



# **Parent – Student Handbook**

Revised 8/2014

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# **FOUNDING PRINCIPLES AND ORGANIZATION**

## **OUR MISSION**

The mission of Covenant Christian Academy is to provide students with a classical education that:

- Imparts an excellent academic foundation and a love for learning
- Trains them to see and submit to the Lordship of Christ in every sphere of life
- Prepares them to effectively serve God and thoughtfully engage the world with a distinctly Christian worldview

## **WHAT IS CLASSICAL EDUCATION?**

Classical education belongs to the authoritative, traditional, and enduring stream of education begun by the Greeks and Romans, developed by the Church through the centuries and renewed by contemporary educators. Infused with the liberal arts and sciences, classical education includes the language arts of the trivium (grammar, logic, and rhetoric) and the quantitative arts of the quadrivium (mathematics, science, music, and visual arts). Students study great works of art and literature, both old and new, by methods best suited to their developmental stages. As participants in the great conversation of history's finest thinkers, students acquire more than vocational skills; they prepare for their roles as informed citizens, thinking Christians, and virtuous shapers of culture.

## **SCHOOL POLICY**

Covenant Christian Academy has two forms of school policy. Policies that govern the school as a whole are reviewed and maintained by the CCA Board of Directors and are a part of the CCA Policy Manual. Policies which govern the "day to day" activities and procedures of the school are Administrative Policies.

## OUR CORE VALUES

In the pursuit of our mission, we hold to the following core values:

1. We embrace historic Christianity as represented in the tradition of the Protestant Reformation with the major tenets of the following:
  - a. ***Sola Scriptura***: We reaffirm the inerrant Scripture to be the sole source of written divine revelation, which alone can bind the conscience. The Bible alone teaches all that is necessary for our salvation from sin and is the standard by which all Christian behavior must be measured.<sup>1</sup>
  - b. ***Solus Christus***: We reaffirm that our salvation is accomplished by the mediatorial work of the historical Christ alone. His sinless life and substitutionary atonement alone are sufficient for our justification and reconciliation to the Father.<sup>1</sup>
  - c. ***Sola Gratia***: We reaffirm that in salvation we are rescued from God's wrath by his grace alone. It is the supernatural work of the Holy Spirit that brings us to Christ by releasing us from our bondage to sin and raising us from spiritual death to spiritual life.<sup>1</sup>
  - d. ***Sola Fide***: We reaffirm that justification is by grace alone through faith alone because of Christ alone. In justification Christ's righteousness is imputed to us as the only possible satisfaction of God's perfect justice.<sup>1</sup>
  - e. ***Soli Deo Gloria***: We reaffirm that because salvation is of God and has been accomplished by God, it is for God's glory and that we must glorify him always. We must live our entire lives before the face of God, under the authority of God and for his glory alone.<sup>1</sup>
2. While we hold to a distinctly Reformed doctrinal tradition, we welcome and respect other Christian perspectives in the CCA community.
3. The responsibility to train and educate children belongs to parents. CCA serves "in loco parentis" to assist parents in fulfilling this biblical charge.
4. A home life that embodies biblical principles of lifelong learning and child raising provides a strong foundation for a CCA education. Active parental involvement, in age-appropriate ways, is important to a child's education. Parents are welcome in the classroom and are encouraged to participate in the overall life of the school.
5. In our common pursuit of lives that please God and honor one another, we value mutual respect, edifying speech, humble behavior, gentlemanly conduct, modest appearance, and biblical conflict resolution. We hold high expectations for the conduct and behavior of the entire school community -- students, parents, faculty and staff.
6. A warm and well-ordered atmosphere facilitates the education of our students. We continually strive for an environment that is joyful, peaceful, and disciplined.
7. Gifted teachers with a passion for learning and a love for students are essential. They must model careful thinking while evaluating ideas and philosophies, both historical and contemporary, in light of God's word. Our teachers should cultivate wisdom in our students while building a solid academic foundation.

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<sup>1</sup> The Cambridge Declaration of the Alliance of Confessing Evangelicals

## **STATEMENT OF FAITH**

The following is the foundation of beliefs on which Covenant Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught through all grade levels. The substance of these statements will be considered primary doctrine of Covenant Christian Academy and adhered to by our Board of Directors, Faculty and Staff. Secondary doctrinal issues will not be presented as primary doctrine. While all CCA staff members seek to infuse these primary doctrines into the life of the school at every level, students will also be referred to their own family and local church for final authority in all doctrinal matters (see section 10.8 of CCA Policy Manual).

- We believe the Bible to be the only inerrant, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus.

## SCHOOL HISTORY

**Covenant Christian Academy** (CCA) is a Pre-K-12 classical Christian school founded in 1997 by parents interested in giving their children a challenging education based on the medieval model of the trivium. CCA maintains membership in the Association of Classical and Christian Schools and has achieved candidate status with Middle States Association of Schools and Colleges.

The student body comprises students from the city of Harrisburg and the surrounding suburban and rural areas.

## SCHOOL MASCOT

The mascot of Covenant Christian Academy is a Falcon.

## SCHOOL COLORS

Covenant Christian Academy's colors are Navy Blue, White and Gold.

## SCHOOL LOGO



## **BOARD OF DIRECTORS**

A Board of Directors consisting of Five Year and Three Year members is responsible for the overall supervision of the school.

The Board of Directors is responsible for hiring and evaluating the Headmaster and for creating and overseeing the school's policies, procedures, and financial practices.

The Board meets monthly, and the meetings are open to parents, faculty, and staff who wish to attend.

## **SCHOOL ADMINISTRATION**

The school is administered by the Headmaster who works with an administrative team in divisional administration. The Upper School Dean and the Grammar School Dean are responsible to direct the faculty and staff in her area. Additional areas of administrative support include assistant to the Headmaster, business, early education, development, and guidance counseling.

In the absence of the Headmaster another member of the administrative team takes on chief administration. The Administrative Assistant to the Headmaster serves as a liaison to the administrators in his absence.

## **ACCREDITATION**

Covenant Christian Academy is a member of the Association of Classical and Christian Schools (ACCS). The school is also in candidate status with the accreditation board of the Middle States Association of School and Colleges.

