concerning bare facts; the issues relate



to the meaning, significance, and application a man attaches to facts. Non-Christians relate facts to their view of the universe, man and God. The Christian scholar relates all facts to God -- to God's revelation of Himself in the Lord Jesus Christ, the Living Word, and in the Bible, the written Word.

At Covenant Christian Academy, students will constantly and confidently develop and use all their cognitive, affective, and psychomotor skills to search with diligence for the truth, to respect the truth, and to apply truth. At Covenant Christian Academy, students are free to explore new ideas, to study the newest scientific findings, to confront other philosophies without fear. They know that God's Word is never in conflict with fact and that it will expose error just as surely as it reveals truth.

### **A Planned Program**

In order for a school to be truly effective, its philosophy, objectives, materials, methodology, and its forms of evaluation must be carefully planned. At Covenant Christian Academy such planning will begin in pre-kindergarten and extend through eighth grade. All components of the curriculum must be carefully selected and designed to fit together both within grades and between grades. When this is done properly, duplication of effort is minimized and the introduction and mastery of significant facts and concepts are maximized. Through the joint efforts of administrators and teachers planning together the basic objectives to be obtained at each level, and the methodology for obtaining these objectives, will be specifically stated in writing. Although the curriculum is planned and structured, Covenant Christian Academy's commitment is to the individual student in order to move him toward maturity spiritually, academically, physically, and socially.

### **Promote the Development of Higher Order Thinking Skills**

The great need of our day is for students who can think -- who can function cognitively at a formal abstract level. Critical thinking represents the highest form of thinking known to modern man, and it is this skill which is required for individuals to succeed in college or to be leaders in a technological society. Covenant Christian Academy is committed to developing this kind of Christian leadership.

Critical thinking is characterized by the ability to generate and test a hypothesis, to think both inductively and deductively, and to think creatively.

It is a basic principle of curriculum design that facts learned in isolation tend to remain there. Facts must be thrown into every conceivable combination, and students must meet them in many different contexts in order to "own them" for themselves. Covenant Christian Academy is committed to the development of the higher order thinking skills of application, analysis, synthesis and evaluation.

### **K2 - K4 Programs**

*Minimum Standards 746.501(1)*

The K2 - K4 Preschool Programs are open to children ages 2 through 4 as of September 1<sup>st</sup> of the current academic year. We use the Bob Jones Curriculum in our program. This program is designed to introduce children to the school environment in a nurturing and relaxed atmosphere. An

introductory phonics program develops reading readiness skills and provides writing activities. Through manipulation of real-world objects, mathematics becomes relevant, useful, and exciting for the students. Children explore God's world by participating in activities such as art, music, dramatic play, social studies, hands-on science, computers (K4), Spanish, and a gross motor program.

### **Children with Special Needs**

*Minimum Standards 746.2202.*

Parents are responsible for providing Covenant Christian Academy with all the relevant information and necessary resources that will allow us to provide exceptional care for your child. Parents are also responsible for collaborating with the preschool director and classroom teachers to discuss the plan given by certified experts such as physicians, psychologists, social workers, speech therapists, and physical and occupational therapists, as required by your child's unique needs. Together, we can assess our capability to offer the necessary childcare services for your child.

### **Class Size**

Class size is in accordance with the guidelines set by the Texas Department of Human Resources: Department of Family Protective Services and the license issued to Covenant Christian Academy.

**Parents are welcome to review a copy of the minimum standards and the center's most recent licensing inspection report upon request.**

### **Toys & Movies**

Children are not allowed to bring toys and other items except on the scheduled Show and Tell Day. On Show and Tell Days please do not bring any family heirlooms or items that are irreplaceable.

We try to provide the children with games, art projects, books, and movies. **Only rated "G" movies are allowed at movie times.**

### **School Supplies**

A supply list for your child's particular classroom is available on our website, ccamcallen.com or upon request in the office.

### **Full-Day Students' Nap Times**

Mats must be from our office. These may be purchased in the front office. Your child is the only one who will use their mat. Please send an **XL ziplock** bag for the mat to be stored in. Mats will be sent home every week to be washed.

### **Restroom Habits (K3-K4)**

Preschool students must be potty trained before the beginning of school. The use of pull-ups is not acceptable within the school setting. **It is required that all students bring a complete change of uniform in their backpacks, including undergarments and socks.** Please be sure to label all clothing brought to school. If your child has an accident at school and no clothing is provided, the parent will be called and required to bring clothing to the school.

## Breastfeeding

Minimum Standards 746.501(25)

Appropriate, private feeding locations will be made available.

## After-School Care Program

Covenant Christian Academy's After School Care program operates from 3:45-5:30 daily (except for designated holidays and early release days)

K2-K4 in K2 classroom

K5-5th in the Motor Lab

The fees are as follows:

### Single Child

\$1600 per year

### Two or more children per family

\$2600 per year

### Daily Drop Off

\$25 per day per child

due upon pickup

*(charge starts at 3:50pm)*

### Monthly After School Care fees may be paid through FACTS.

**If you are interested in having your children in the After School Care Program, you must fill out the application found in your enrollment packet.** All children will be signed in at 3:45 each day by the Teacher/Teacher's Assistant. The person authorized to pick up the child/children must sign them out at pick-up time in the daily log. The Teacher/Teacher's Assistant will sign the timeout on the log, and the person picking up the child is to sign their name. **Any time discrepancies are to be noted at this time.** The school clock will be the official time clock. If the person picking up the child/children is not recognized on sight by the Teacher/Teacher's Assistant, he or she will have to show photo identification before being allowed to pick up the child/children. **People not on the Transportation Arrangement Form will not be allowed to sign out any child/children unless the parent has contacted the school in writing (or by email) to inform them of an emergency situation.**

It is very important that your child/children be picked up on time each day. If you run into an unplanned emergency, please call the school at 686-7886 to alert the staff. **A late fee of \$5 for every 5 minutes after pick-up time will be charged. Payment must be made in a timely manner, as there will be an additional late fee of \$20.00 if payment is not received by the 5<sup>th</sup> of each month.** Any parent picking up their child/children after the 5:30 closing time more than twice a semester will have to meet with the Principal. Licensing requires us to call the proper authorities if a parent is more than 1 hour late in picking up their child. Excessive tardiness could lead to your child's suspension from the program. The After School Program provides a quality environment for your child to be cared for after the end of the regular school day. The program includes a variety of learning activities, outdoor play. After School Care phone number after 4:30 pm is (956)560-8940.

## Enrollment Process and Requirements

Minimum Standards 746.501(13)

Parents of prospective students are to begin the admissions process by:

- Participating in one of the scheduled school tours.

- Reading carefully through the admissions packet and noting any questions you have.
- Completing the application and returning it to the office with the information listed below.

When the information material is received, the students will be given an appointment for a scheduled test date. Upon receipt of all the necessary enrollment information, the parents and the applicant will be interviewed by the admissions personnel. This interview is usually held immediately after the testing process on the same day, if possible. Test results are reviewed at this time. A decision will be made by admissions personnel and you will be sent an acceptance letter. If accepted, to secure their child's placement, parents must pay the applicable fees (registration fee, instructional fee) and sign the Tuition Preference Form.

