



COVENANT

CHRISTIAN ACADEMY

2025-2026 MIDDLE SCHOOL STUDENT - PARENT HANDBOOK

Covenant Christian Academy

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

**Middle School Hours
8:00 am - 3:50 pm**

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Table of Contents

Section 1 - Introduction

- 1.1 Philosophy and Purpose
- 1.2 Christian Education Distinctive
- 1.3 CCA Faculty and Staff
- 1.4 Governing Body
- 1.5 Board Meetings
- 1.6 Mission Statement
- 1.7 Vision Statement

Section 2 - Academic Programs and Related Issues

- 2.1 Introduction
- 2.2 A Biblical View of Life
- 2.3 A Planned Program
- 2.4 Promote the Development of Higher Order Thinking Skills
- 2.5 Semester Examination
- 2.6 Extra Academic Credit
- 2.7 Arrival and Dismissal Times
- 2.8 Transportation Arrangements
- 2.9 Tuition

Section 3 - Attendance Information

- 3.1 Attendance Procedures and Issues
- 3.2 Attendance - Middle School
- 3.3 Leaving During the School Day
- 3.4 PE Attendance
- 3.5 Tardy Issues and Procedures

Section 4 - Academic Information

- 4.1 Academic Evaluation and Standards
- 4.2 Grading Principles
- 4.3 Grading System
- 4.4 Report Cards
- 4.5 Progress Report
- 4.6 Honors Program Criteria
- 4.7 Achievement Awards / Special Recognition and Honor Roll
- 4.8 Homework Philosophy and Guidelines
- 4.9 Agenda
- 4.10 Late Assignments
- 4.11 Retesting
- 4.12 Exemption of Finals
- 4.13 Special Academic Alert to Parents
- 4.14 Academic Probation
- 4.15 Retention
- 4.16 Promotion and Retention
- 4.17 Parent-Teacher Conferences
- 4.18 Achievement Testing
- 4.19 Student Records
- 4.20 Student Withdrawals
- 4.21 School Supplies
- 4.22 Tutors

- 4.23 Activity Fee
- 4.24 Student Leadership
- 4.25 Textbooks

Section 5 - Conduct and Discipline Standards

- 5.1 Introduction
- 5.2 Philosophy
- 5.3 Manners
- 5.4 Conduct Expectations
- 5.5 Expected Behavior
- 5.6 Disruptive Behavior
- 5.7 Minor Offenses
- 5.8 Consequences for Minor Offenses
- 5.9 Major Offenses
- 5.10 Consequences for Major Offenses
- 5.11 Responding to Disruptive Behavior
- 5.12 Cheating
- 5.13 AI Cheating & Academic Integrity Policy
- 5.14 Potential Discipline Responses
- 5.15 Levels of Discipline
- 5.16 Middle School Merit System
- 5.17 Bullying Prevention Policies and Procedures
- 5.18 Property Searches
- 5.19 Student Lockers
- 5.20 Cell Phone/Personal Electronic Device Policy
- 5.21 No Expectation of Privacy (Electronic Device)

Section 6 - Personal Appearance and Uniform Regulations

- 6.1 Uniform Standards
- 6.2 Uniform Schedule
- 6.3 Friday Shirts
- 6.4 Free Dress Days
- 6.5 Purchasing Uniforms
- 6.6 Boys' Grooming and Uniform Standards
- 6.7 Girls' Grooming and Uniform Standards
- 6.8 P.E. Uniform
- 6.9 Cold Weather Policy
- 6.10 Backpacks and Lunch Containers

Section 7 - Student Services and Activities

- 7.1 Library
- 7.2 Lost and Found
- 7.3 School Office Hours
- 7.4 Change of Address and Telephone
- 7.5 Emergency Closing
- 7.6 Telephone Policies
- 7.7 Student Pictures
- 7.8 Field Trips
- 7.9 Overnight Field Trips
- 7.10 Chapel Services

- 7.11 After School Care Program
- 7.12 Discipline Standards in After School Care

Section 8 - Holiday and Party Information

- 8.1 Holiday Statement
- 8.2 Student Birthdays
- 8.3 Teacher Birthdays
- 8.4 Principal's Birthday Club

Section 9 - Health and Safety Policies

- 9.1 Immunization Requirements
- 9.2 Illness/Communicable Disease
- 9.3 Special Health Needs
- 9.4 Medication Policy
- 9.5 Safety Factors Regarding Medication
- 9.6 Accidents and Illnesses
- 9.7 Emergency Drills

Section 10 - Parental Involvement

- 10.1 Parent Visitations
- 10.2 (VIP's) Very Involved People
- 10.3 Responsibilities of Parents
- 10.4 Use of Alcoholic Beverages/Tobacco Products at School Functions

Section 11 -Fundraising

- 11.1 Fundraising Participation
- 11.2 Donations
- 11.3 Memorial and Honorarium Gift Programs

Appendix

- Appendix A: Faculty and Staff
- Appendix B: Faculty and Staff Email Addresses
- Appendix C: CCA Board Members
- Appendix D: Parental Agreement
- Appendix E: Statement of Faith
- Appendix F: The Matthew 18 Principle
- Appendix G: Conflict Resolution Form
- Appendix H: School Song
- Appendix I: Crest Explanation
- Appendix J: Pledge to the Bible
- Appendix K: AHERA Notification to Parents, Guardians and Employees

Section 1 - Introduction

1.1 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 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.

1.2 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 man 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.

1.3 CCA Faculty and Staff

A basic premise 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.

1.4 Governing Body

Covenant Christian Academy was established in 1995 as an independent Texas non-profit corporation. Covenant Christian Academy is governed by a Board of Directors composed of up to nine voting members, who set policies, establish annual budgets and plan for future growth. Board Members are appointed to a three year term. Board Member Election is based on the following criteria:

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

1.5 Board Meetings

Meetings of the Board are usually held at noon on the third Thursday of each month. Parents are welcome to attend a meeting however a written request must be submitted on the Monday prior to the scheduled board meeting. The Board will then schedule a time to meet with the parent (s) at the following month's scheduled meeting. Any suggestions for board discussion are asked to be given in writing to the Department Principal on or before the Friday preceding the Thursday meeting. The Board reserves the right to retire to "Executive Session" when dealing with sensitive fiscal and/or personnel matters.

1.6 Mission Statement

Covenant Christian Academy is committed to equip learners for excellence, embrace biblical worldview principles, and empower servant leaders for Christ.

1.7 Vision Statement

Using Biblical principles to produce excellence in every area of life.

Section 2 - Academic Program and Related Issues

2.1 Introduction

This is our Father's world. All of life is sacred; nothing is secular. All truth is God's truth. 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 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.

2.2 A Biblical View of Life

The one distinguishing mark of a 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 core 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.

2.3 A Planned Program

In order for a school to be truly effective, its philosophy, objectives, materials, methodology, technology and its forms of evaluation must be carefully planned. At Covenant Christian Academy such planning will begin in Pre-K2 and extend through 12th 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.

2.4 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.

2.5 Semester Examination

A semester exam schedule for Social Studies, Math, Science, Bible and English Language Arts (ELA) will be posted prior to the completion for each semester. Spanish may also be included in the semester exam schedule. These exams are intended to improve and enhance the sequence of student learning. Through a semester exam, both student and teacher will be able to monitor the learning that has occurred in the semester. The semester exam will be a culminating activity which will bring closure to the semester work and which can be used as one measure to predict success in the next semester of work. These exams will be figured as 10% of the semester grade.

Exemption requirements will be evaluated by teachers and communicated to the parents prior to the examination. Requirements can include exceptional grades, conduct, attendance and other academic areas deemed important by the administration and faculty. This policy is a great motivator for high academic achievement and good behavior.