## **PARENT-TEACHER FELLOWSHIP (PTF)**

The Covenant Christian Academy Parent Teacher Fellowship (PTF) is an organization dedicated to building and maintaining strong ties between parents, teachers, and staff because of one special common commitment—our students. Throughout the year there are several opportunities to serve or participate in activities and events which bless our students, faculty, and staff in a big way for a relatively small investment of time. These include the school picnic, spirit nights, and teacher appreciation week.

The PTF has been established for the purpose of furthering the interests of the school, promoting fellowship among the parents and teachers, and assisting the school at social and other functions as needed. All parents, guardians, and teachers are members of the PTF.

All funds raised by the CCA Parent-Teacher Fellowship will be deemed “designated” and therefore only used for the specific purpose determined by the Covenant Christian Academy Administration and Executive Committee of the Parent-Teacher Fellowship. Funds will be kept in a separate line item within the general school budget or in a separate account under the management of the CCA Business Administrator and the President of the Parent-Teacher Fellowship.



## **RESPONSIBILITIES OF PARENTS**

The school and parents must work together to help children mature academically, socially, and spiritually. Whether or not parents agree with the school standards, they are expected to support the rules of the school. It is our desire to enjoy the support of parents in the following areas:

- **Discipline:** The school has full discretion in the discipline of the children within the bounds of the discipline policy. As CCA seeks to partner with parents in the discipleship of students, regular and healthy communication between parents and the school is essential. (Please see the sections on “Communication” and “School Discipline Expectations and Procedures” in this handbook.)
- **Church Attendance:** Regular attendance and fellowship with a Bible-believing church is required for students and parents or guardians.
- **Prayer:** Praying with and for the members of the school community is invaluable in carrying out the school’s mission.
- **Volunteer Time:** We rely on the volunteer assistance of parents to accomplish a myriad of tasks within our school. Volunteer opportunities include the following: field trip chaperone, lunchroom aide, office clerical aide, grounds and facilities maintenance, and committee service. Interested parents should contact the school office.
- **School Functions:** Attendance at school events is encouraged. At least one parent must attend the Annual Meeting and Back to School Night.
- **Emergency Contact Information:** Each CCA family must provide at least two local contacts that can be available to care for their child when they are not available.
- **Special Gifts and Fundraising Events:** Tuition does not cover all the costs of educating the students. The school relies on special gifts, which are tax-deductible, to bridge the gap. Parents are encouraged to participate in and support various school fundraisers. The school holds several major school-wide fundraising events annually such as a Golf Outing and our Read-a-Thon.
- **Admission Requirements:**
  - A. The parents of students in Covenant Christian Academy should have a clear understanding of the biblical philosophy and purpose of Covenant Christian Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program. At least one parent or guardian of the student is required to sign the Statement of Faith.
  - B. Parents should understand and be willing to cooperate fully with all the written policies of Covenant Christian Academy. This is particularly important in the area of discipline, schoolwork standards and open communication with teacher(s) and administration.

## **ACADEMIC POLICIES**

### **CHEATING/PLAGIARISM**

As cheating becomes a greater problem in society, it is important that we set high standards in dealing with this issue both as an educational institution and as a Christian community. An initial incident may result in opportunity for mercy, but further cheating must result in severe consequences as such behavior patterns can lead to far more serious problems later in life.

**Definition:** On all schoolwork (homework, class work, projects, quizzes, tests) cheating is

1. Acquiring answers from another student, person, or source (other than for legitimate research purposes).
2. Providing answers to another student.
3. Changing grades.
4. Plagiarism – using someone else’s writing or ideas and trying to pass them off as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source’s key words, phrases or ideas as one’s own without proper citation.
5. Any other behavior that might result in altering a student’s grade in a manner which could be considered cheating.
6. Parent-generated work turned in as student-generated.
7. Forging parental signatures.

It is assumed that all assignments require individual effort, unless specifically designated otherwise by the teacher. Note: Both the student giving and the student receiving inappropriate assistance will receive disciplinary and academic penalties, as outlined below.

1. Cheating may result in a disciplinary action. If such behavior continues, the student may be suspended or expelled at the discretion of the Headmaster.
2. Cheating will result in reduced, or no, credit on the assignment as well as the requirement that the assignment be re-done.
3. Exceptions may be granted when the teacher and/or the Dean determines that the student’s actions were done unwittingly.
4. CCA teachers will provide age-appropriate training in avoiding plagiarism and proper citation practices.

### **GRADE PLACEMENT**

The school has full discretion for the grade placement of each student. Students in grades K-12 may be given an entrance test to determine grade placement and to determine if they fit the educational capabilities of the school. All grade placement is provisional for a student’s first trimester at CCA.

## **GRADING SYSTEM**

Report cards are issued three times a year as noted on the school calendar. Parents access and print report cards through Parents Web. In the Upper School, weekly reports are emailed to parents beginning part way through the trimester.

A grading system is used for grades K-12. Each letter grade has a numerical equivalent. A student will receive an incomplete (“I”) grade if he/she needs to complete make-up work due to excused absences. Arrangements for handling or changing an incomplete grade will be made by the Dean or the Headmaster.

**Upper School:** (4.0 grade point un-weighted system: only courses taken at CCA are included)

A:	93-100	4 points
A-:	91-92	3.7 points
B+:	89-90	3.3 points
B:	83-88	3 points
B-:	81-82	2.7 points
C+:	79-80	2.3 points
C:	73-78	2 points
C-:	71-72	1.7 points
D:	66-70	1 point
F:	65 and below	0 points

**Grading Scale Grammar School:**

A:	93-100
B:	85-92
C:	77-84
D:	70-76
F:	69 and below

**MCL – Magna Cum Laude – “With Great Praise”**

The student exceeds expectations for mastery. The student excels in understanding and integration.

**CL – Cum Laude – “With Praise”**

The student has demonstrated diligence and has fulfilled expectations for mastery

**NM – Non Mastery**

The student has not mastered required material

+	Excellent
S	Satisfactory
–	Needs Improvement

**High School Transcripts**

A student’s high school transcript will be sent by the Guidance Office to colleges, scholarship foundations or other outside organizations upon written request. The GPA will be calculated using the grading scale above and the course credits earned.