*At the time of enrollment, parents must present the following completed information:*

- Application for Admission
- \$85 Non-refundable application fee
- Copy of Birth Certificate
- Emergency Medical & Transportation Form
- Copy of Immunization Records
- Immunization and Health Care Physical Information form
- Transportation Form
- Copy of Custodial Rights (If applicable)
- Reports of Special Learning Difficulties (if applicable)
- Parental Agreement
- Discipline Form
- Statement Regarding Fundraisers

***These items must be in your child's file prior to the start date of school.***

Please help us to maintain up-to-date records on your child by notifying the office immediately of any changes to the above information. Enrollment files will be updated yearly during re-enrollment time in the spring, prior to the start of the new school year. Parents may visit the office during regular office hours (8:00 a.m. to 4:15 p.m.) to update their information. Parents will be notified through Renweb if there are any policy changes.

## **Hours of Operation**

*Minimum Standards 746.501(1)*

Covenant Christian Academy is open Monday through Friday from 7:30 a.m. to 4:30 for school and from 3:45 to 5:30 p.m. for After School Care. The school schedule of the McAllen ISD is used as a guideline for our school schedule. We are not open for classes during the months of June, July and part of August. Please see our Academic School Calendar for the specific days of closure.

## **Arrival and Dismissal Times and Procedures**

*Minimum Standards 746.501 (2)*

**Classrooms Open**

**Tardy bell rings**

**Classes Dismissed**

K2- 1/2 day	7:45 a.m.	8:00 a.m.	12:30 p.m.
K2- Full day	7:45 a.m.	8:00 a.m.	3:15 p.m.
K3- 1/2 day	7:45 a.m.	8:00 a.m.	12:30 p.m.
K3- Full day	7:45 a.m.	8:00 a.m.	3:15 p.m.
K4- 1/2 day	7:45 a.m.	8:00 a.m.	12:30 p.m.
K4- Full day	7:45 a.m.	8:00 a.m.	3:15 p.m.

## **Procedure for the Arrival and Departure of Children:**

*Minimum Standards 746.501(2)*

***Each child must be signed in upon arrival and signed out upon dismissal.***

***The Preschool must be notified in writing*** if anyone other than the parent or previously authorized person on the Transportation Arrangement Form is to pick up the child. Under no circumstances will a child be released to an individual not known to the school staff. Persons not recognized by sight will be asked to provide a photo proof of identification.

## **General Rules for Drop Off and Pick Up:**

- Always cross the circular drive at the crosswalk.
- All late students must report to the office for a tardy pass. Students arriving between 8:00 - 8:15 a.m. should drop their backpacks outside their classroom door and report to morning fellowship on the pavilion. **Students are encouraged to arrive no earlier than 7:45 a.m. Any elementary students arriving before 7:45 a.m. must report to Ms. Cheri's Gym.**
- **No student may be dropped off earlier than 7:20 a.m.**
- Drivers must park **in the parking lot** and walk students to their destination.
- Children are not to be dropped off in the front parking lot.
- The speed limit is 5 M.P.H. in the carpool line.
- **Passing cars and backing up in any carpool lane is prohibited.**
- If any carpool children are not present when it is time to move forward, the driver must make the circle and return to the end of the carpool line.
- **Cell phones are prohibited** while in the carpool lane.
- **Please do not park or leave cars unattended in the carpool lane**
- It is imperative for the safety of our children that cars should never be left unattended while the motor is running. If you need to speak with a teacher or go into the office, please park in one of the parking lot spaces and turn the car off.

## **Parent responsibilities when dropping off pre- school children:**

- 2K - 4K students must be accompanied by their parents to their classroom.  
*(The only exception to this rule is when a child is accompanied by an older sibling; however, the older sibling must be K5 or older and make the Teacher/Teacher's Assistant aware they are dropping off your child).*

- Sign the sign-in log with the arrival time and Parent's signature.
- Make sure to leave your child with the Teacher/Assistant on duty, and make her aware you are leaving your child.
- If you arrive after 8:30 a.m. you must go to the office and the preschool staff will take your child to the classroom. You should then drop off your child's backpack outside their classroom door and then walk your child directly to the Pavilion area. Notify the Teacher/Teacher's Assistant on duty so that she may sign your child in on the classroom log. (Wednesdays excluded as there is no Pavilion due to Chapel Services).

**Parent responsibilities when picking up children early:**

- Go to the school office to check out your child.
- Sign your child out on the sign-in log and secure your child. (Once the child leaves the classroom, you are solely responsible for his/her safety.)

**Carpool**

**Policy for Half Day carpool (12:30)**

Carpool for half day a student begins at 11:45 and ends at 12:00. A late fee will be charged of \$5.00 for every 5 minutes after 12:00. In an emergency, your child may stay for the full day for a \$10.00 fee.

**When picking up your child at Carpool:**

The Teacher/Teacher's Assistant will sign your child out on the sign-in log and bring your child to the designated waiting area for carpool pick-up. In the event of a divorce, separation, or joint custody ruling, both parents will be granted equal access to their child/children unless legal documentation is provided to the school. All court orders, written permission release notes from parents, and information on children's release are placed in the child's file.

**Transportation Arrangements**

In order for a student to go home in a carpool, the parent or guardian must fill out a transportation form available at the school office. This procedure registers students for specific carpools. Sign-up will take place during the first week of school. Each family must fill out the transportation form for school records. **All students will go home with their assigned car pools unless the teacher receives a signed note from parents stating alternate arrangements.**

If an emergency arises, please call the school office (956) 686-7886 and/or fax (956) 686-9470 instructions for your child.

**No student will be allowed to leave the school at any time except with his/her parents or carpool, unless prior arrangements have been made with the school.** We will refuse to release students to aunts, uncles, neighbors, or spend-the-night friends, unless we have permission in writing from parents. This policy is for your child's safety and to prevent mix-ups.

## **Leaving During School Day**

Please minimize the need for early release of your children. Unless there is a planned appointment, we ask that you wait until your child is dismissed to carpool. Valuable instructional time and dismissal procedures are interrupted by early releases. Parents who need to check a child out of school before regular dismissal time must first report to the school office, sign the checkout sheet and receive an early release pass to retrieve the student from class. A written note from home will be requested before any student may be released to anyone not listed on the Transportation Arrangement Form. People not known by sight to office personnel should be prepared to show picture identification. No student may leave campus property without the permission of school and parents. Any student who leaves campus without permission may be suspended for up to three days.

**Exception:** If your child is sick and you cannot be reached, we will release him/her to those you have designated as persons to call in case of emergency.

## **Absences**

### **Absentee Policy**

**Parents are asked to call the school office (686-7886) before 10:00 a.m. when their child is absent.** After two days of absence, if parents do not call, the teacher will call to verify the reason for the child's absence.

When students return to school, they should bring a signed note to the classroom/homeroom teacher from their parents, to indicate the following:

- Cause of the absence
- Dates missed

Planned absences should be reported to the office and students' teachers at least one week in advance. Any worksheets done during that day will be left in your child's cubby.

## **Attendance**

Students with an excess of 14 absences for the year may risk being promoted to the next grade. The decision will be made by the principal, preschool director and teacher

## **Parent Communication and Notifications**

*Minimum Standards 746.501(6)*

Open communication with parents is very important to children's success. Listed below are ways that Covenant Christian Academy may communicate with parents:

- Written memos placed in your child's red folder
- Social media sites such as ClasDojo and Instagram
- Email notifications
- Verbal communication with the child's teacher
- Class DoJo

### **Red Home/School Folder**

Each child will be given a red folder. The right side back pocket of the folder will contain the "leave at home papers." These papers will show you the work your child is doing at school. On Mondays, there will also be an online weekly newsletter from your child's teacher. This newsletter contains valuable information and will be your teacher's primary source of written communication with you. The left side pocket is designated as the "bring back" section. Any papers in this area must be signed and returned to your child's teacher the next day.