2.6 Extra Academic Credit

Extra credit may be given at the discretion of the teachers. When it is used, it must be planned as part of the instructional process. The objective for incorporating extra credit is to provide an additional incentive to excellence, stretching students to greater heights of scholarship. Given this objective, extra credit should provide deeper exploration of the subject area and cause students to engage in higher order thinking skills.

The following standards will govern the use of extra credit:

- The cumulative effect of extra credit cannot exceed 5% of the grade for a nine-week grading period.

2.7 Arrival and Dismissal Times

Classrooms Open

7:45 a.m.

Tardy bell Rings

8:00 a.m.

Classes Dismissed

3:50 p.m.

Dropping off, Parking and General Rules

The following are general rules essential for the safety of the children:

- Students arriving at 7:45am should report directly to their classroom.
- Always cross the circular drive at the crosswalk.
- All students arriving after 8:30 a.m. should report to the Front Office for a tardy pass.
- **No student may be dropped off earlier than 7:20 a.m.**
- Students must be ready to exit the car upon arrival at unloading zones.
- The speed limit is 5 M.P.H. in the carpool lane.

- **Passing cars and backing up in any car pool lane is prohibited.**
- If any carpool students 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.
- **Please do not park or leave cars unattended in the carpool lane!!!**
- It is imperative for the safety of our children that cars are never left unattended with the motor 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.
- **Cell phone use is prohibited in the carpool lane.**

2.8 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 the first week of school. Each family must fill out the transportation form for school records. All students will go home with their assigned carpools unless the teacher receives a signed note from parents stating alternate arrangements.

If an emergency arises, please call the school office and leave instructions for your child.

No student will be allowed to leave the school at any time except with his/her parent or carpool, unless prior arrangements have been made with the school. Students will not be allowed to use the telephone to make after school plans. These arrangements must be made in advance. 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.

2.9 Tuition

Tuition should be paid in 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 1st and the second payment is due by December 1st.
- 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 semester 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 for failure to pay tuition and/or may not allow students to attend classes until account is cleared. After two months of delinquency the student may be suspended from attending classes.

CCA will charge a \$30.00 return check fee for all returned checks.

Section 3 - Attendance Information

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. Any pattern of absences which totals more than 10% of the instructional time in any grading period is cause for serious concern and could lead to academic loss of credit.

3.1 Attendance Procedures and Issues

The teacher shall notify parents in writing when a child has accumulated 3 absences in any grading period. When a child has accumulated 5 absences in a semester, a conference with the parents will be arranged by the Department Principal.

Teachers will provide students with an opportunity to make-up work which was missed during an absence. Such make-up work must be completed, and the initiative for commencing and completing the make-up work rests with the student. Students are given the same number of days to make up work as the number of days missed.

When parents are aware of special problems concerning their children which are of a continuing nature and are related to patterns of absence, the parent must apprise and provide documentation to the school of the special nature of the problem in order for school authorities to arrange alternative educational experiences which insure that minimum course requirements are met.

The school will not grant an excused absence to events in which the school does not have a vested interest as determined by the Department Principal.

The school recognizes that some family related events of an unusual nature might impact school attendance. Please contact the Department Principal in advance when such special circumstances occur.

If a student is absent a single day that a test is given and is aware of the test, he/she has to take the test the next school day.

If a student is absent a single day before a test is given and is aware of the test, but attends the day of the test, he/she is required to take the test.

If a student misses part of a school day that includes a test, he/she must take the test on the first day he/she is back.

If a student is absent several days that include the day the test was announced and the days to study for the test, he/she will take the test during the make-up work days period.

3.2 Attendance - Middle School

Attendance should be taken every class period, every day, at the beginning of class, and posted in FACTS by the teacher. A student who is not in class or misses more than 15 minutes of any part of a class period is considered absent either excused or unexcused. A student who is out of class due to a school-sponsored activity is not considered absent. Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, and to build new learning on previous learning. However, there are circumstances such as illness that require a student to miss class. Excessive absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

General

- For an absence to be excused: a) absences must be due to illness, medical or dental appointments (documentation required from medical facility), attending a funeral (2 excused absences maximum), or College Days (2 excused absences maximum) and b) students must follow up with teachers and complete any missed assignments.
- In the case of illness, it is the responsibility of the parents to notify the school before 10:00 AM each day of the illness. A student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Parental communication with the Department Principal will be required.
- Whenever possible, doctor's appointments should be scheduled for after school hours. If an appointment is necessary during school hours, a parent call or note should be submitted prior to that appointment. Recurring appointments should not be scheduled during the same class period. Students will not be permitted to leave campus without parental contact with the office. A doctor's excuse will be required upon return to school or the absence will be unexcused.

3.3 Leaving During School Day

Please minimize the need for early release of your middle school student. A student that misses 15 minutes or more of any part of the class period will be considered absent. 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 main office, sign the checkout sheet and office personnel will call for the student. 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 a picture identification. No student may leave the CCA campus without school and parental permission. 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.

If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be during students' lunch time.

3.4 PE Attendance

To be excused from Physical Education activities for any one-day, a student must have a dated note from home. In order to be excused from PE activities for an extended length of time, a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperative period. **Those students excused from P.E. are still required to attend class.**

3.5 Tardy Procedures and Issues

Regular attendance and punctuality to class are essential to success in school. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to school and to each class every day.

Classrooms open at 7:45am allowing children to get ready for their day. Students are to be at school and in class before 8:00am. **Students are tardy when the 8:00 bell rings** and they are not in class. All students arriving after 8:30 a.m. should report to the School office for a pass. Excessive tardiness could affect student performance.

- Tardiness is defined as arriving after the bell rings.
- Students late by more than 15 minutes will be considered absent.
- Teachers should close and lock doors when the bell rings. Students who arrive tardy after 8:30am to class must report to the front office for a tardy pass. Students are allowed to accumulate 5 tardies each semester, without penalty
- A detention will be issued for the 6th and subsequent accumulated tardy.

Section 4 - Academic Information

4.1 Academic Evaluation and Standards

Evaluation in education is the continuing process of gathering and weighing evidence that reveals achievement and behavior of pupils as they progress through school. Since education deals with the total growth of the student, pupil progress reports will be used as an aid in analyzing and evaluating such growth. Grading is a process that should entail cooperative assessment of student's achievements by the teachers.

The educational program of Covenant Christian Academy should challenge the student to achieve his or her maximum potential.

4.2 Grading Principles

To implement the preceding philosophy, these basic grading principles are to be followed:

- Students shall be graded in actual achievement in relation to the criteria established by the school.
- The teacher is responsible for keeping an official record of grades, attendance, punctuality, conduct, and effort.
- Upon request of any parent, the teacher shall interpret the methods utilized in evaluating the student's progress and achievement.
- The parent and student shall be notified of the student's progress at regular intervals.

4.3 Grading System

A	90-100	Indicates excellent achievement
B	80-89	Indicates above average achievement
C	75-79	Indicates average achievement
D	70-74	Indicates below average achievement
F	69 or below	Indicates failing
E	Excellent - - Superior effort and/or very positive attitude	
S	Satisfactory - - Good effort and a positive attitude most of the time	
N	Needs to improve	
U	Unsatisfactory - - General attitude and effort is unacceptable	

The following categories are used in the gradebook to calculate the quarter grade:

Tests	=	40%
Quizzes	=	25%
Daily Grades	=	35%

4.4 Report Cards

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

4.5 Progress Reports

Parents will receive a progress report weekly by email generated through Renweb.

4.6 Honors Program Criteria

Students will have the option to take honors courses for ELA and Math. Students with an 80-semester average along with a standardized test score in the 40th percentile for those courses will be recommended for the honors program. In order to remain in the honors program a student must maintain an 80 semester average in all honors courses.