## **ACADEMIC ELIGIBILITY for CO-CURRICULAR ACTIVITIES**

Students are eligible to participate in CCA co-curricular activities (sport, drama, clubs, yearbook, newspaper, etc.) according to the following guidelines. Ineligibility is not meant as punishment for past academic work; it provides the student with both the incentive and the time to give extra effort to academic work.

1. Eligibility will be evaluated each Friday afternoon.
2. Students in grades 7 to 12 will be ineligible with a grade of F in any subject.
3. Students in grades 5 and 6 will be ineligible with a grade of F (grammar school grading scale) in any of the following subjects: Math, Literature, History, Grammar, Writing or Spanish.
4. Ineligibility is in force from the following Sunday to Saturday. Students found re-eligible at the next Friday's check may begin participating on the following Sunday.
5. Ineligibility is not meant as punishment for past academic work; it provides the student with both the incentive and the time to give extra effort to academic work.
6. The student is expected to maintain the academic standard on normally assigned coursework. Extra-credit work for the purpose of raising a grade may not be given by teachers to a student on academic suspension, unless the entire class is receiving the same optional assignment.
7. Curricular goals and lesson plans made by the teacher will determine how often assessments are given. Teachers are not expected to increase the frequency of assessments in response to a student's ineligibility.
8. Students ineligible at the close of any trimester are ineligible for the first ten school days of the following trimester, including cases where the next trimester is the first of the following school year.

## **HOMEWORK PHILOSOPHY**

CCA may assign homework at any time. Below are the primary reasons for homework assignments:

1. Students often need extra practice in specific new concepts, skills, or facts. In certain subjects (e.g., math or languages), students may not have enough time in a school day to do as much practice as is necessary for mastery. The teacher therefore may assign homework to provide the necessary practice.
2. Repeated short periods of practice or study of new information is often a better way to learn than one long study period.
3. Reading assignments by nature cannot usually be completed during school hours and will, therefore, be routinely assigned as homework.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework in this situation serves a punitive and practical purpose.
5. CCA understands and expects there to be moments of struggle, but our intention is not to have a student be overwhelmed with the amount of homework. Should you find your child struggling in this area, we strongly encourage you to speak with your child's teacher.

## STANDARDIZED TESTS

CCA administers standardized testing to students in various grades each spring. Parents will receive more detailed information about testing dates prior to the test administration. CCA receives the testing reports and forwards the individual score reports to families. School administrators are available to help parents interpret test scores.

## VALEDICTORIAN / SALUTATORIAN

To qualify as either the class valedictorian or salutarian, a student:

- Must have completed 11<sup>th</sup> and 12<sup>th</sup> grades at CCA.
- Must have taken two of the following three courses: Physics, Calculus, Spanish IV
- Must be a candidate for an honors diploma

Graduation speeches may or may not be given by the class valedictorian and/or salutarian. To be eligible to speak at graduation a student:

- May not have received more than two disciplinary actions during their senior year.
- Must exhibit the qualities listed in CCA's Excellent Student document and must have been nominated by one or more teachers for an Excellent Student Award.

## CURRICULAR RESOURCES TO BE OWNED BY CCA FAMILIES

Families will need to purchase certain essential curricular items at various stages in their child's education at CCA. These items are central to our program and will be used throughout the student's career at CCA.

The list of items is as follows:

- ***ESV Study Bible*** (beginning 2011-12) or the ***Reformation Study Bible***, R.C. Sproul, Ed. necessary for students in grades 7 and above.
- **Musical Instrument:** To make the purchase or rental of the instrument easier, the school will obtain them. A memo will be sent home when payment needs to be made. The instrument will accompany the student to and from school on days of music instruction.
- **Archive binders:** Throughout the school year teachers may refer back to material covered earlier in the year. Students should file tests and written assignments for future referral and review.
- **Reader's Guide:** Upon entry to CCA, each family is given a copy of *A Reader's Guide*. Please use this guide to check off books the students have read. It is meant to be a record for them through their school years and beyond. They will need to bring it back to school to consult while choosing a book report book. Please contact the office if a replacement copy is needed.
- ***Veritas Press History Flash Cards*** (relevant set for your students): We ask families to purchase history cards directly from Veritas Press, because there are several options for you to consider. You may purchase just the cards (the minimum we require); the cards plus the audio CD with the song; or the entire set of all five sets plus all the CDs. Teachers may require students to bring their personal sets to school, but at no time will these personal cards be redistributed or removed from the possession of the student. **Card sets should be purchased for the first day of school. Please hole punch the cards, place them on a ring or keep them in a zipper pouch.**

## ATTENDANCE GUIDELINES

While acknowledging that parents may excuse their children from school for purposes that they deem reasonable, CCA asks that parents consider the integrity of the classroom day when making those decisions. Students entering and leaving the classrooms at random times interrupt the lessons and classroom routines that teachers have designed, distracting other students from their tasks. Parents are asked, whenever possible, to time appointments to minimize interruptions. For example, if a student can leave at a transition time or at the start of recess, there is no effect on a lesson.

1. Regular attendance for the entire school day (7:55-3:00) is expected of all students. All students should enter the building by 7:50 to be prepared for opening activities at 7:55.
2. All students entering the building after 7:55 must sign in at the front desk. *Grammar school parents must park and accompany grammar school students to the front desk for sign-in.*
3. Any student entering the building after 7:55 is considered officially tardy. After the fifth day of tardiness in any trimester, a full day of unexcused absence will be recorded. Students on a delayed bus will not be considered tardy; a “bus tardy” will be recorded by CCA to assist school districts in tracking arrival times. No absence conversion will occur for bus tardiness.
4. Any student leaving the building without a teacher before 3:00 must sign out at the front desk, whether returning or not. This includes upper school drivers who are going to their cars for any reason. Exception: Juniors and Seniors may use the picnic pavilion area during lunchtime without signing out.
5. In the event that a student is absent for five days, or misses five sessions of any individual class, in one trimester the student’s parents must meet with the dean and/or teachers to determine the student’s academic status. If the total number of days, or individual classes, missed exceeds fifteen in a school year, promotion to the next grade level may be affected by attendance.
6. Students who take vacation while school is in session should refer to RenWeb for assignments to complete while away. Teachers are not required to collect work for students prior to a vacation, but parents are encouraged to speak with teachers in advance to get advice on what resources should be taken along.
7. Students who are ill or have a fever should not be sent to school. In the case of emergency, illness or a disciplinary issue, parents will be notified to come to the school to pick up their child. The student must be picked up from the school within the hour.