**The red home/school folder will be the means by which the school will dispense written information to parents.**

### **Parent-Teacher Conferences**

*Minimum Standards 746.501(6)*

Parents are encouraged to schedule a conference with their child's teacher whenever an issue or concern needs to be discussed. Parents are also encouraged to communicate with the teacher by ClassDojo messages, phone calls, or email whenever a question or concern arises. It is appropriate for parents to call the school and leave a message for the teacher to return the call or email the teacher. If a teacher feels a parent-teacher conference is needed, the office will set up an appointment with the parent

The minutes immediately before or after school are reserved for teachers to welcome and dismiss students. **Parents should not attempt to involve the teachers in a discussion or conference at those times.** The Principal is also available for conferences; however, parents should follow the appropriate chain of command and speak with the teacher first.

### **Questions Regarding Pre-School and After-School Care Programs**

*Minimum Standards 746.501(20)*

*Minimum Standards 746.501(22)*

*Minimum Standards 746.501(23)*



Any questions regarding the Preschool and After-School Care Programs should be directed to the Preschool Director. Please call the office to schedule an appointment regarding any questions or concerns about the policies and procedures in these programs. The Director can assist you in finding out information in these areas:

- A copy of the Minimum Standards for this Licensed Child Care Center is available at the office for your review.
- The most recent Department of Family and Protective Services Inspection/Investigation Report. The report can also be viewed by visiting the local licensing office (316-8275) or on the web at [www.dfps.state.ts.us](http://www.dfps.state.ts.us)
- A current copy of our Liability Insurance complying with the Human Resources Code, Section 42.0491
- The most recent Fire Marshal's Inspection Report
- The most recent Health Department's Sanitation Inspection Report
- DFPS Child Abuse Hotline number is: 1-800-252-5400

## **Academic Evaluation and Standards**

### **Grading System**

E	Excellent	Superior effort and/or very positive attitude
S	Satisfactory	Good effort and a positive attitude most of the time
N	Needs Time to Develop	Improvement has been shown; however, improvement is still needed
U	Unsatisfactory	General attitude and effort is unacceptable

### **Student Report Cards**

Report cards are distributed to K4 students at the end of each nine-week period. Parents should review the report card. We encourage parent follow-up calls or conferences concerning grades.

### **Observation Reports**

K3 & K4 parents will receive an observation report at the beginning, middle and end of the year.

### **Student Records**

The school maintains a complete record, including a cumulative academic and guidance record, for each student. These records are kept in the school office. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. Parents or guardians have the right to inspect and review any and all official records, files and data directly relating to their child/children, including all material that is incorporated into the student's cumulative record folder.

2. All requests to inspect and review the official records relating to their child/children are to be made in writing to the administration by the parent or guardian. Such requests will be honored within one (1) school day following the receipt of the request.

All records will be reviewed or inspected in the presence of the child's teacher or the campus administrator so that a proper explanation can be given.

3. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records or files or any data in those records without the written consent of the parent or guardian to any individual, agency or organization other than the following:
  - a. Staff members of the school who have a legitimate educational interest
  - b. Court or law enforcement officials if the school is given a subpoena or court order.
  - c. Certain federal, state, or local authorities performing functions allowed by law.
  - d. Officials of other schools in which the student may enroll. In all such cases, the parents are to be notified of the transfer of records, receive a copy of the record if desired, and have an opportunity for a hearing concerning the contents of the records as stipulated in number three. Verification must be received that the student has in fact, applied to that school.

## **School Conduct and Discipline Standards**

### **K2 – K4 Pre-school & After-School Care**

*Minimum Standards 746.501(7)*

#### **Philosophy**

"For those whom the Lord loves, He disciplines." (Hebrews 12; 6) God's Word makes continued reference to the necessity for, and importance of, discipline. Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call into question his continued enrollment.

#### **Classroom Rules and Management System-K2 - K4**

Children in this program are expected to:

- 1) Be a good listener
- 2) Do their best

- 3) Be considerate
- 4) Be polite
- 5) Be kind to others

## **Discipline and Guidance Policy**

*Minimum Standards 746.501(7)*

### **Discipline must be:**

- Individualized and consistent for each child, showing the love of Christ, and applying logical consequences
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

### **A Teacher/Aide may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which includes the following:**

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation from the group, when appropriate for the child's age and development, limited to no more than one minute per year of the child's age.

### **There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Discipline Standards for After School Care: 3:30-5:30**

Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Consequences for unwise choices are necessary when behavior becomes a problem. Unacceptable behavior is generally defined as follows:

- An action that could cause physical or emotional harm
- An action in violation of a school rule
- An act of willful disrespect or disobedience

## **Manners**

Good manners are appropriate and appreciated at all times. The staff will focus on manners each year. Students are expected to exhibit the following list of appropriate manners at school:

- Say "hello" if spoken to by anyone, especially an adult.
- Say "Yes, ma'am" and "Yes, sir" or "No, ma'am" or "No, sir" when addressed.
- Open doors for an adult or for anyone who needs help.
- Offer help to those who need it.
- Do not talk back to teachers; there is another way to deal with disagreement.
- Always say "please" and "thank you."
- Pay attention in class.
- Keep seated during lunch. Do not "table-hop."
- Chew with your mouth closed when eating.
- Do not talk when someone else is talking or during a presentation.
- Treat teachers and fellow classmates with respect.
- Do not throw trash on the ground. Keep our school clean.
- Raise your hand and wait to be called on before answering a question in class.
- Keep the level of your voice down when inside a building.

## **Conduct Expectations**

The school holds a high standard of behavior for students. General expectations are:

- Students will conduct themselves respectfully and orderly to faculty, staff, visitors, and other students.
- Students will keep the campus clean.
- Students will not bring materials such as toys, gum, cellphones, headsets, tablets, electronic devices or players, skates, and skateboards to school.
- Students and parents will clean or make restitution for any damaged or defaced property.

## **Biting Policy**

Children biting other children is one of group childcare's most common and difficult behaviors. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the educators involved. CCA has developed the following plan of action to be used if and when biting occurs:

- When the child is bitten, the biter is immediately removed from the classroom
- The child is not allowed to return to play, and their actions and consequences are discussed with the educator
- The child is redirected to other play
- An accident report is completed, and parents are notified

- The child who was bitten is immediately separated from the biter, first aid is administered, and parents are notified

If biting continues, a conference will be held with parents, teachers, and principals to discuss a plan of action to help resolve the issue. If it is deemed in the best interest of the child, the school, and other children, the child's enrollment will be temporarily terminated until the biting stage subsides.

### **Reasons for Expulsion**

*Minimum Standards 746.501(8)*

Our goal at Covenant Christian Academy is to provide an environment that is safe and healthy for all children.

Possible grounds for expulsion are:

- Your child is putting other children in danger.
- Parents not picking up their children in a timely way when the child is sick.
- On-going discipline problems that cannot be resolved.

### **Personal Appearance and Uniform Regulations**

#### **Dress Code Standards**

Covenant Christian Academy strives to set the highest possible standards in academics and moral conduct. CCA's grooming and uniform guidelines are established so that our students will convey a neat, well groomed and tasteful image. The way our students look says much to others about our school. It is also our desire that the students can achieve this image at a reasonable cost to parents.