If a student does not meet the criteria for the honors program they (along with their parents) may submit an appeal to the department principal to determine placement in the honors program.

4.7 Achievement Awards/Special Recognition and Honor Roll

At the end of year, students with outstanding scholastic, attendance and conduct records will receive special recognition at an award ceremony and by having their names placed on the Honor Roll as follows:

Achievement Awards/Special Recognition (1st-12th)

Principal's List: All "A"s in all subjects and all E's in specials, conduct and Work habits *

A Honor Roll: All "A"s *

A-B Honor Roll: All "A"s and "B"s *

B Honor Roll All "B"s *

Good Samaritan Recognition for all "E"s in conduct *(excludes Spanish academic grades)

Christian Character/Virtue Award

Sports Awards

Awards will be given at the end of year awards ceremony and based on the final grades.

4.8 Homework Philosophy and Guidelines

Covenant Christian Academy believes that homework plays an important role in the education of each child. Academic reasons for homework include providing practice in needed skill areas and reinforcing concepts presented in class. Homework will be assigned by teachers according to the abilities and needs of the students. Our homework requirements are balanced, not oppressive. On the average, the maximum time for all homework on any given evening should not exceed two hours.

- No homework will be assigned on Wednesdays.

4.9 Agenda

Students will use Google Classroom and Calendar to view:

- Homework assignments
- Test Dates

- Projects and other due dates

4.10 Late Assignments

All assignments must be turned in on their due date. Late assignments* will be treated in the following manner:

- 1st day late - 10 points off
- 2nd day late - 20 points off
- 3rd day late - 0 will be given, however the assignment must still be turned in.

**Teachers may reserve the right not to accept late assignments. Students will be notified ahead of time.*

4.11 Retesting

If a student earns below a 70 on a test, he/she will be eligible for a retest. Retest will be given on the teacher's designated free tutoring day. The highest grade earned on a retest is a 70. A student may only retest twice per subject per nine (9) weeks.

4.12 Exemption of Finals

Middle school students may qualify for exemptions for final exams through a combination of excellent conduct and academic merit.

- Students are eligible to be exempt from three exams each semester.
- Students must be passing ALL subjects to be eligible for exemption.

Final Exam Behavior Expectations

All students will lose the privilege of exempting exams if any of the following occurs related to conduct:

- Accumulation of more than 2 detentions for the semester
- Suspension from school for any reason
- The student commits a cheating or plagiarism infraction in any class

Academic Merit

As a reward for academic excellence, a student may choose to exempt 3 semester exams, depending on the student's grade level, provided he or she meets the following criteria:

1. The student must have a semester average of 95 or better in the class he/she wants to exempt.
2. The student must not have more than 5 ***unexcused*** absences in the class he/she wants to exempt.

3. The students must end the semester with 95 or more merits.

4.13 Special Academic Alert to Parents

Parents will be notified if a student demonstrates unsatisfactory academic performance. A copy of the notice will also be sent to the Department Principal and Academic Coordinator.

"Unsatisfactory work" is defined as:

1. A sudden and sustained drop in academic performance,
2. An average grade of "D" or below in any subject, and/or
3. Failure to complete assignments.

"Notice" may include a written report (such as a deficiency or progress report), a letter, or communication through a phone call or in-person meeting with the parent(s).

4.14 Academic Probation

Students who do not maintain a "C" average will be placed on academic probation for 4 to 6 weeks. They will be required to receive weekly tutorial assistance and be ineligible for extracurricular activities such as sports and other activities as determined by the Department Principal. During that time there will be conferences, and progress reports will be sent home as needed. An academic plan will be determined by the Department Principal.

4.15 Retention

Occasionally it is recommended by the Department Principal and the teacher that a student be retained in a specific grade for a second year. Such a recommendation is only made after careful evaluation of the child's academic performance and meeting with parents. The final decision belongs to the Head of School.

A child may be retained based on the following criteria:

- Academic average in two core classes of 69 or lower.
- Excessive absence
- Low performance on the yearly norm-referenced assessment
- The combined judgment of the teachers and the administration indicate that retention would serve the best interest of the student.

4.16 Promotion and Retention

Students in the 6th – 8th grade must pass all "core" courses (English, Social Studies, Math, Science, and Bible) with a grade of 70 or above. Students who fail two or more "core" courses for the year must participate in a school approved summer program and satisfactorily pass any classes the student fails. Otherwise, students may repeat the grade level again.

4.17 Parent – Teacher Conferences

Parents are encouraged to schedule a conference with their child's teacher any time there is an issue that needs to be discussed. Parents are also encouraged to communicate with the teacher by Class Dojo message or via email any time there is a question or concern. 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 Head of School or Department Principal are also available for conferences; however, parents should follow the appropriate chain of command and speak with the teacher first.

4.18 Achievement Testing

A norm-referenced test and a Comprehensive Intelligence Assessment will be administered in the spring of each school year. All students are required to be present for testing. In the event of an unexcused absence, parents are responsible for the fees involved in hiring someone to administer the test to their child/children when they return. Complete results are given to parents as soon as they are available.

4.19 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.
3. All records will be reviewed or inspected in the presence of the child's teacher or a school administrator so that proper explanation can be given.
4. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to insure 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.
5. 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 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 records if desired and have an opportunity for a hearing concerning the contents of the records as stipulated in number four. Verification must be received that the student has in fact applied to that school.

4.20 Student Withdrawals

Withdrawals are not official until the withdrawal form has been completed and accepted by CCA personnel. No cumulative records will be forwarded until the withdrawal form has the approval of the following offices or persons:

- | | | |
|----|----------------------|----------------------|
| 1. | Department Principal | Final Approval |
| 2. | Teacher | Textbooks |
| 3. | Librarian | Library Books |
| 4. | Bookkeeper | Outstanding Balances |

A student's records can be withheld if the tuition is not paid in full.

4.21 School Supplies

Each student is provided a supply list prior to the beginning of the school year. Students are required to provide their own pencils, pens, paper, notebooks, and any other supplies and materials that may be needed from time to time by individual teachers.

4.22 Tutors

Each teacher designates an hour of free tutoring on a designated day each week. Some CCA teachers are available for after school tutoring beginning at 3:45 p.m. and ending no later than 5:15p.m. To be fair to our staff and respect their time during after school hours, CCA has established a fixed rate of \$20.00 per hour for additional on campus after school tutoring. Tutoring shall be individualized (one student at a time). In order for CCA to be in alignment with accreditation standards homeroom teachers may not tutor their own students as it poses a conflict of interest. Teachers, with the department principal's approval, shall recommend a tutor to assist the student.

4.23 Activity Fee

In an effort to eliminate the need for collecting small fees throughout the school year, we have consolidated several fees into one. These fees consist of but are not limited to field trips and activities.

4.24 Student Leadership

A student is eligible if he or she has at least a “B” average in each class. After 3 detentions, or any suspension, continued leadership becomes subject to administrative review, which may result in removal from the leadership position. Leadership positions include, but are not limited to: Worship Team, NJHS, Class Leadership.

- NJHS Membership Criteria – To be eligible for membership, students must have been in attendance at CCA for at least 1 semester and currently attending full time. Students must have a cumulative GPA of at least 3.5, 90 or more merits and a role or responsibility. A student placed on academic or behavior probation will be removed from membership in the NJHS.

4.25 Textbooks

Students are responsible for all textbooks issued to them by the school. A charge will be assessed for any damaged or lost textbooks, billed through FACTS.