## STUDENT PROMOTION POLICY

### Student Promotion Policy (10.3)

*Dates:* Revised 8/2014 (Pending)

Revised 4/13/04

Revised 6/9/98

Approved 6/3/97

*Objective:* To establish a consistent set of standards to be applied in determining grade promotions for all elementary and secondary students.

*Scope:* To be applied to all entering and continuing students in grades 1 and above. (Students entering Kindergarten must meet the age, maturity and screening outlined in this Policy Manual.)

*Definitions:*

1. Promotion-- the advancement of a student from the most recent grade completed to the next successive grade.
2. Retention -- requiring a student to repeat the grade in which he was most recently enrolled.
3. New students -- those students entering Covenant Christian Academy for the first time, coming from another Christian school, a home school, public or private school.

4. Current students -- those students enrolled in Covenant Christian Academy during the current year or previously enrolled in Covenant Christian Academy within the last two academic years.

*Guidelines:*

New students must meet the following criteria to be accepted into the next successive grade level:

- I. Current Students must meet the following criteria to be promoted to the successive grade.

**Grammar School:**

- a. Grammar school students currently enrolled in Covenant Christian Academy must meet all the following basic criteria for promotion to the next successive grade:
  1. Pass reading/literature, math, writing, spelling, and grammar with a yearly average of at least 70% in each subject.
  2. Have no more than a total of 2 "F's" per quarter in academic subjects
  3. Have no more than two "F's" in a single academic subject within an academic year. Academic subjects include: all subjects listed in #1, as well as, science, history, Bible, and Spanish.
  4. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted below. It should be noted that it is possible to pass a subject with a 70% average and not have reached an appropriate level of mastery for success at the next level. At this point, if the teacher's assessment is that the student will unduly slow the progress of the rest of the class the student will not be promoted.

**Kindergarten to First Grade:**

- a. Behavioral maturity
- b. Reads three and four letter short vowel words

**First Grade to Second Grade:**

- a. Able to read orally with adequate speed and fluency
- b. Correct use of phonetic skills (70% as noted above)
- c. Fundamental comprehension of reading material
- d. Able to neatly write in cursive
- e. Able to add and subtract single digit numbers with at least 70% accuracy (basic addition and subtraction facts)
- f. Demonstrates comprehension of the concept of subtraction

**Second Grade to Third Grade:**

- a. Cumulative mastery of above requirements
- b. Able to read fluently (orally) and independently (silently), using the books of **our** second grade level
- c. Able to neatly and automatically write in cursive
- d. Correctly identify the basic parts of a sentence
- e. Able to write in complete sentences
- f. Able to add and subtract two-digit numbers with regrouping with at least 70% accuracy
- g. Able to add and subtract single digit numbers with at least 85% accuracy (basic addition and subtraction facts)
- h. Demonstrates comprehension of multiplication concept

**Third Grade to Fourth Grade:**

- a. Cumulative mastery of above requirements

- b. Able to answer questions in a complete sentence.
- c. Able to write clear, cohesive paragraphs.
- d. Master the multiplication and division facts with 70% accuracy and confidently use the bar model drawing method for solving math problems
- e. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Fourth to Fifth Grade:**

- a. Cumulative mastery of above requirements
- b. Able to write four paragraph reports demonstrating proper use of spelling, grammar, and punctuation skills
- c. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Fifth to Sixth Grade:**

- a. Cumulative mastery of above requirements
- b. Able to write four paragraph reports demonstrating proper use of research methods
- c. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Sixth to Seventh Grade:**

- a. Cumulative mastery of above requirements
- b. Able to record adequate notes from class lecture
- c. Satisfactory (70%) completion of curriculum objectives for this grade level
- d. In addition, cumulative comprehensive mastery tests may be administered to assess the student's readiness for entering Covenant Christian Academy Upper School.
- e. Able to execute a personal organizational system

**Upper School:**

- 1) To be promoted, students must earn a passing grade average for the year in every academic subject.
  - a. Fitness, choir and electives will not be considered toward promotion or retention.
  - b. Calculation of final grade for each course will be as follows:
    - i. The average of your report card grade for each trimester
    - ii. Averages below 66% are considered failing
- 2) Students failing a single course may meet the requirements for promotion through remedial summer course work according to the following guidelines.
  - a. Course work must be pre-approved by the teacher granting the failing grade and a CCA administrator. Approval will be based on the course's comparability with CCA's course in both content and standards.
  - b. Approved course work completed and passed at another institution will be accepted by CCA for graduation credit and will appear on the CCA transcript as a "pass". No letter grade will be given by CCA. The "F" will be removed from the transcript.
  - c. Parents may seek a private arrangement with a CCA staff member who may choose to oversee independent summer course work for a fee. No CCA staff will be required to participate in this type of summer work. Students completing a course in this manner will be expected to meet the standards of the CCA course. The grade earned for summer work will be listed on the CCA transcript and will be used in the calculation of the GPA. The "F" will be removed from the transcript.
  - d. All summer remedial work must be completed by July 31<sup>st</sup>.
- 3) Students earning a failing average in more than one course may not be promoted through summer course work.



## II. Appeals

All appeals for diverging from or waiving the requirements of this policy will be submitted to the appropriate (grammar school or upper school) dean. They may seek whatever counsel is deemed necessary to render a proper judgment.

## GRADUATION REQUIREMENTS

### Graduation Requirements (10.13)

*Dates:* Revised 8/14 (Pending)

Revised 10/1/09

Approved 4/11/06

*Objective:* To delineate what courses are required to earn a diploma from Covenant Christian Academy.

*Scope:* This policy applies to all students seeking to graduate from Covenant Christian Academy, regardless of grade level at enrollment.

*Definitions:* NA

#### *Guidelines:*

The following chart lists the minimal requirements for students earning a CCA diploma. The table assumes that the student has been at CCA for 9<sup>th</sup> to 12<sup>th</sup> grades. See below for amendments made for students entering after 9<sup>th</sup> grade.