Uniforms must be worn properly and neatly, be in good repair, and of correct color and shade. Torn, oversized, or faded garments are not acceptable. **Each item of clothing should be marked with the student's name.** This is essential for sweaters, sweatshirts and jackets.

Teachers will inspect students each morning for uniform compliance. Uniform Infractions will be given after one verbal or written warning. After three infractions have been given to a student, the next infraction will result in a telephone call to the parents. The parents must bring the necessary items in order for the student to comply with CCA standards before the student returns to class.

#### **Spirit Days**

Spirit Day shirts are worn every Friday with jeans, jean shorts, jean skorts, or jean capris. If you choose not to purchase/wear a Spirit day shirt, you must wear your regular CCA uniform.

#### **Purchasing Uniforms**

CCA Uniforms may be purchased in the front office.

## **Girls Grooming and Uniform Standards**

### **Cold Weather Policy**

On days that are predicted to be **39 degrees or below**, students may wear their red Lion's Pride shirt with a white turtleneck underneath it or their CCA sweatshirt and jeans. The following standards apply to all other cold weather days:

- White, black, red or navy tights or leggings may be worn under skorts, skirts or jumpers.
- Turtlenecks may be worn under regular uniform shirts and/or under the jumper.
- CCA sweatshirts may be worn in the classroom over regular uniforms.
- A navy, red or white sweater or light jacket may be worn in the classroom. No hoods are allowed.
- Winter coats can be any color or style; however they **may not** be worn in the classroom.
- No visible writing on outerwear is allowed. (example: Abercrombie, Old Navy)

### **Personal Grooming**

- Hair should be clean and worn neatly combed out of the eyes.
- Extreme hair styles are not permitted.
- Make up may not be worn at all. Fingernail polish is permitted in light pastel colors only.
- No tattoos.

### **Hair Accessories**

- Hair accessory colors **MUST** compliment the school uniform colors.
- Minimal jewelry must be worn and compliment school uniform colors.

## **Uniform Standards**

### **Girls K2**

#### **Uniform:**

- Dress:** Red Polo Dress
- Sweaters:** To be worn in class should be solid red, white or navy to coordinate with the school uniform.
- Socks:** Solid white, red or navy crew, ankle, or no show socks.

### **Girls K3 - K4**

#### **Uniform:**

- Skorts:** Regulation plaid skorts. Hem to top of knee.
- Blouse:** Red polo pull-over with embroidered crest.
- Sweaters:** To be worn in class should be solid red, white or navy to coordinate with the school uniform.

**Socks:** Solid white, red or navy crew, ankle, or no show socks.

Tennis shoes may be any color. No lighted or theme/character tennis shoes. NO HEELYS, BOOTS, OR FLATS ALLOWED. No beads or charms on shoelaces or decorative/colored shoelaces. No lighted, high top or theme tennis shoes.

## **Boys Grooming and Uniform Standards**

### **Personal Grooming**

- Hair should be neatly groomed and maintained. It should be kept off the collar, eyebrows and mid-ear. Extreme hairstyles are not permitted including any type of mohawk hairstyles. Earrings are not allowed.
- Only one watch, **no necklaces**.

### **Uniform Standards**

#### **Boys K2 - K4**

##### **Uniform:**

**Pants:** Navy elastic full length pants or shorts. No belt required.

**Shirt:** Red polo pull-over with CCA crest.

### **Optional Friday Uniform Entire Preschool**

Girls & Boys K2 - K4 may wear spirit day shirts and jeans, jean shorts, jean skorts (girl's only), or jean capris' on Fridays.. Shorts and skorts must be fingertip length and in good condition. Jeans MAY NOT have holes, tears, or shredding. They may not have embroidery, beading, or any other decoration. They MAY NOT be low-rise. They must be simple, plain, regular jeans in good condition. If your child does not wear the Spirit Day shirt they must wear their regular uniform on Fridays.

### **Backpacks and Lunch Containers**

Backpacks & Lunch Boxes can be any color or pattern but characters and themes are not allowed. Each student must have a backpack that is standard size and shape; no smaller than 14x18 and no larger than 18x20. Lunch boxes must be standard size and shape with no themes. All backpacks and lunch boxes must be permanently labeled with the child's name.

### **Food Service**

*Minimum Standards 746.501(10)*

The school will provide a morning snack for all children in the Preschool program. A weekly menu of the snacks that will be served will be posted in the classroom on the bulletin board. The snack will be well-balanced and nutritious and comply with the Texas Department of Protective and Regulatory Services Requirements 746.3305 & 746.3307. Children are always encouraged, but never forced, to eat their food.

Lunch containers must be standard size and solid red, gold, blue or black. Please permanently label your child's lunch containers with the child's name. **To provide lunch in a timely manner, it is required that all lunches brought from home be fully cooked and prepared at home since we are unable to reheat items. No soda, red, or purple drinks are allowed. Please limit the amount of sweets you send with your child's lunch.** We will encourage the children to eat their "grow foods" first, and desserts or sweets are to be eaten last. It is up to the discretion of the Teacher/Teacher's Assistant to limit the amount of sweets your child can have at the lunch meal.

The school has an on-campus hot lunch program. Please inquire in the office for information.

**If, for any reason, your child is allergic to any type of food, please notify your child's teacher and the After School Care Teacher/Teacher's Assistant** and make sure you have specified this information on your admissions form in the Medical Information Section and on the After School Care Form.

### **Student Services and Activities:**

#### **Lost and Found**

Lost and found articles are kept in the office and donated to the CCA uniform closet if not claimed. Students are encouraged to check for lost items. Parents are welcome to check at their convenience.

Every effort will be made to return a lost item to its owner. Only articles that are not labeled will be donated. **(Please Label All Items)**

#### **School Office Hours**

School office hours are 7:30 a.m. to 4:15 p.m. **All parents and visitors should report to the office for a visitors pass. Do not go directly to the classroom.** This is necessary to protect valuable teaching time from being interrupted. Lunches, homework, books, etc., are to be left in the office.

#### **Change of Address and Telephone**

When a student's address or telephone number changes, or when any numbers vital to reaching a parent in an emergency, or for carpool change, it is imperative that such changes be reported to the office as soon as possible.

#### **Emergency Closing**

If the McAllen Independent School District is closed because of inclement weather, CCA will also be closed. An announcement will be made through our Renweb Alert system.

#### **Telephone Policy**

Students or teachers will not be called to the telephone during regular school hours except in case of an emergency. Messages will be taken and placed in the teacher's box.

#### **Student Pictures**



Individual school pictures will be taken in the fall and spring. We also offer class group pictures as well as Holiday pictures (November). Each of these pictures may be purchased by the parents. Photos/Video footage of your child/children may be used in our advertising of the school. If you do not want your child's picture to be used in advertising please return the appropriate form.

### **Chapel Services**

Chapel is scheduled on every Wednesday of the school year. Parents are welcome and encouraged to visit. Pastors, youth ministers, local guests, teachers and students are invited to share during this scheduled time. Several times during the year we conduct all-school chapels to honor special guests or celebrate specific occasions.

### **Enrichment Programs**

The preschool offers a variety of additional programs to enrich the daily curriculum. Currently, computers are used in the classrooms and K4 goes to the computer lab once a week. A Spanish class is taught on a weekly basis. We have a music department that offers music classes in which they will participate weekly. The music department also does special school-wide performances. Students will also attend a perceptual motor skills class once a week.