Section 5 - Conduct and Discipline Standards

5.1 Introduction

Covenant Christian Academy seeks to follow the Biblical principle of Prov. 22:6 “Train a child in the way he should go, and when he is old he will not turn from it.” We are guided in our social interaction with children by the basic truth that the reverent and worshipful fear of the Lord is the beginning principle and choice part of knowledge. Therefore, our chief aim in school discipline is to confront the errant student with the standard set forth in the Scriptures in order to bring about repentance and cheerful submission to the Word of God. Our goal in discipline is not punishment, but correction, instruction and training in righteousness that as Christians we might be complete, unto every good work. 2 Timothy 3:16-17

Covenant Christian Academy teaches our students to speak the truth in love. Our policies are founded on confession of wrongdoing and forgiveness. In discipline, we will go to the Word of God. This spirit elevates the fear of God into predominance over the fear of man.

Appropriate to a child’s maturing years, we teach them the following principles as guides to acceptable social interaction:

- The Lord Jesus Christ is our example of the life perfectly lived. Under the power of the Holy Spirit, we seek to follow in Him.

- We will consider others first, rather than ourselves.
- We will regard our physical body as the temple of God, dedicated to Him.
- We will avoid deliberate confrontations with temptation.
- We will not engage in behavior in which there is danger of addiction.
- We will be good stewards of time - a trust committed to us.
- We will search the Scriptures daily to identify Biblical principles that assist us to please the Lord in thought, word and deed.
- Good manners and a high standard for behavior are taught from the first year a student enters CCA.

5.2 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.

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

5.3 Manners

Good manners are appropriate and expected at all times. The staff will focus on manners and respect 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."
- Do not talk when someone else is talking, or during a presentation or program.
- Treat teachers and fellow classmates with respect.
- Do not throw trash on the ground and pick up trash on campus when you see it.

- 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.
- Do not run in the gym building, unless you are participating in a gym activity.

5.4 Conduct Expectations

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

- Students will conduct themselves in a respectful and orderly manner to faculty, staff, visitors and other students.
- Students must strive to keep school grounds, playground, classrooms, hallways, restrooms, and lunchroom clean. Trash must be placed in trash cans provided.
- Students will attend class with appropriate books, materials, and equipment, and will turn in assignments on time.
- Students must help keep property in good repair by never defacing it, and reporting anything that is damaged or lost.
- Students will not bring to school materials such as cameras, communication or electronic devices and other materials that may be a distraction to the learning process. These devices will be confiscated and kept in the school office. Parents will be required to pick the item up in the office.
- Students and parents will clean or make restitution to any damaged or defaced property.

5.5 Expected Behavior

Students are expected to be in the proper place, at the proper time, and properly prepared to receive instruction. The following list is illustrative of reasonable classroom expectations:

- Be seated quietly in your chair waiting for the teacher's instruction.
- Speak when properly recognized by the teacher.
- Bring books, pens, paper, pencils, homework, etc., to class.
- Maintain cleanliness around your desk.
- Listen carefully to a teacher's instructions.
- Be on time.
- Eating and drinking are permitted only in designated areas and at designated times. Students may not eat or drink during classes. Students may only bring water in clear bottles or reusable containers into the school property. Keep your hands to yourself.
- Chewing gum is never permitted on the school grounds.
- Students are NOT to be in the building before or after the designated time without permission from the office. Students should never enter a building, including the gym for P.E. where an adult is not present. All students must remain in assigned areas only.
- Shouting, loud talking, running, shoving, or horseplay in the building is not permitted.
- Weapons, matches, lighters, electronic smoking devices, knives or any articles pertaining to the use of drugs are not permitted on campus.
- Students are not allowed to sell anything to other students unless it is a school-sponsored sale.
- Students must respect the rights and property of others.

- Displays of affection are not appropriate within the classroom or on school property. By no means does this refer to the “wholesome hug” which has characterized this school from its earliest beginnings.

Teachers should communicate in writing to parents and students any additions to these “rules of the classroom” and the consequences.

5.6 Disruptive Behavior

Respect for self and others and respect for property are significant expectations for students at Covenant Christian Academy. Any behavior which reveals a lack of respect for self, and property is defined as disruptive behavior. Such behavior seriously impairs or severs social relationships. The following list of minor, serious, and major offenses is illustrative of disruptive behavior.

5.7 Minor offenses

The following is a list of behavior, which we deem unacceptable, yet not as serious as the major offenses. This list is NOT comprehensive, yet will give students and parents some guidelines as to our behavioral expectations:

- Neglecting to have parents sign required paperwork
- Neglecting to turn in homework
- Possession of nuisance items
- Dress code violations
- Any kind of disruptive behavior
- Failure to follow classroom rules
- Gum chewing on campus

Any minor offense, which is repeated numerous times, can then be considered a serious offense.

5.8 Consequences for minor offenses may include:

- Verbal reprimand
- Loss of privileges
- Special assignments or other duties
- Lunch detention

5.9 Major Offenses

Respect for self and others and respect for property are significant expectations for students at Covenant Christian Academy. Any behavior which reveals a lack of respect for self, and property is defined as disruptive behavior. Such behavior seriously impairs or severs social relationships. The following list is illustrative of disruptive behavior:

- Bullying
- Fighting
- Cheating/Lying

- Profanity
- Theft
- Being rude or disrespectful (Disrespect toward any Covenant Christian Academy staff member will not be tolerated)
- Verbal abuse (i.e. name calling, ethnic or racial slurs), derogatory statements
- Inappropriate use of computers and internet and/or mobile devices and technology
- Inappropriate language (i.e. using the Lord's name in vain, inappropriate or suggestive statements with sexual overtones, such as "Oh my God", "Freakin", "Crap", "You suck", "What the...") Phil. 4:9.
- Possession of books, magazines, or websites which do not support the Phil. 4:8 principle as determined by administrative decision.
- Destruction of school or personal property.
- Any persistent behavior which disrupts classroom teaching or school procedures.
- Any action which could cause harm to another student, the individual himself or faculty (i.e. throwing rocks, climbing on off limit structures, etc.)
- Unauthorized use of the elevator.
- Verbal or non-verbal actions of disrespect that mock members of the faculty and staff.
- Aggressive Fighting
- Carrying weapons capable of doing bodily harm.
- Leaving the school grounds or classroom without permission or by deception.
- Refusing to do assigned tasks or refusing to report to school personnel as directed.
- Possession of/or the use of alcohol, tobacco or illegal drugs.
- Conduct intended to subvert the morals of other students, including fornication, pornography and homosexual activity.
- Committing a serious breach of conduct away from school that has an adverse effect upon the testimony of the school including the inappropriate use of web media such as Facebook, Instagram, Tumblr, Snapchat, Twitter, YouTube, blogs, emailing, etc.

5.10 Consequences for major offenses may include:

- **In school suspension:** The student will do all classroom work in an isolated area for a specified period of time up to three days.
- **Off campus suspension:** Suspension may be imposed after other means to correct the student's behavior have been undertaken. However, in certain extreme situations automatic suspension may be imposed. The designated period of time for suspension may be from one to five days. A student who has been suspended from school may not participate in any school related functions during the period of suspension. The student will receive a "0" for all assignments not completed. All assignments are due upon returning to school.
- **Disciplinary Probation:** Occasionally, a student is placed on disciplinary probation. A conference with the parent, teacher, student and an administrator will be required at the beginning of the probation period. Disciplinary probation is for a maximum of one grading period (nine weeks). Students on disciplinary probation will not be permitted to attend off campus activities. The student's progress will be monitored on a weekly basis. Parents will be continually notified of their child's progress. A second conference will be scheduled during the middle of the probationary period. After a period of nine weeks,

the student's behavior will be evaluated and appropriate recommendations made. If the child has not improved to a satisfactory level by the end of the probationary period an extension may be given or the child may be expelled upon approval of the Head of School.