	CCA Honors Diploma	CCA Diploma
History	4 courses	3 courses
Literature	4 courses	3 courses
Rhetoric	2 courses	2 courses
Theology	2 courses	2 courses
Mathematics	3 courses, to include Algebra II	3 courses
Science	3 courses	2 courses
Foreign Language	2 courses	0 courses
Logic	1 course	1 course
Electives	Up to 8 courses	Up to 8 courses

1. A student must take at least three blocks per trimester to be considered a full-time CCA student.
2. Seniors who are taking courses at local colleges or are involved in a structured internship or an approved independent study program for part of the day must still complete the CCA Senior Thesis, Apologetics and History at CCA in order to earn a diploma.
3. Students earning a CCA diploma will, in most cases, be part of the same classes as students earning CCA Honors Diplomas. In some cases, arrangements can be made between the parents, teacher and administration to have the course requirements amended for those earning CCA Diplomas; CCA will list an amended course on the college transcript under a different name, in order to maintain the integrity of the CCA Honors Diploma. For example, a course may be called "British Literature" on a CCA Honors Transcript and "Literature 10" on a CCA Diploma, if amendments have been made to the course assignments.

4. The requirements for a CCA Honors Diploma meet, or exceed, the admissions requirements for most colleges and universities. A few prestigious colleges have additional admissions requirements; students interested in applying at those institutions should confer with their college advisors and should take all four years of CCA's math, science and language courses.

5. The requirements for a CCA Diploma meet the admissions requirements for some colleges. Students earning a CCA Diploma are encouraged to take courses in excess of the minimal requirements whenever possible.

6. Students who enter CCA at or after 9<sup>th</sup> grade will be required to take a minimum of one year each of Latin, Logic and Rhetoric, unless they have taken those subjects at a previous school. Supervised independent study can be substituted for a class, if the student's class schedule does not allow participation in the regularly scheduled class.

7. In accordance with the spirit of this policy, students in 7th and 8th grades may be granted a one-course reduction in load and course amendments. No second track system is to be implemented below 7th grade. Students below 7th grade will follow the guidelines stated in the Student Learning Needs Policy.

## **ADMISSION PROCEDURES/REQUIREMENTS**

### **I. Admission Procedures:**

- A. Upon return of a completed application, testing is scheduled. After the testing is completed, an interview with the family will be arranged with two members of the administration or the Board of Directors.
- B. After the interview, and after reviewing all other required materials (as stated on the application process form), those conducting the interview will make the decision whether or not to recommend to the Headmaster the family be admitted into CCA.
- C. The Headmaster or office staff will then notify the parents in writing with the decision regarding acceptance. If accepted, the office will mail an acceptance letter and other mandatory forms to be completed and returned.
- D. All financial arrangements between the family and the school must be understood before an admission is considered final.

### **II. Admission Requirements for the Student:**

- A. A child entering Kindergarten must have reached the age of five years before September 1<sup>st</sup> of the present academic year and must be able to demonstrate age level success on the screening tests and appropriate maturity level.
- B. A child entering first grade must have reached the age of six years before September 1<sup>st</sup> of the fall in which he would enter Covenant Christian Academy and have successfully completed Kindergarten.
- C. Prior to enrollment, the school will review a student's transcript, including the most recent report card, standardized test scores, and any disciplinary or special needs information from the last school attended or the school where the student is presently enrolled. If a child has successfully completed the previous school year and his schoolwork and behavior compare favorably to the comparable grade at Covenant Christian Academy, the child will be placed in the grade for which he is applying. If, however, there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he may repeat the previous grade at CCA. Grade level placement is determined by CCA and is provisional for the student's first trimester.
- D. In general practice, if the student and parents comply with the requirements outlined here, Covenant Christian Academy will admit the student to all rights, privileges, programs, and activities of CCA. Covenant Christian Academy does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, and scholarships.

## **ARRIVAL AND DEPARTURE RULES**

### **SCHOOL HOURS**

The regular school day is from 7:55 a.m. to 3:00 p.m. It is important that students be punctual.

### **DROP OFF/PICK-UP PROCEDURES**

#### **Arrival**

1. Drop off students in the designated area in front of the school. Please do not allow grammar school children to exit the car in the parking spaces unless you are walking into the school building with them.
2. Parking in the spots in front of the school building is prohibited between 7:30am and 8:00am. The main parking lot must be used during this time.
3. All students arriving before 7:45am must gather in the multi-purpose room until dismissed by a CCA staff member.
4. Grammar school students must be in their classrooms by 7:55am
5. Upper School students must be in the morning hallway gathering by 7:55am
6. Any student entering the building after 7:55am must sign-in at the front desk.
7. Grammar school students arriving at school after 7:55 must be signed in by an adult.

#### **Dismissal / Car Pick-Up**

1. Parking in the spots in front of the school building is prohibited between 2:30pm and 3:30pm. Only the main parking lot may be used during this time.
2. Cars must line up in the designated areas with the car number displayed in the windshield.
3. After the buses are dismissed, a CCA staff member will communicate the car numbers into the building where students are waiting.

**Grammar school bus riders will enter and exit the building from the main school lobby. Upper school bus riders will exit from the Dunlap Center lobby. It is essential to be on time. Bus drivers will not be asked to wait for late upper school students.**

### **BUS RULES**

- If CCA receives notice of a behavioral issue on a bus, we will pass the information along to the parents.
- CCA will document the report, but there will be no further disciplinary action by CCA.
- Parents are encouraged to contact one another directly if students from two families have a conflict on a bus. CCA will not mediate these situations.

### **STUDENT DRIVERS**

1. Students with a valid Pennsylvania driver's license must submit a "Student Driver Permit Form" annually to the school office with a copy of their driver's license, registration, and insurance card to be allowed to park on campus.
2. Students will park in the area designated by the administration and will remain parked until the end of the school day. A car is not to be used as a locker. Students may briefly visit their car during the school day only after receiving a pass from the Upper School Dean.

3. No other students are to be transported by the student driver unless written parental permission from both the driver and passenger has been given in advance to the school office.
4. Student drivers may not exit the parking lot between 3:05 and 3:15 without specific permission from an administrator or the CCA staff member supervising dismissal.
5. Failure to comply with these guidelines or any reckless driving will result in the revocation of campus parking privileges.