### **Holiday Party Information**

Refreshments may be offered according to the following guidelines:

- K2 through K4 may have refreshments for the entire class during lunch or in class if previous arrangements have been made with the teacher.
- Refreshments will be limited to: cupcakes, donuts or cookies, fruit trays, and veggie trays. Providing a lunch (happy meals, pizza, etc.) will **NOT** be permitted
- **SMALL** party bags will be permitted.

**CCA believes in teaching its children proper eating habits. With your support, we will be more effective in instilling these habits in our children.**

**To eliminate distractions and in consideration of other students' feelings, balloons, flowers, etc., will not be delivered to the classroom but will be kept in the school office to be picked up at the end of the day.**

### **Classroom and Holiday Gift Exchange**

The classroom gift exchange will be set up by the teachers during the Christmas season. Individual birthday gift exchange on campus is discouraged.

## **Holiday Statement**

Our purpose in observing holidays at school throughout the year is to celebrate our Lord Jesus Christ. Classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the holiday. Therefore, we will not use secular themes that detract or diminish, in any way, the reason for our celebration in and of our Lord Jesus Christ.

## **Classroom Parties**

Thanksgiving  
Christmas  
Valentine's Day  
Easter  
End of School Year

Parties will be coordinated by grade level to ensure a balance or equity in activities and refreshments.

## **Birthday Parties**

Birthday parties **may not** be given at school; however, refreshments may be offered according to the guidelines.

- Preschool through the 5th grade may have refreshments for the entire class during lunch, or in class if previous arrangements have been made with the teacher.
- Refreshments will be limited to: cupcakes or cookies preordered from the school's cafeteria.
- **No red beverages are allowed.**
- Providing a lunch (happy meals, pizza, etc.) will **NOT** be permitted
- Party bags will **NOT** be permitted
- Other suggestions for honoring birthday students would be to donate a book in their honor to the library or to donate to a specific CCA project.

Birthday invitations may only be given out at school if all the students in the class are invited. Children are very easily hurt when not invited to parties. Please be sensitive to the feelings of the children in the class.

## **Teacher Birthdays:**

Birthday "celebrations" may be held for teachers under the same guidelines as student birthdays.

## **Fire and Severe Storm Drills**

Minimum Standards 746.501 (24)

State law requires severe storm drills twice a year and fire drills each month. Teachers will instruct students on how to act and where to walk during these drills. Emergency exits are posted at the doorway of each classroom.

## **ALTERNATE SAFE LOCATION**

Minimum Standards 746.501(24)

Should the administration of Covenant Christian Academy or any emergency services personnel determine the building which houses the preschool department is too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the Covenant Christian Academy Crisis Management Plan. Once the children are at the alternate location, the staff will begin contacting parents or emergency contact persons for pick-up.

## **Parental Involvement**

### **Parent Visitations**

Parents are invited to attend chapel services on Wednesday and have lunch with their child on Friday. Upon arrival at school, parents and visitors **must** check in at the front office.

### **Very Involved People (VIP's- Volunteers)**

*Minimum Standards 746.501(21)*

As a school, many needs can only be met through the unselfish giving of parents' time and talents.

### **VIP's upon arrival at school, are asked to check in at the office.**

Please arrange for off-campus child care for younger siblings when volunteering on campus. Always confirm volunteer times with the classroom teacher.

How do you become a **VIP**? **VOLUNTEER!** State your preference and talents, and we'll put you to work! We need parents who care. A volunteer form is distributed at the first parent meeting of the year. The state requires all parents volunteering in the classroom to have a background check and sign an affidavit. Please return the filled-out volunteer forms to the office by the end of the second week of school. **THANK YOU!**

### **Room Parents**

We would love for every parent to be involved in some way in the class parties or field trips.

*Some home room parents' responsibilities may include the following:*

- Seek to involve parents in school events and classroom parties.
- Meet and seek to involve the new families in the classrooms.
- Encourage and pray for the teachers.

### **Responsibilities of Parents**

*Minimum Standards 746.501(21)*

- Teach your child obedience from a Biblical perspective.
- Be sure your child attends school regularly and promptly.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Report and explain all absences and tardies in accordance with school policy.

- Attend parent-training workshops for home reinforcement.
- Be sure your child is appropriately dressed in accordance with the school dress code at school and at school-related activities.
- Keep informed of school policies and academic requirements of school programs.
- Sign and return all student work sent home for parent information.
- Cooperate and communicate with the school principal and teachers.
- Participate in activities during the year in which parents will be invited. Each event will be important to your child. Please make every effort to attend.
- Do not allow your child to bring **money, toys, or personal property** from home to school. Exceptions to this are children's "show and tell," days.
- Establish a reasonable, regular bedtime and start the day with a good breakfast so your child will be in top physical shape for the day.
- Limit your child's television viewing/video game playing, and find opportunities to read with your child.
- Praise your child for the activities and work he brings home from school.

### **Use of Alcoholic Beverages and Tobacco products at School Functions**

It is the policy of Covenant Christian Academy to prohibit the consumption of alcoholic beverages and tobacco products at any school-sponsored events.

### **Fund Raising**

#### **Fundraising Participation**

It is required of all CCA families to participate in school fundraisers. To balance the financial needs of CCA beyond the tuition, the CCA Board of Directors and the administration will establish fundraisers for the fall and spring semesters. CCA's Student Council, Intermediate class, and Junior High will hold fundraisers for special projects and end-of-the-year field trips.

#### **Donations**

Covenant Christian Academy has many financial needs to be met in order to provide facilities for our students. Parents, grandparents, and friends of CCA may donate to our Colonial Holiday Festival or Annual Spring Gala.

Donations to CCA may be given in the following ways:

- Monthly pledge
- Cash gift
- Gifts of other value (real estate, royalties, securities, life insurance, personal property, etc.)

Such gifts represent an investment not only in the school, but in our most valuable assets and precious resources, which are our children and future generations. It is our prayer that you might take personal responsibility to help in this huge undertaking.

Covenant Christian Academy is filed as a 501-(C) (3) non-profit educational organization; therefore your contribution is tax deductible.

### **Memorial and Honorarium Gift Programs**

Covenant Christian Academy encourages its families to make use of our Memorial and Honorarium Gift Programs. An honorarium gift to CCA may be used to honor a relative or a friend at such times as anniversaries, birthdays, births, graduations, retirements, weddings, holidays and other special occasions. Memorial gifts are given to honor the memory of a deceased friend or loved one. The honoree, or family of the one whose memory you honor, will be sent a formal Covenant Christian Academy acknowledgement card, recognizing your thoughtful gift to CCA in their honor. The amount of your gift is never revealed. All gifts may be designated to the department of your choice (i.e. building fund, library, athletics, etc.).

### **Health and Safety Policies**

#### **Immunization requirements**

*Minimum Standards 746.501(11)*

State law and CCA policy requires validated records of immunization to be on file for all students. **ANY STUDENT WHOSE IMMUNIZATION RECORDS ARE NOT COMPLETE DURING THE FIRST (4) WEEKS OF SCHOOL WILL BE SUBJECT TO SUSPENSION UNTIL SUCH RECORDS ARE UPDATED.**

Immunizations must be compliant with current state guidelines. Consult with your physician for these guidelines or call the Texas Department of State Health Services at 1-800-252-9152.