- **Behavior Contract:** Occasionally, a student is placed on a behavior contract. This contract includes the behavioral expectations for the student and the consequences if the expectations are not met. If the student breaks the contract through misbehavior, the consequences will include suspension and expulsion from the school.
- **Restitution:** All damaged property must be repaired or replaced.
- **Expulsion:** A student will be expelled from Covenant Christian Academy because of incorrigible behavior, which the administration deems unacceptable for CCA students (i.e. possession or use of any weapon, alcohol, tobacco, or drugs, blatant disrespect to the faculty.) If a student was suspended three times, he/she would be considered for expulsion. **All recommended expulsions are referred to the Department Principal whose determination in such matters is final.**

5.11 Responding to Disruptive Behavior

For any act of disruptive behavior, the student shall be sent promptly to the Principal's office.

The Principal will deal with each referral within the context of pastoral counseling and shall notify the parents by phone of the problem. In school suspension and suspension from school is a possible consequence for a given disruptive act. When a pattern of disruptive behavior is established or when a very serious event has occurred and the student fails to manifest Godly sorrow unto repentance, the student will be referred to the Department Principal for an expulsion hearing.

5.12 Cheating

Cheating hurts not only the student who is cheating but all other students who work honestly for their grades. Cheating is strictly prohibited and will result in appropriate disciplinary action taken by the department principal, which shall include a grade of "0" for the test or assignment on which cheating occurred.

5.13 AI Cheating & Academic Integrity Policy

At Covenant Christian Academy, we want our students to grow as independent thinkers and develop strong academic skills. While new technologies like Artificial Intelligence (AI) can be helpful learning tools, using them in the wrong way is considered cheating and goes against our values of honesty and responsibility.

What Counts as AI Cheating?

Students are cheating if they use AI to:

- Generate full or partial assignments (essays, math work, projects, etc.) and turn them in as their own.
- Copy AI responses word-for-word without understanding or giving credit.

- Use AI to answer test or quiz questions.
- Use AI to avoid doing their own reading, writing, or problem solving.

Consequences for AI Cheating

If a student uses AI dishonestly, consequences will be that the work receives a zero and the student redoes the assignment honestly. Parents are notified.

Our Expectation

We expect students to always:

- Do their own work.
- Ask teachers for help when confused instead of turning to shortcuts.
- Use technology wisely and responsibly, showing integrity in all schoolwork.

At CCA, we believe learning is more valuable than a grade. By being honest, students will build the skills they need for success in high school, college, and beyond.

5.14 Potential Discipline Responses

- Behavior contract
- Confiscation of prohibited item
- Constructive / special task - assignment
- Lowering of conduct grade
- In-school suspension 1-3 days
- Parent conference by phone or at school
- Privileges withdrawn
- Referral for counseling and/or evaluation
- Referral to Principal and/or Head of School
- Restitution
- Lunch Detention

5.15 Levels of Discipline

1. Each teacher should develop and enforce an approved discipline plan which is communicated to the parents and students. This plan shall include a graduated system of positive rewards and negative consequences.
2. If a student is referred to the administration, the administration will sanction a consequence that is appropriate to the offense.
3. If the student's behavior does not improve, the parents will be advised that the student faces a possible suspension of up to ten (10) days.
4. The administration has the authority to suspend a student for up to ten (10) days at any time if the severity of the student's actions warrants such. Students will receive a grade of

zero “0” on all daily work for the duration of the suspension. Tests and quizzes given during this time will be made up under the same conditions as an excused absence.

5. The administration has the authority to expel or withdraw any student at any time indicating the student's or family's incompatibility with the purposes and standards of Covenant Christian Academy.

5.16 Middle School Merit System

The merit system is a guide for discipline for grades 6th through 8th. It is our desire to help students learn to discipline themselves in order to have an effective and productive life. These guidelines are established to assist in the development of a godly character and a strong Christian testimony. It is our desire that the behavior and standards for our students will be complied with at school, home, and elsewhere.

Students begin each semester with 100 merit points. Inappropriate behavior will cause the student to lose merit points in accordance with their offense. After dropping below 100 points, students in 6th through 8th grade will be awarded 2 merit points for every 5 consecutive school days that merit points are not deducted for misbehavior.

Below is a list of those offenses covered by the merit system. This list is not meant to be all inclusive. The administration reserves the right to make the final decision concerning the assignment of any loss of merits for a student's behavior.

Offense:	1	2	3	4	5	6	7
<i>Tardiness*</i>	1	1	1	2	2	2	3
<i>Unprepared for class</i>	1	1	1	2	2	2	3
<i>Possession of nuisance items</i>	1	1	1	3	3	3	5
<i>Disruptive behavior in class</i>	1	1	1	3	3	3	5
<i>Dress code violation</i>	3	3	3	4	4	4	5
<i>Horseplay</i>	5	5	5	10	10	10	10
<i>Disrespect (of peers)</i>	5	5	10	10	10	10	15
<i>Inappropriate language**</i>	10	10	20	20	20	20	20
<i>Disobedience (willful)**</i>	10	15	20	20	20	20	20
<i>Disrespect (of adults)**</i>	10	15	20	20	20	20	20

<i>Lying (10-50)**</i>							
<i>Cheating (10-50)**</i>							
<i>Other serious / major offense (10-50)**</i>							
<i>Inappropriate acceptance of merit loss</i>	5	5	10	15	20		

*tardy in between classes

**loss of merits and office visit with administration

CONSEQUENCES/PARENT NOTIFICATION:

When a student reaches the following levels of merits, these procedures are followed:

90 merits & each loss of 10: the parents will be called/e-mailed and the student will receive lunch detention.

75 merits: the parents will be notified by letter/e-mail; one-day in-school suspension

50 merits: a student is placed on behavior probation (removal from all extra-curricular activities and NJHS class office) and parents are informed by telephone; parental conference with a member of the administration; two-day in-school suspension

25 merits: parents are contacted by administration; 3 day out of school suspension

0 merits: dismissal from CCA

5.17 Bullying Prevention Policies and Procedures

At CCA, we are committed to maintaining a safe learning environment for all students. Bullying is a serious issue that can have lasting negative effects on the well-being and academic success of those involved. As an educational institution, we prioritize the prevention and intervention of bullying behaviors, in accordance with the laws and regulations governing our school community. This section outlines our approach to address and combat bullying, providing a comprehensive overview for both parents and students.

Defining Bullying

Bullying is defined as any **intentional and repetitive behavior**, conducted by an individual or a group, that inflicts harm, either physically or emotionally, upon another student. It includes **actions such as physical aggression, verbal abuse, intimidation, exclusion, spreading rumors, and cyberbullying**. *It is important to note that bullying is a distinct form of behavior and differs from occasional conflicts or normal peer disagreements.*

Cyberbullying

"Cyberbullying" is bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic

mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. This includes:

- bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; or
- cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity.

Legal Framework

Our school operates within the legal framework established by state and federal laws to address bullying. These laws are in place to protect students and ensure their safety while fostering a positive learning environment. They mandate the implementation of proactive measures for prevention, clear reporting mechanisms, and appropriate disciplinary actions. By complying with these laws, we demonstrate our commitment to student well-being and encourage a culture of respect and acceptance.

Prevention Strategies

At CCA, we believe that prevention is key to addressing bullying effectively. We employ a range of strategies to foster a safe and inclusive environment, including:

1. Education and Awareness: We provide comprehensive education regarding bullying prevention. This includes classroom discussions, teacher workshops, and resources such as the **Protectors Anti-Bullying Program** that emphasize *courage, character, and leadership*.
2. School Policies: Our school has established policies that explicitly prohibit bullying behaviors and outline the consequences for those who engage in such conduct. These policies are communicated to all members of the school community and are consistently enforced.
3. Positive School Climate: We strive to create a positive school climate that promotes respect, inclusivity, and a sense of belonging for all students. We encourage the development of positive relationships among students and foster a culture where bullying is not tolerated.