**CCA campus speed limit is 10 mph - Please carefully monitor your speed.**

## **CHANGES IN TRANSPORTATION**

1. Please inform the CCA office when your child is going home in a way that is not usual for them. Please contact the school office either by leaving a message on the transportation extension 160 or by emailing [transportation.change@ccahbg.net](mailto:transportation.change@ccahbg.net).
2. When calling CCA to make a transportation change, your child will receive a transportation change slip at dismissal time. Calls must be received prior to 2:00 pm unless it is an emergency.
3. If you are making a repeated and regular change in the transportation routine (for example: being picked up by car every Tuesday for piano lessons, staying at the school for every cross-country practice, being tutored at the school every Monday), you may send one note to cover all the affected dates. Make it clear to the office whether the change for a particular day is in effect until the end of the year or just until a specified date. Please note that you must inform the office if the change is being reversed for one day! We will not put a grammar school student on a bus if the last notice we received from you was that they should not ride on that particular day of the week.

# **ATHLETIC PROGRAM POLICIES**

## **MISSION AND PHILOSOPHY**

For our students to “effectively serve God” and to “see and submit to the Lordship of Christ in every sphere of life” as our mission states, we must train their whole persons, which includes their bodily health, physical abilities, and cooperative team relationships.

Athletic activity is incorporated within the framework of the fitness classes and co-curricular offerings. The goals of this part of the curriculum are to encourage students to develop personal physical skills and abilities and to provide the opportunity for all students to experience various selected team sports. The development of interpersonal skills related to team effort and sportsmanlike competition is emphasized. The Board of CCA fully supports and encourages such activity with a view toward godly conduct in all endeavors.

## **MIDDLE SCHOOL INTERSCHOLASTIC PROGRAM GOALS**

Students in 5<sup>th</sup> through 8<sup>th</sup> grades participate in a competitive setting with the overall goal of skills training, teamwork, and building strong Christian character. The program also emphasizes coordination, physical fitness, enjoyment, and responsibility. Middle School competitive athletes will, over the course of the season, have ample opportunities to perform in games. Coaches monitor playing time carefully and see to it that, over the course of the season, all athletes have had playing time. Winning is important but is the secondary goal. Playing at the same competitive level or above that level with other teams is our primary goal. The program, while appropriate for the middle school age, is a transition from the elementary setting to the competitive sports in the Upper School.

## **JUNIOR VARSITY/VARSITY INTERSCHOLASTIC PROGRAM GOALS**

Students in 9<sup>th</sup> through 12<sup>th</sup> grades learn to compete in a setting that seeks to develop high level skills and strategies, Christian character, teamwork, good sportsmanship, and school spirit. The program seeks to provide each student with a sense of affiliation, motivation, and accomplishment by balancing challenge and demand with support and encouragement. The athletes are expected to give their best each time they practice or play.

## **AWARDS**

Students can work throughout the year to earn various awards that are presented at the end of the school year or during an awards event.

### **Letter Awards**

High school students may earn Letter awards in Varsity sports. A Letter award recipient receives a certificate, a chenille letter (first year), and the appropriate activity pin based on participation requirements at the sports awards assembly.

### **Athletic Awards**

Athletic participation certificates are given to students in Middle School and High School who participate in athletics. Athletic Awards are given for Most Improved Player and Most Valuable Player. The Coach's Award is given based on ability, leadership, and character.

## **PUNCTUAL PICK-UP**

Parents must provide transportation home and after all after school activities. No student can be left unattended. Students who are picked up late on multiple occasions may be denied the opportunity for continued participation.

## **SPECTATOR RULES AT ATHLETIC EVENTS**

The following guidelines for conduct apply to student and adult spectators at all sports activities:

1. Demonstrate self-control and respect for others.
2. Accept and respect the integrity and authority of the officials.
3. Avoid booing, taunting, personal comments and “coaching” of players from the sideline or stands.
4. Accept victory, defeat and referee’s decisions with grace, dignity and contentedness, realizing that everything we do should bring glory and honor to God.
5. Students are required to dress appropriately and modestly for all school events. Students who are not dressed appropriately will be denied access.
6. Parents are responsible to monitor their children during games and to assure that they remain in the gym area during games.
7. All CCA staff members have the authority to enforce these rules.

## **COMMUNICATION**

### **GENERAL CONTACT INFORMATION**

The school telephone number is 717-540-9885. The school FAX number is 717-540-7176. The school mailing address is 1982 Locust Lane, Harrisburg, PA 17109. The school website is: [www.covenantchristianacademy.net](http://www.covenantchristianacademy.net) or email address is: [office@covenantchristianacademy.net](mailto:office@covenantchristianacademy.net)

If you need to contact us with information or a question, please email the school office or send in a note with your child. We will answer in writing or call you as soon as possible. Except in the case of emergencies, students will not be contacted with a phone message during class, nor will they be called out of class to receive calls.

As much as possible, parents and teachers are encouraged to use electronic communications (through RenWeb and the school email accounts) as this provides a record. A phone call or face to face meeting, however, is often the most effective means of communicating and should be a regular exercise. Especially at the grammar school level, teachers will reinforce electronic communications with paper copies of notes for parents to sign (allowing the child to be tangibly involved in the communication process). Parents wishing to contact teachers by telephone should do so between 7:30am and 3:15pm and do their best to avoid contacting teachers during evenings and weekends. Meetings may be set up by appointment with a teacher or administrator. If a teacher is occupied in a class, a voicemail message can be left.

To build trust, strong teacher-student relationships, and healthy independence, parents should encourage their upper school student to handle as many communication needs as possible by talking directly with their teachers or an administrator. Teachers and parents should also maintain their own line of communication (independently from the student) so that all larger issues can be handled by adults in an open and cooperative manner. Parents should also keep healthy lines of communication open with parents of classmates. CCA administrators are able to facilitate such parent to parent communications but will generally assume that they are taking place in a regular and productive manner. When concerns between parents, teachers or students are not resolved by direct communication between the individuals involved, please include an administrator. Any concerns unresolved by the Deans should be referred to the Headmaster and finally to the Board of Directors. (Please refer to the CCA Grievance Policy 9.8 for further details regarding expectations)

**RENWEB:** school/parent software which is used for communication with parents, providing assignments, grades, homework and more.