All immunizations must have medical verification.

#### **Illness/Communicable Diseases Exclusion Criteria**

*Minimum Standards 746.501(3)*

*Minimum Standards 746.501(5)*

Children are to be kept at home when they are sick, and a doctor should be consulted. Children are to be kept home if they show any of the following symptoms: Sore throat, fever, earache, inflamed stomach, rash impetigo, ringworm, diarrhea, and any other communicable disease. For the protection of the other children, no ill child can be admitted to our school. If your child is absent for more than two days, please call the office to discuss the nature of the illness so that we may alert others to the possible exposures of the illness.

When a child becomes ill while in the classroom, he/she will be separated from the other children in the classroom until arrangements can be made for his/her removal from the classroom. **Parents are requested to pick up their children within 30 minutes should the child develop a fever**

**above 100 degrees, or exhibit symptoms of illness or conditions of a communicable disease (ex. rash, pink eye, head lice.)**

**The parent will be notified immediately if the child:**

- Is injured and the injury requires medical attention by a health-care professional
- Has a sign or symptoms requiring exclusion from the preschool
- Has been involved in any situation that placed the child at risk.
- Has been involved in any situation that renders the preschool unsafe, such as fire, flood, or damage to the preschool as a result of severe weather.

In the event that the parent cannot be located or cannot come for the child, the designated individual on your emergency list will be notified. Parents of every child enrolled shall be notified when a communicable disease has been introduced into the Preschool.

**Re-admission to the Preschool** of any child recovering from a communicable disease shall be on the basis of a certificate of approval from the child’s physician. **If the child has not had a physician in attendance, the child may not be readmitted until they are FREE of fever for 24 hours without the help of a fever reducer. If a child has been found to have lice the child will not be readmitted until treatment has been administered and the child has been examined in the front office.**

### **Special Health Needs**

If a child has a special health need, such as asthma, allergies or diabetes, please make sure you have informed us of this need on page 3 of the admissions form. Any ongoing special need must be accompanied by a doctor’s note that states the required medication, PE limitations and/or emergency care and actions necessary at school.

### **Health Checks**

Minimum Standards 746.501(27)

CCA staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they must point this out to the parent at that time. If your child had an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A CCA staff member may complete an “Incident Report” to document these situations.

### **Medication Policy**

*Minimum Standards 746.501(4)*

*Minimum Standards 746.501(19)*

**All medication intended for students must be brought to the school office by the parent.**

Medications shall be kept in the school office. Short-term prescription medication will be administered only in accordance with the instructions on the container or as amended by a physician and must be accompanied by an Authorization for Dispensing Medication Form. These

forms are available from the office and must be filled out and signed by the parent. This form includes the student's name, the name of the medication, the amount of medication to be given, and the time the medication should be administered. Long-term or short-term prescription medications to be given must have written authorization from both the physician and the parent. **All medications must be prescribed and labeled by a U.S. pharmacy.** All medications will be given out between 12:00 and 12:30 p.m.

**Over the counter medication such as cough drops, Tylenol, Sudafed, Benadryl, Caladryl lotion, insect repellent and sunscreen will not be administered without written consent of a physician. ASPIRIN WILL NOT BE GIVEN TO CHILDREN.**

### **Safety Factors Regarding Medication**

- Medication may not be kept in the classroom or administered by the teacher.
- Medicine must be sent in a plastic zip lock bag. Inside the bag the medication must be in the original container bearing the pharmacy label which shows the prescription number, date filled, physician's name, directions for use, and the child's name.
- Children may not carry medication in their lunch boxes or on their person.
- No medication will be administered after its expiration date.
- If your child has a severe allergy that requires immediate medication, such as allergies to bees, the school needs to have the proper medication with a physician's instructions.

### **Accidents and Illnesses**

*Minimum Standards 746.501(5)*

### **Minor Injuries**

Limited first aid is available through the main office for minor injuries. Please be sure that any injuries occurring in class or other locations are reported to the teacher in charge. All accidents must be recorded on the proper form. **Any time a student is ill or is injured, they will report to the office and an Incident/Illness Report will be sent home.** The office personnel will assist them and if necessary, contact their parents.

**Anytime an accident occurs at school that requires the child to have medical attention there must be an Incident/Illness Report Form filled out by the staff involved and the parent within 48 hours.**

### **Major Injuries & Medical Emergencies**

A critical injury or illness that requires the immediate attention of a physician will be handled by:

- Contacting the emergency medical services or taking the child to the nearest emergency room.
- Giving your child first-aid treatment or CPR when needed;
- Contacting the physician or dentist you have identified in your child's record
- Contacting you, the parent.

## **Hearing and Vision Screening**

*Minimum Standards 746.501(12)*

Hearing and Vision Screening for possible vision and hearing problems are required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Covenant Christian Academy will schedule annual screenings at our school.

## **Head Lice Policy**

Head lice spread very easily from one person to another, and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household. If you find that your child has head lice, please report it to the office so that other children can be inspected; that way, we can control the outbreak as quickly as possible. If we find that a child has head lice or nits, he/she would be asked to take a leave of absence until treated. A child with head lice and/or nits must be re-examined by the main office before returning to the classroom setting.

## **Promotion of Indoor and Outdoor Physical Activity**

*Minimum Standards 746.501 (18)*

Covenant Christian Academy strongly believes in and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits occur. Participation in regular physical activity helps develop healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health results, physical activity may also produce better academic performance.

In addition, cognitive skills and motor skills develop through dynamic interaction. Research has shown that physical activity benefits young children's development.

During the school day:

**Toddler-age** children will participate in a minimum of 60 minutes of moderate to vigorous, active play each day.

**Preschool and Pre-Kindergarten** children will participate in a minimum of 90 minutes of moderate to vigorous, active play each day.

**School-age** children in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous, active play each day. School-age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous, active play each day.



Opportunities for active play may overlap with outdoor play when weather permits.

Covenant Christian Academy will promote active play every day. To the extent of their abilities, children will have ample opportunity to participate in moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping.

All children will participate each day in the following:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement for the day.
- Ongoing opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may occur in the classroom or playground when weather permits.

Children’s clothing should protect them from sun exposure when participating in physical activity and permit easy movement (not too loose or tight) that enables full participation in active play. Footwear should provide support for running and climbing.

Examples of appropriate clothing/footwear include:

- Tennis shoes or sturdy shoe equivalent
- Clothing for the weather includes a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or provide insufficient climbing support.
- Clothing with strings or loops that may catch on playground or classroom equipment.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days.”

## **Vaccine-Preventable Diseases**

Minimum Standards 746.501(28)

All Covenant Christian Academy employees are encouraged to present a current record of a tuberculosis examination, showing the employee is free of contagious TB.

## **Gang-Free Zone**

Minimum Standards 746.501(30)(2)

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## **Mandated Reporting of Suspected Child Abuse and Neglect**

Minimum Standards 746.501(26)

Under the Child Protective Services Act, mandated reporters must report any suspected abuse or neglect to the appropriate authorities. Covenant Christian Academy employees are considered mandated reporters under this law. Employees of Covenant Christian Academy are not required to

discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they needed to investigate the cause of any suspicious marks, behaviors, or conditions before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Covenant Christian Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect all children's welfare and best interest. As mandated reporters, Covenant Christian Academy employees cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided the statement was made in "good faith.". Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, and season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals, including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Children who exhibit behavior consistent with an abusive situation.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage them to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [http://www.dfps.state.tx.us/I\\_Am/parents.asp](http://www.dfps.state.tx.us/I_Am/parents.asp) or <http://www.getparentingtips.com>. The statewide Abuse & Neglect phone number is 1-800-252-5400 if you want to report any suspected abuse or neglect.