Reporting and Intervention

We recognize the importance of timely reporting and intervention in addressing bullying incidents. Our school has established clear procedures for reporting and responding to incidents of bullying, including:

1. Reporting Channels: Students, parents, and staff are encouraged to report any incidents of bullying promptly. Students, parents, and teachers may report bullying situations at any time. We will ensure ease of access and confidentiality when reporting instances and situations.

2. Investigation and Response: All reports of bullying are taken seriously and are promptly investigated by designated school personnel. Upon completion of the investigation, appropriate actions are taken to address the incident, support the individuals involved, and prevent further occurrences.

3. Support and Resources: Our school provides support to students who have experienced bullying, including supportive conversations with teachers/administration, peer mediation, and other referred resources such as counseling to address their emotional and academic needs. We are committed to ensuring that all students feel safe, supported, and empowered.

5.18 Property Searches

The CCA administration may conduct locker searches, book bag searches, clothing searches, car searches and personal item searches (including electronic devices in the possession of a student) if, in the administration's sole discretion, it believes that such a search is necessary for the effective and efficient administration of the school. Students have no expectation of privacy in the items that they bring onto school property.

Students and parents agree that school officials may confiscate any property in the possession of a student that, in the judgment of the school official, constitutes evidence of a violation of school rules. Parents may schedule a conference with CCA Administration to discuss the return of such property; however, the administration reserves the right to maintain possession of the property until such time as it is no longer needed, in the administration's sole discretion, as evidence of a violation of school rules.

5.19 Student Lockers

Students will be assigned a locker. These lockers are for your convenience, but are school property and the administration reserves the right to inspect the contents of a locker. Please do not keep open drink or food packages in the lockers. Although the Department Principal will investigate any reports of stolen property, the school is not responsible for items lost or taken from lockers. Students will be held responsible for damage caused to lockers.

5.20 Cell Phone/Personal Electronic Device Policy

It is our goal at Covenant Christian Academy to maintain an environment where students focus on learning with minimal distractions. We are a 1-1 Chromebook environment, and as such, cellular phones and personal devices are not needed and are not to be used during the school day. If your child needs to bring a phone to school, please complete this form to give your permission and

explain the reason your child needs a phone in school. Please make sure that your child understands the school rules about mobile phone use. These are very important and are in place to protect all of our students.

School Rules on Mobile Phones

- It is always best for students to leave their cell phones and personal devices at home, as there is a risk of them being lost, damaged or used inappropriately at school. Parents can always get a message to students by calling the school office or by sending a message via Class Dojo.
- The school accepts no responsibility for loss or damage to mobile phones and personal devices. Please avoid sending valuable phones and personal devices to school.
- If a student has a need to bring a phone and/or personal devices to school, their parent must complete this permission slip and the student turn the form into the homeroom teacher.
- Students must hand their phone and personal devices to CCA personnel when they arrive at school. Their phone and personal devices will be kept in the homeroom teacher's classroom until the end of the school day.
- Phones and personal devices must be turned off at all times on school premises (before, during and after school).
- If a student is found to be using a phone and/or personal devices on school premises, it will be collected and left in the office to be picked up only by the parent.

Whether at home or at school, please remember that mobile phones provide easy access to the internet, which is full of fantastic opportunities, but can also be a very risky place. It is important that we all work together to keep our children safe.

5.21 NO EXPECTATION OF PRIVACY (Electronic Device)

Use of any CCA technology resource, including the use of its network to access the Internet, shall not be considered confidential and may be monitored at any time by designated CCA staff for routine maintenance and/or to ensure appropriate use for educational or administrative purposes.

By using the CCA network to access the Internet, you voluntarily consent and agree to the monitoring of all of your activities on such network. CCA technology resources, including your use of its network to access the Internet, are subject to search at any time. All students have no expectation of privacy and should not use a CCA technology resource, including the CCA network, to share or send private or personal information.

Personal Appearance and Uniform Regulations

6.1 Uniform 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 too small, or faded garments are not acceptable. **Each item of clothing should be marked with the student's name.** This is essential for sweaters, sweatshirts, jackets and P.E. items.

The teacher will perform daily uniform checks. Students should be in compliance with uniforms stated below. The first time a student is out of uniform, a verbal warning is issued and parents will be notified via Class Dojo. The second uniform infraction, the student will be sent to the office to call home for the correct uniform (parents can either bring it to school or purchase the correct uniform in the office).

6.2 Uniform Schedule

GIRLS: Jeans with navy polo with CCA embroidered crest

BOYS: Jeans with navy polo with CCA embroidered crest

Tuesdays/ Thursdays:

- Special T-shirts (Colonial, Theme)

Friday Uniform:

- Spirit Day shirt with jeans

Notes:

- Traditional blue jeans can be any cut/style (flair, wide/straight leg, etc.) or shade of blue (light or dark wash, etc.), but should not have any rips, holes, designs, or fringe.
- Tennis shoes may be any color, no dangling charms. They may not be torn, graphitized, written on, and/or containing images that are offensive or deemed inappropriate under CCA standards.
- White or black crew, ankle, or no show socks are required

OUTERWARE IN THE CLASSROOM FOR GRADES K2-8th

Students inside the classroom are allowed to wear any CCA sweatshirt, hoodie, jacket or sweater. If a student does not have a CCA branded item they can wear a sweatshirt, hoodie, jacket, or sweater in any neutral color (no bright distracting colors like neon), and no oversized (not over 25% of the garment) emblem/logo or writing on front or back of the outerwear is allowed.

Please note that students should only wear hoods, hats or beanies when they are outside of the classroom. They should not be wearing these items inside the classroom or during an instructional time.

6.3 Friday Shirts

Students may wear the CCA Spirit Shirt with jeans*, in good condition. Torn or too tight jeans are unacceptable.

6.4 Free Dress Days or No Uniform Pass

Throughout the year, students may have the opportunity for a free dress day with a no uniform pass. These passes may not be used on Wednesdays. Students are to follow the following guidelines on free dress days:

- Students should avoid wearing offensive or explicit references or designs which symbolize values contrary to Biblical principles.
- Although students can wear any shirt it should not be deemed controversial or divisive.
- Clothing may not represent other area schools.
- Hats or sweatshirt/jacket hoods may not be worn on the head inside the building.
- Clothing should be neat and clean.
- Skin tight, form fitting or clingy clothing, including leggings and pajamas, should NOT be worn to school. If a girl is wearing a dress or skirt of appropriate length they may put on shorts or leggings under their clothing.
- All students should wear sneakers. In the event, we have to evacuate the school they should have appropriate footwear. Flip flops, house shoes/slippers, Crocs, pajamas, blankets or robes may NOT be worn while in the school building.
- Students may not wear shorts to school. Students may wear jeans (with designs), nice slacks, sweat pants. Please refrain from wearing any jeans or pants with holes, tears, or fringe.

6.5 Purchasing Uniforms

ALL uniform shirts and special shirts may be purchased in the front office. Jeans may be purchased at any retailer.

6.6 Boys Grooming

Personal Grooming

- Hair should be neatly groomed and maintained.
- It should be kept off the collar, eyebrows and mid-ear.
- Extreme hairstyles and colors are not permitted including a “faux hawk”

Accessories

- No hats, beanies or caps can be worn during the school day

6.7 Girls Grooming

Personal Grooming

- Hair should be combed neatly. Extreme hairstyles, hair tinsel and colors are not permitted.
- Students should present a clean and natural look. Clear lip balm and basic skin care products (such as moisturizer or sunscreen) are allowed.