**PHONE TREE:** used to notify school families in a timely manner of important upcoming events, schedule changes, and other developments.

**PILLAR PRESS:** weekly email publication which contains interesting, timely, and important school news and updates.



## **BACK-TO-SCHOOL NIGHTS**

In the fall, the school hosts a Back-To-School night which gives parents an opportunity to meet faculty, learn about their child's curriculum, and fellowship with other school parents. Back-to-School Night is not a time to discuss individual student concerns with teachers. Parents should request to schedule an individual conference with the teacher if they have questions or concerns about their individual children. Please note this evening is for parents only, not children.

## **RELEASE OF INFORMATION**

The school will only release student information (i.e. school records, report cards, etc.) to parents or guardians who are so designated on the school's "Family Information Sheet." With respect to student activities that require parental consent, the school accepts consent only from the parent with legal custody of the student, unless authorization to grant consent is given to another parent by court order or comparable legal document.

## **EMERGENCY CLOSING**

1. Delays and closings will be communicated using the school phone tree system to those parents who ask to be placed on the "Early Call List".
2. Delays and closings will also be announced at the following places:
  - AM Stations – WHP 580
  - FM Stations – WITF 89.5
  - Television – WHP TV 21, WGAL 8, Fox 43, ABC 27
  - Internet – CCA website and CCA Facebook page
3. Decisions to transport students home early during a storm are made by the public busing districts.
4. CCA will dismiss students when their buses come for them, unless a parent notifies CCA prior to the time that the public bus comes to CCA.
5. CCA will send out a phone tree message using the "emergency contact list" notifying parents of an early dismissal for emergency or weather related purposes. If the weather is inclement, parents must check radio and television news sources for closing information. **DO NOT CALL CCA TO ASK IF YOUR PUBLIC DISTRICT IS DISMISSING.** We often do not know this information any sooner than the news outlets do.
6. Please do not ask a CCA office staff person to research particular classroom activities for you before you make a dismissal decision. They do not know a specific teacher's plans and cannot afford time away from the office to make trips to classrooms.
7. CCA will remain in session until the normal end of the school day, unless the weather is extreme, in which case parents who normally pick up their children by car at 3:00 will be notified to come earlier. For bus-riding students, see above.

**CCA-Specific Closings:** If CCA has reason to close when public districts are not closing, parents will be called and asked to come for their children.

## **CODE OF CONDUCT AND STANDARDS**

### **STUDENT CONDUCT AND EXPECTATIONS**

As God's image bearers, students at CCA are expected to pursue their vocation as scholars with their whole body, heart, mind, and strength, enthusiastically urging themselves and their peers to grow more like Christ. Throughout the school day and at all school sponsored events, students will be expected to:

1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18).

It is expected that students will obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving direction. It is expected that students will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining will be addressed.

2. Exercise joy and diligence in work and play. (Eph. 6:6,7).

It is expected that students will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed. We also expect students to be diligent in their play when it is the appropriate activity. Apathy, at work or play, is not acceptable.

3. Speak with honesty and edification. (Eph. 4:25, Ps. 19:14).

It is expected that students will speak honestly without rationalization and excuse. Gossip, slander, and "tattle tales" will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17.

4. Display consideration, kindness, and compassion. (Eph. 4:25, 32).

It is expected that students will treat others with kindness in action and in speech. Harsh words and harmful behavior will be addressed and will result in appropriate discipline.

5. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40).

It is expected that students will control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. It is expected that students will take an active part in maintaining their personal belongings and the school's appearance. It is expected that they will demonstrate orderly behavior when in groups.

### **SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES**

The purpose of the Covenant Christian Academy Expectations and Procedures is to shepherd all students in grades Pre-Kindergarten thru 12<sup>th</sup> grade, holding them consistently accountable to godly conduct. We maintain Scripture as the center of our school and as the standard by which we educate and train our students. These expectations and procedures apply to our students during school hours as well as at all school sponsored events before and/or after normal school hours.

#### **Expectations:**

Covenant Christian Academy expects every student to demonstrate the biblical characteristics described in the Student Conduct and Expectations section of this handbook. CCA expects our students to refrain from behaviors which include: disrespect shown to any staff member, dishonesty in any situation while at school (including lying, cheating, and stealing), rebellion, fighting (i.e. striking in anger with the intention to harm another), obscene, vulgar, or profane language, images or gestures, as well as taking the name of the Lord in vain, gross violence, vandalism of school property, violations of civil law such as bringing and/or possessing a weapon on school grounds or to a school sponsored event, involvement with alcohol or illegal drugs or any flagrant act in clear contradiction to scriptural commands. We value and preserve

the warm and orderly environment that characterizes our school and that makes it possible for each student, teacher and coach to pursue our mission.

### **Procedures:**

Students who do not demonstrate these biblical characteristics will require discipline and restoration. CCA handles each on a “case by case” basis, maintaining equitable standards while walking the student through a process of full restoration. Responsibility starts with the school appointed supervisor. As needed, the Dean and the Headmaster will work with and support all parties involved. Parents are informed at each stage (see Communications Guidelines in this handbook) and their supportive involvement is integral to the process. Although we strive to communicate regularly, these electronic communications will not remain in the student’s permanent record. Only those incidents deemed worthy of a formal office visit will be filed and done so with the parents’ knowledge.

The following consequences are used in the course of the discipline and restoration process: warnings, student conferences, parent meetings, opportunities for seeking and granting forgiveness, restitution, silent lunch or recess detention, after school detentions, suspensions, corporal punishment, and expulsion. Additional disciplinary measures may be added as deemed necessary by the CCA Administration.

### **“CCA BEST DAYS”**

“CCA Best Days” are days on which all students will be required to wear the CCA Best uniform. Upper school students will be required to wear CCA Best every Thursday of the school year. Grammar School students will wear CCA Best the last Thursday of each month. See our online calendar for additional dates when CCA Best is required and our Uniform Guidelines for specifics on the CCA Best uniform.