# Appendix

## Parental Agreement

1. **PHILOSOPHY:** We have read the Statement of Faith, Philosophy Statement, the Mission Statement and the educational objectives of Covenant Christian Academy, and by signing this parental agreement, do pledge to support and cooperate in any way at home and at school to enhance and fulfill those ideals.

2. PARENTAL INVOLVEMENT: We understand that the philosophy of the school cannot be fulfilled without parental involvement. Participation in Covenant Christian Academy's Parent Support Program is required. This shall include, but not be limited to: participation in fundraising activities, attendance at school functions and parent meetings, support of the homework policy, reading information sent home from the school, and communication with our child's teacher(s). We further understand that in today's complex society certain circumstances could arise in which school authorities reasonably determine that a child's attendance at the school poses an unacceptable security risk to the school. If such a determination is made the school may require the immediate withdrawal of that family.
3. DISCIPLINE AND CONDUCT: The school shall have authority to require our child to comply with all school policies. We agree that we will fully cooperate with the school in maintaining the highest standards of civility for our child. We understand that our child's continued unacceptable behavior could result in expulsion from school. We further understand that the decision of the Principal in all matters of student discipline is final.
4. DAMAGES: We will pay for damages caused by our child.
5. ACTIVITIES: We give permission for our child to participate in all school activities.
6. LIABILITY: We release Covenant Christian Academy for all liability, except negligence, while our child is under school care and responsibility.
7. PLACEMENT: We understand that the school has full discretion in the class placement of our child and the school pledges to work closely with the parents in this placement.
8. GRIEVANCES: We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and concerns directly to the appropriate teachers so that they may be properly considered by those in authority. Further questions and concerns are resolved using principles outlined in the Holy Scriptures (Matthew Chapter 18). Please read the Student Handbook.
9. FINANCIAL AGREEMENT: We agree to fulfill all financial obligations promptly. We understand that the tuition payment is to be made in compliance with the tuition plans offered.
10. WITHDRAWAL: I agree that should I choose to withdraw my child during the year, I will make an appointment with the school office to sign the proper withdrawal forms. I understand that I am responsible for the tuition for the entire month during which we withdraw.
11. DRESS CODE: We agree to support the school's dress code

## **Statement of Philosophy**

Educational methods, techniques, and curricula are based upon an explicit philosophy of education. The philosophy of education in turn is determined by the underlying philosophy of life that the school holds as a frame of reference and scale of values. This view of life and the world becomes the foundation upon which the super structure, the philosophy of education is erected.

The foundation of a Biblical view of life is the infinite personal God who has spoken, who created all things and by whom all things cohere. God is there and He is not silent. He is Creator and Sovereign of the universe.

Man was created in the image and likeness of God. Man was created in the likeness of God in order that he could objectively see the glory of God in all things of creation. Man was created in the image of God in order that man might subjectively glorify God in whatever man does in thought, word, and deed.

Man, being finite, can never spin truth out of his head; man always needs primary data. God has given to man truth about God, truth about man, truth about the universe, and truth about how all things stand in relationship to each other. This is content full knowledge which man desperately needs. The knowledge of God's truth makes a difference both practically and normatively. Practically as man attempts to control reality; normatively as man attempts to live the good life and to be what he should be and act as he should act.

The Bible - the Old Testament and the New Testament is the Word of God. Being the Word of God the Bible is infallible and is inerrant. The Bible is God's communication of propositional truth to man. The Bible is truth, which God guarantees.

Man and the universe are defined and interpreted by God. All of life is what God says it is. The reality of every area is properly investigated and understood only through the perspective of the Word of God - the Bible.

Within the framework of the foregoing assertions of a Christian life and world view, Covenant Christian Academy's philosophy of education emerges.

What was man made for? He was made to know God. What aim should man set for himself in life? His aim should be to know God. What is the best thing in life, bringing more joy, delight, and contentment than anything else? The best thing in life is the knowledge of God.

What is wrong with man? Sin is what is wrong with man. A sin evokes the wrath of God. Sin is the basic evil from which man needs deliverance. Man's relationship with God is broken because of sin.

What is the prescription for putting man right? Jesus Christ, Son of God, Savior. God loved the objects of his wrath so much that He gave His own Son to the end that He, by His blood, should make provision for the removal of God's wrath. God hath laid on Christ the iniquity of us all. We have peace with God through Jesus Christ or Lord. Man's relationship with God is made whole because of Christ.

How shall a redeemed man live? A redeemed man should live under the Lordship of Jesus Christ, empowered by the Holy Spirit.

Once we know the purpose of a man's life, once we know what is wrong with man, and once we know how a man can be put right, we can proceed to fit the man for living the abundant life. This is the task of Christian education.

In summary, the mission of Covenant Christian Academy is to present the whole truth for the whole of life under the Lordship of Jesus Christ for the Glory of God.

## **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God. (II Timothy 3:15, II Peter 1:21)

2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ. (John 10:33)  
 His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)  
 His sinless life (Hebrews 4:15, Hebrews 7:26)  
 His miracles (John 2:11)  
 His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Hebrews 2:9)  
 His ascension to the right hand of the Father (Mark 16:19)  
 His personal return in power and glory (Acts 1:11, Rev. 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit from salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:9, Phil 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Cor. 3:16, I Cor. 6:19-20, Eph. 4:30, Eph. 5:18)
8. We believe that man was created in the image of God and defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
9. We believe from the moment of fertilization until natural death, every human life is sacred because every human life has been created by God, in His image and likeness. The right to life and physical integrity of every unborn human life is inviolable- it is not a concession made by society or the state, but is instead inherent to the unborn human life by virtue of its creation in the image of God. (Genesis 1:26-27, Isaiah 44:1-2, Exodus 20:13, Psalm 139:13-16)

## The Matthew 18 Principle for Solving Problems

A Christian school is made up of people - students, teachers, administrators, and parents. Like any other group, the potential for misunderstanding, disagreements and even wrongdoing are present. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. By this all men will know that you are my disciples, if you love one another."

Due to our human nature we may at times have irritations, misunderstandings or strong disagreements. In Matthew 18: 15-17 Jesus gives His formula for solving person-to-person problems. The following are the words of Jesus:

"If your brother sins against you, go and show him his fault, just between the two of you." If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

There are several clear principles that Jesus gives us in this passage concerning solving people-to-people problems.

Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape." (Proverbs 11:9)

Keep the circle small. "If your brother sins against you go and show him his fault, just between the two of you." The first step and most often the only step needed in solving a personal problem is for one of the two people involved to initiate a face-to-face dialogue.

Be honest. It is important to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Wounds from a friend can be trusted." (Proverbs 27:6)

Be forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently." Forgiveness and restoration are the normal, happy conclusions.

Most problems are solved at the two people level. However, if the individual will not "hear" you, or openly disagrees with your version of the problem, you move to the next step of the Matthew 18 principle.

For example, as a parent in our school, if you are unhappy with a teacher because you believe your child is being treated unfairly, meet with the teacher and talk together. If you are not satisfied with the outcome of your discussion, the next step in the Matthew 18 Principle would be for the parent and the teacher to share the matter with the Principal. Jesus said, "Take one or two others along, so that every matter may be

established...". Both the parent and the teacher must discuss their concerns about the issue or issues with the Principal. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also be willing to receive reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.