Accessories

- Jewelry may be worn in modest amounts.
- Earrings should be modest in size.
- No hats, beanies or caps can be worn during the school day.

Hair Accessories

- Hair accessory colors **MUST** compliment the school uniform colors.
- They should not be too large or distracting

6.8 P.E. Uniform

ALL Students are required to dress out for PE (Monday, Tuesday, Thursday and Friday). The PE uniform includes athletic style navy shorts and a grey dri fit CCA shirt. Athletic style shoes must be worn. Students that do not dress out for PE will receive a demerit. They will be expected to be in compliance for the following PE class. PE uniform is available in the front office.

Athletic style shoes must be worn. Students who fail to dress out for PE will be given consequences relating to PE class. They will be expected to be in compliance for the following PE class.

***Parents will be notified of any modifications of the PE uniform due to weather

6.9 Cold Weather Policy

On days that are predicted to be **39 degrees or below**, you will receive a Parent Alert that students may wear their Spirit Day shirt with a white turtleneck underneath it with jeans.

On days that are predicted to be **65 degrees or below** the following standards apply:

- Turtlenecks may be worn under regular uniform shirts.
- CCA jackets may be worn in the classroom over regular uniforms.
- A solid color sweater or light jacket may be worn in the classroom. Winter coats can be any color or style; however they **may not** be worn in the classroom.
- No oversized emblem or writing on outerwear is allowed. (example: Abercrombie, Old Navy)

6.10 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 need to be permanently labeled with the child's name. No rolling backpacks or suitcases. Students should not have any items hanging/dangling from the outside of their backpack this includes stuffed toys, hand sanitizers, lip gloss/chapstick, and lotions.

Section 7 - Student Services and Activities

7.1 Library

Books are checked out for one week, with the option of rechecking. Books must be brought back to the library in order for them to be rechecked.

Lost or damaged books must be paid for before grades are released at the end of the year, or before records are released to other schools.

7.2 Lost and Found

Lost and found articles are kept in the main 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. **(PLEASE LABEL ALL ITEMS.)** Only articles that are not labeled will be donated.

7.3 School Office Hours

Main school office hours are 7:30 a.m. to 4:00 p.m. Any parent or visitor coming to school for any reason after 8:00 a.m., is asked to please go to the main office first. **Do not** go directly to the classroom. This is necessary to protect valuable teaching time from being interrupted.

7.4 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.

7.5 Emergency Closing

CCA will follow MISD procedures for cancellation of classes due to inclement weather. If the McAllen Independent School District is closed because of inclement weather, CCA will also be closed.

7.6 Telephone Policies

Students are not permitted to use the school phone unless it pertains to illness or forgotten lunches. Permission must be given by the teacher to go to the office for this reason and office personnel to use the phone.

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.

7.7 Student Pictures

Individual school pictures will be taken in the fall and spring. We also offer class group pictures, all school group pictures as well as Holiday pictures (November). Each of the pictures may be purchased by the parents.

7.8 Field Trips

Education is not limited to the classroom; therefore, field trips will be used to extend the curriculum. Parents and students will be notified in advance of all field trips. The parent's signing of the enrollment agreement is their approval for their participation in all school-sponsored events.

All drivers must bring proof of a valid driver's license and automobile insurance to the office, before driving on a field trip. Transportation will be provided by parent volunteers or charter buses. Overnight trip chaperones will undergo a background check.

The following rules apply to all field trips:

- Only teacher pre-approved G or PG rated movies are allowed to be shown in the vehicles.
- Seatbelts must be worn at all times.
- Students are not to ride in the following areas:
 - Back of pick-up trucks
 - In cars with the convertible top down
 - 12yrs and under may not sit in the front seat
- No unscheduled stops are to be made.
- Siblings are not allowed to accompany parents on any field trip.
- Only one parent per family may ride on chartered buses (*only parents-no extended family*)
- Consumption of alcoholic beverages is prohibited.
- Parents may not take their child in their car and follow the chartered bus. Students must remain with the class unless a medical excuse is provided.

7.9 Overnight Field Trips

If a student attends a school-sponsored overnight trip, the student is under the authority of the school and must comply with all rules with or without the presence of parents.

- Full-time students may participate in overnight school trips such as the 8th Grade Trip to Washington, D.C.
- If a student is on disciplinary probation, he or she will not be allowed to participate in school trips.
- Electronic usage is under the discretion of the school sponsor on the trip.
- School dress code applies to school trips.

As a Kingdom-minded school, Covenant Christian Academy promotes modest and moderate dress at school and all CCA events (1 Timothy 4:12, 1 Peter 3:3-4). The CCA dress code serves to set a foundation of excellence in student appearance that is appropriate in an educational atmosphere. The school reserves the right to establish standards of dress, grooming, and appearance at all school-related events and functions.

When shopping and choosing clothes for school, please consider the following questions:

- *Am I honestly trying to meet the dress code or trying to push the limits (Philippians 4:8)?*

- *Have I responsibly chosen my clothing to honor God (Colossians 3:23)?*
- *Am I working hard to create an atmosphere of unity for the good of the school (Romans 14:19)?*
- *Am I respecting rules that have been established by school authorities (Romans 13:5)?*

The dress code outlined is applicable on campus each school day and also any time you represent CCA outside the school day and away from school. The administration reserves the right to make a final decision on any dress code question. If necessary, a parent will be called to bring replacement clothing for a student in violation of the dress code.

7.10 Chapel Services

Chapel is scheduled on Wednesdays during the school year. Scheduled chapel times are assigned to the following grades:

9:50-10:42am 6th– 8th

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 8:15-9:15 am to honor special guests or celebrate specific occasions.

Section 8 - Holiday and Party Information

8.1 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.

8.2 Student Birthdays

Birthday parties **may not** be given at school; however, refreshments may be offered at **lunch time** in accordance to the following guidelines:

- All grades may have refreshments for the entire grade level class during lunch
- Refreshments will be limited to: brownies, donuts or cookies (no frosting) and can be purchased from any bakery/retailer or ordered from Suyin's Kitchen to be delivered during the child's lunch period
- 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 make a donation to a specific CCA project.

****Birthday invitations may not be given out at school.***

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

8.3 Teacher Birthdays

Birthday "celebrations" may be held for teachers under the same guidelines as student birthdays. Treats may be enjoyed in the lunchroom during lunchtime.

8.4 Birthday Club

You can wish your child Happy Birthday by announcing this special occasion on the CCA sign for \$10. Complete the form and submit payment to the front office.

Section 9 - Health Policies

9.1 Immunization Requirements

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

9.2 Illness/Communicable Disease

Children are expected to be **FREE** of fever for 24 hours **without the help of a fever reducer**, before returning to class. Students must be free of any communicable disease in order to attend class. Parents are requested to pick up their child within 30 minutes should the child develop a fever above 100 degrees, or exhibit symptoms of illness or conditions of a communicable disease (rash, pink eye, head lice.) **A FEVER REDUCER WILL NOT BE GIVEN TO CHILDREN.** In some cases, a physician's statement may be necessary to be readmitted to school.

9.3 Special Health Needs

If a child has a special health need, such as asthma, allergies or diabetes, the physician should complete a Special Health Need Form annually. This form is available in the school office and must state the required medication, PE limitations and/or emergency care and actions necessary at school.