If a solution is not agreed upon among the parent, teacher, and Principal, this group shall meet with the Board. Each person should share his/her concerns with the Board. And after prayer and discussion, hopefully a solution acceptable to all parties will be reached, and restoration will be forthcoming.

It is estimated that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level, which include the school's administration. This leaves a 2% to be resolved at the level of the school board. The board represents the church, or church community. If a problem has not been resolved by the previous actions the principal will explain the problem to the chairman of the school. Depending upon the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present and discuss the problem with him. If there is still no resolution, the board chairman may request that all parties present the issue(s) to the school board.

The goals of the board are 1.) A clear understanding of the problem 2.) Solving the problem; 3.) Reproof and correction if necessary; and 4.) Forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administration. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion, moved upward in the school's organizational structure. This is the Biblical way of solving people-to-people problems.

Matthew 18 Principle shall also be applied by board members in the same manner. Problems or concerns should first be shared with the Principal. If unresolved, the matter should be discussed with the school board committee having responsibility for the area concerned, and finally, if satisfaction has not been reached, the issue should be brought before the entire board. As stated, keeping the matter confidential, the circle small, being straight forward and forgiving is the formula Jesus gave us.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods to the extent of solving school problems are inconsistent with these principles. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. This is not possible if all parties follow the Matthew 18 Principle of solving school problems.

## **Conflict Resolution Form**

**The policy of the Covenant Christian Academy regarding confrontation and conflict resolution will reflect a Christ centered and an authoritative Biblical approach. Based on this policy the goals of the Conflict Resolution Policy will be to:**

1. Prayerfully and carefully examine the factual basis for any disagreement.
2. Examine our hearts and motives, before God prior to addressing an issue with a brother or sister.
3. Be confident that we are not working from a self-centered or defensive posture, but that we are, out of love, bringing an issue to a brother or sister, which will help and strengthen them as well as restore unity to the body.



4. Approach the situation with the scriptural knowledge necessary to correctly handle disputes among Christians.
5. Follow the scriptural guidelines (i.e. Matt. 18) for conflict resolution within the body.
6. Accept God as the ultimate authority for the outcome of the confrontation.
7. While our Conflict Resolution policy grants discretionary judgment to the Principal and Board President at specific points in the process, you may make a final appeal to the full Board of Directors after the formal process has been completed.

In order to document your concerns, please complete the following:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

1. Who has been most directly involved in this dispute \_\_\_\_\_
2. Have you gone to this brother or sister one on one? \_\_\_\_\_
3. If so, when? \_\_\_\_\_
4. Have you read Covenant Christian Academy's Conflict Resolution Policy \_\_\_
5. Please outline the specific details of your concerns and describe the steps you have already taken to seek resolution of the problem on a separate piece of paper.

Covenant Christian Academy  
 4201 N Ware Rd  
 McAllen, TX 78504

**AHERA Notification to Parents, Guardians and Employees**

In accordance with 40 CFR Part 763 of the Asbestos Hazard Emergency response Act (AHERA) Section 763.93 pertaining to the Asbestos-in School Identification and notification rule, the Covenant Christian Academy district hereby notifies all concerned parties of the availability of the Asbestos Management Plan of the District.

The plan and a copy of inspections and assessments are available for review during office hours, Monday through Friday, in the main office. Should any interested parties desire to view the plan, please contact the Principal. The Management Plan includes inspection and physical assessments

reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and a program for regular surveillance of asbestos-containing materials. Every three years, an accredited inspector will conduct an inspection of all known or assumed asbestos containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff and visitors. Uncontrolled asbestos contamination in buildings can be a significant environmental and health problem. In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials, and to take appropriate actions to control the release of asbestos fibers.

As required by 40 CFR Part 763.92, a six month periodic surveillance will be conducted to check the condition of asbestos-containing materials, and to determine if any action is needed. The Asbestos Management Plan will be maintained continually and notification of the availability of the plan will be issued each year.

## **Covenant Christian Academy**

### **2023-2024 Faculty and Staff**

#### **CCA Office Staff**

Head of School	Milton Gonzalez
Elementary/Middle School Principal	Maria Bridwell
Preschool Coordinator	Diana Bivens
Financial Officer	Marianne Larson
Administrative Secretary/Admissions	Julie Thornton
Front Office Secretary	Jennifer Vega

#### **CCA Staff**

Security  
Maintenance  
Maintenance

David Gonzalez  
Troy Williams  
Jennifer Clark

## **Pre-School Staff**

- |     |               |                  |
|-----|---------------|------------------|
| 1.  | K2 Teacher    | Samatha Oldham   |
| 2.  | K2 Teacher    | Blanca Diego     |
| 3.  | K3 Teacher    | Britnney Cavazos |
| 4.  | K3 Teacher    | Michelle Montano |
| 5.  | K4 Teacher    | Eva Weller       |
| 6.  | K4 Teacher    | Victoria Ramirez |
| 7.  | Assistant     | Diana Ozuna      |
| 8.  | Assistant     | Yoana Haltmar    |
| 9.  | Assistant     | Paulina Razo     |
| 10. | Assistant     | Claudia Vazquez  |
| 11. | Assistant     | Flor Bastida     |
| 12. | Assistant     | Andrea Pena      |
| 13. | IT Department | David Gonzalez   |
| 14. | Music         | Tina Coddington  |
| 15. | PE            | Mario Molina     |

## **Covenant Christian Academy Preschool Staff and Teacher EMail Addresses**

### **CCA Office Staff**

Milton Gonzalez  
Maria Bridwell  
Diana Bivens  
Marianne Larson  
Julie Thornton  
Jennifer Vega

mrg@ccamcallen.com  
msbridwell@ccamcallen.com  
msdiana@ccamcallen.com  
mslarson@ccamcallen.com  
msjulie@ccamcallen.com  
msjennifer@ccamcallen.com



# **Covenant Christian Academy School Song**

**We stand for what is right and true  
We stand for victory  
For God is our eternal light  
His light for all to see**

**The colors we wear gold and blue  
Will always dare to show  
Of our highest call to life  
In Him that we should know**

**The thing that we hold close and dear  
To make our visions True is  
To always have the mind of Christ  
We of the Red Gold and Blue**

*Written By Dean McNallen*



## CCA Crest Symbols

	Sword	A Standard; The Truth; The Sword of Faith; The word of God <i>Eph 6:17</i>
	Doves & Olive Branches	Hope and the belief that God keeps his promises <i>Gen 8:8-11</i>
	Shield	Shield of Faith <i>Eph. 6:16</i>
	Crown	God's Established Kingdom <i>Isaiah 9:6-7</i>
	3 Books	Wisdom; Knowledge; Understanding <i>Prov.1:1-7</i>
	Cross	Sacrifice, Obedience <i>Phil. 2:5-11</i>
	Tree	Like a Tree, grounded & planted, in the word of God <i>Psalm 1:3 Jer. 17:7-8</i>
	Banner of Excellence	Striving for Excellence in all that we do <i>Phil.1:9-10</i>

# **Bible Pledge**

**I pledge allegiance to the Bible God's Holy Word. I will make it a lamp unto my feet and I light unto my path, I will hide its Word in my heart that I might not sin against God.**