9.4 Medication Policy

All, both prescription and over the counter, medication intended for students shall be kept in the school office. Short term prescription medication will be administered only in accordance with the

instructions on the container and must be accompanied by a written request from the parent. Requests should include the student's name and the amount of medication to be given. Long term or short term prescription medications to be given must have written authorization from both the physician and the parent. **Over the counter medication such as cough drops, nasal sprays, Tylenol, Sudafed, and Benadryl will not be administered without written consent of the parent.**

9.5 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 with instructions or in the original container.
- Children may not have possession of any form of medication (prescription and non-prescription)
- **All medication must be brought to the school office by the parent.**

9.6 Accidents and Illnesses

Limited first aid is available through the main office. 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 injured, they will report to the office. The office personnel will assist them and if necessary, contact their parents.

9.7 Emergency Drills

State law requires several severe weather drills, fire drills, and lock down drills each school year. Teachers will instruct students how to act and where to walk during these drills. Emergency exits are posted at the doorway of each classroom.

Section 10 - Parental Involvement

10.1 Parent Visitations

All school visitors must first check in at the office. *Visitors may not go to classrooms without an office pass.*

10.2 CCA Ambassadors

As a school, we have many needs that can only be met through the unselfish giving of parents' time and talents. This is where the CCA Ambassadors come in. Ambassadors may serve in many different capacities:

- Parents who volunteer in order to serve a teacher.
- Parents who can assist in the athletic program or have particular hobbies that can be shared with students.
- Decorate classroom
- File library books
- Provide transportation for field trips

- Assist in special activities
- Be part of a committee

CCA Ambassadors' 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 **CCA Ambassador**? **VOLUNTEER!** State your preference and your 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. Please return the filled out form to the main office by the end of the second week of school. **THANK YOU!**

10.3 Responsibilities of Parents

- Teach your middle school student obedience from a Biblical perspective.
- Be sure your student attends school regularly and on time.
- Participate in meaningful parent teacher conferences to discuss your son/daughter'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 student is appropriately dressed in accordance with the school dress code at school and at school related activities.
- Encourage and lead your son/daughter to develop proper study habits at home.
- Discuss report cards and school assignments with your student.
- Keep informed of school policies and academic requirements of school programs.
- Cooperate and communicate with the department principal, academic advisor, and teachers.
- Participate in activities during the year in which parents will be invited. Please make every effort to attend.
- Encourage and commend your young son/daughter for the work and accomplishments he/she produces at school.

10.4 Use of Alcoholic Beverages/Tobacco Products at School Functions

It is the policy of Covenant Christian Academy to prohibit the consumption of alcoholic beverages at any school sponsored events. In addition please refrain from using tobacco products on the CCA campus.

Section 11- Fundraising

11.1 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 National Junior Honor Society/National Honor Society will hold fundraisers for special projects and end-of-the-year field trips.

11.2 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.

11.3 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.).

Covenant Christian Academy
4201 N Ware Rd
McAllen, TX 78504

Appendix

Appendix A

Covenant Christian Academy

2025-2026 Faculty and Staff

CCA Office Staff

Head of School	Milton Gonzalez
Preschool Director/Elementary AP	Diana Bivens
Middle/High School Principal	Sabrina Garcia
Financial Officer	Marianne Larson
Administrative Secretary/Admissions	Jennifer Vega
Front Office Secretary	Carolyn Soto

CCA Staff

Security/Grounds	David Gonzalez
Maintenance	Troy Williams
Maintenance	Jennifer Clark

CCA Middle School Staff

Bible	Tomas Cantu Jr./Mehret Kahsai
Math	Andre Williams
Science	Karla Rodriguez
ELA	Robert Navarro
Social Studies	Joey Garcia
Spanish/Art	Claudia Brizuela
Music Appreciation/Theater	Tina Coddington
IT Department	David Gonzalez
PE Coach	Louis Neutze
Choir	Yesenia Segura
Orchestra	Sam & Sarah Herredia
STEM/Computers	Brianna Rodriguez

Appendix B

Covenant Christian Academy

2025-2026 Faculty Email Addresses

CCA Middle School Office Staff

Milton Gonzalez	mrg@ccamcallen.com
Sabrina Garcia	mssabrina@ccamcallen.com
Marianne Larson	mslarson@ccamcallen.com
Jennifer Vega	msjennifer@ccamcallen.com
Carolyn Soto	mscarolyn@ccamcallen.com

CCA Middle School Staff

Claudia Brizuela	sraclaudia@ccamcallen.com
Joey Garcia	mrgarcia@ccamcallen.com
Andre Williams	mrwilliams@ccamcallen.com
Karla Rodriguez	mskarla@ccamcallen.com
Tomas Cantu Jr	mrcantu@ccamcallen.com
Robert Navarro	mrnavarro@ccamcallen.com
Mehret Kasahi	msmehret@ccamcallen.com
Brianna Rodriguez	msbrianna@ccamcallen.com
Tina Coddington	mstina@ccamcallen.com
Yesenia Segura	msyesenia@ccamcallen.com
Louis Neutze	mrneutze@ccamcallen.com

Appendix C

Covenant Christian Academy
2025-2026
Board Members

Kimberly Gonzalez	President
Adrian Alonzo	Vice President
Vanessa Guzman	Secretary
Kare Opaneye	Member

Appendix D

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: It is essential to recognize that the philosophy of our school depends on active parental involvement, as outlined in Covenant Christian Academy's Parent Support Program requirements. This mandatory program includes participation in fundraising activities, attendance at school functions and parent meetings, adherence to the homework policy, staying informed about school communications, and maintaining open communication with our child's teacher(s). We further acknowledge that in today's complex society, certain circumstances may arise wherein school authorities reasonably determine that a child's attendance at the school poses an unacceptable security risk or that a student and/or parent's disruptive behavior, including but not limited to, verbal abuse, physical altercations, persistent disruptions during school activities, display of disrespectful conduct towards staff, parents, or others, engaging in actions that are divisive, or any other actions that significantly undermine the harmony and safety of the educational environment, is detrimental to the school's mission and principles. In such cases, the school reserves the right to request the immediate withdrawal of the 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 Department 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 here 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.

Every person is created in the image of God, and that human sexuality reflects that image in terms of intimate love, communication and fellowship. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that such relationship is of one God with one people. Therefore God's plan for human sexuality is that it is only to be expressed in a monogamous lifelong relationship between one man and one woman within the framework of biblical marriage. This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

Man, being finite, can never spin truth out of his head of his own volition; 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. 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.

Appendix E

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)

Appendix F

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. However, 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 if, as a parent in our school 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 amiable 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. 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 includes 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 above, keeping the matter confidential and straight-forward, and in the spirit of 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 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 problem.

Appendix G

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 on a separate piece of paper. Describe the steps you have already taken to seek resolution of the problem.

Appendix H
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 red, gold and blue
Will always dare to show
Of our highest call to life
In Him that we should know**








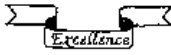
**The thing that we hold close and dear
To make our visions True
To always have the mind of Christ
We of the Red, Gold and Blue**

*Written By Dean McNallen
1995*

Appendix I



CCA Crest Symbols

	Sword	A Standard; The Truth; The Sword of Faith; The word of God Eph 6:17
	Doves & Olive Branches	Hope and the belief that God keeps his promises Gen 8:8-11
	Shield	Shield of Faith Eph 6:16
	Crown	God's Established Kingdom Isaiah 9:6-7
	3 Books	Wisdom; knowledge; Understanding Prov 1:1-7
	Cross	Sacrifice, Obedience Mat 23:11
	Tree	Like a tree, grounded & planted, in the word of God Psalms 1:3 Jer 17:7-8
	Banner of Excellence	Striving for Excellence in all that we do Phil 1:9-10

Appendix J

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.**

Appendix K

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.

The content of this handbook is subject to change by Covenant Christian Academy when deemed necessary to meet the evolving circumstances or needs of students, families, and the school.