### **STUDENT APPEARANCE GUIDELINES**

1. All students will present themselves with an appearance that is characterized as modest, clean, neat, and not distracting (not drawing undue attention to one's self).
2. Hair must be kept clean and neatly combed out of the eyes. Unnatural (i.e.—blue, pink, etc.) hair colors or hair styles deemed to be extreme by a Dean or Headmaster are not permitted. Facial hair should be neat and defined (not an unshaven look).
3. Jewelry must be minimal and not involve pierced body parts with the exception of girls’ ears. Boys are not permitted to wear earrings.
4. All students are required to wear the Covenant Christian Academy approved uniform when in the school building between 7:30 a.m. and 3:30 p.m. Students must enter the building in uniform.
5. The Administrators are authorized to interpret and enforce these guidelines and to grant exceptions where needed.
6. Failure to comply with the requirements of the uniform policy will result in an "Out of Uniform Notice" being emailed to parents.
7. After the first offense, disciplinary action could include but is not limited to silent lunch, student not attending class until the uniform problem is corrected, parent conference, etc.
8. Failure to comply with the requirements of the “CCA Best” uniform policy for a field trip or special school activity may result in exclusion from participation in the activity for which the “CCA Best” uniform is required.

## **LOCKERS**

Students in grades 7-12 are issued lockers for the storage of their personal belongings. All lockers are the property of the school. Students are permitted to go to their lockers between classes to obtain what they need for their next class.

All books must be inside the lockers, all coats hung on hooks in the hall or placed inside lockers, and all bookbags must be in the lockers, hung on the hooks or placed neatly against the wall. Nothing can be placed in front of the lockers as this is a fire code violation.

Students may hang decorations inside the lockers, but all decorations must be consistent with the Student Conduct and Expectations listed in this Handbook. No decorations or writing are permitted on the exterior of the locker.

The administration may authorize the opening of a student's locker at any time. Students do not have the right to be present at such inspections. Any suspected locker abuse will be cause for an unannounced locker check.

## **LOST AND FOUND**

The following procedures will be followed with items ending up in the Lost and Found:

1. Clothing and unmarked personal items left on the playground, in hallways, outside of the lockers and other areas in the school will be placed in the Lost and Found.
2. All unclaimed, unmarked clothing will occasionally be displayed for reclaiming. If not claimed after a period of time, items will be made available for resale or discarded.

Parents can help alleviate the build-up of articles in the lost and found by marking your child's name on all uniform items, coats, sweaters, jackets, lunchboxes and other personal items. It is the responsibility of the parents to instruct their children to take care of all clothing and personal items. CCA assumes no responsibility for these items.

## **PLAYGROUND RULES**

Please send children prepared with the appropriate footwear and outerwear. Children without appropriate outerwear may be kept indoors during recess.

The following rules govern the conduct of students on the playground during the school day

### **Balls**

There is to be no kicking of balls at any time unless a faculty supervised game that requires kicking is being played. Only soccer balls or footballs may be kicked, not foursquare balls or basketballs. Balls are not to be bounced on the walls of the school building. Students should not bring balls from home.

### **Bicycles**

Bicycles are to be parked and locked upon arrival at school and are not to be used until school has closed at the end of the day. Bicycles are not to be ridden in the playground area at any time.

**Covered Entrances**

The covered entrances at the front and rear of the school building are not part of the playground. They are intended to be for entering and exiting the school building. There is to be no ball playing or running in those areas.

**Games**

Organized games, such as foursquare, kick ball, football, basketball, baseball, and soccer, are to be played by the school rules. No “special rules” are allowed.

**Leaving the School Grounds**

No student is to leave the school premises at any time, for any reason, unless he or she has permission to do so. This rule is in effect from the time of arrival until departure by the usual means used for transportation to and from school. If a student needs to leave the playground to go to the bathroom, he or she must first check with a faculty member and obtain permission to do so. Failing to obtain permission will result in discipline.

**Wooded Areas**

Students are not allowed to play or run through the woods which surround the school. Students are not to go into any of the wooded areas without adult supervision.

**Skateboards, Roller Blades**

Skateboards, roller blades, roller skates and roller shoes are not allowed on the playground or elsewhere on campus during school hours.

**Swings and Slides**

There is to be no standing on the swings or climbing up the slides. Only one person may swing in a swing at a time. Swings may not be swung from side or side or twisted. No jumping from a swing in motion.

## **CELL PHONES**

Cell phones must remain off and out of sight between 7:30 am and 3:00 pm., unless we are experiencing a school-wide emergency.

The above rule applies at all events during school hours and throughout the day, including breaks and lunch. Students who violate the rules will have their cell phones confiscated and returned only to their parents (unless other arrangements are made by an administrator due to extenuating circumstances).

Parents desiring to contact their child may contact the school office requesting a return call at a convenient time (or immediately in the case of an emergency). Students may also ask supervising adults for use of the office phone in case they need to contact their parents during the school day.

## **VISITORS**

- We welcome and encourage parent visitation.
- Please make prior arrangements with staff when planning to visit the classroom.
- Remember to SIGN IN and SIGN OUT at the CCA office whenever you are on the campus. The sign-out book is used to account for every person on the campus during emergencies.

## **VOLUNTEER BACKGROUND CHECKS**

The school relies on volunteers to carry out a variety of tasks both during and after school hours. The school takes every precaution necessary to ensure the safety of the children under our care. For this reason, the school requires **all** volunteers who are in the school and around students to submit to a criminal background check. This includes classroom helpers, drivers, etc.

## **EXTENDED CARE**

This after-school childcare service is provided to our school families on a fee basis.

Any grammar school student who remains on school property after 3:30 p.m. is required to be in a designated Extended Care location with school appointed supervision. Extended Care will not be provided on days when the school dismisses prior to 3:00pm. Upper school students will be required to wait in designated areas after school. Any upper school student who does not remain where they are expected to be will be sent to Extended Care and charged the appropriate amount.

Grammar School students staying after school to attend an event must stay in the Extended Care room until the starting time of the event, provided they have parental permission. Students will not be dismissed from Extended Care to attend the event until a parent arrives to pick them up. Unless your child is a regular user of Extended Care, please inform the school office on the days your child will be attending Extended Care.

## **SAFETY**

When you pick up your child from Extended Care, you will be required to sign your child out of Extended Care and show the car number provided by the school to the Extended Care supervisor.

## **HOURS AND RATES**

Hours are 3:30-5:00 p.m. at the rate of \$5.00 per hour. Prepaid cards can be purchased from the Business Office at a rate of \$4.00 per hour. The card will be maintained by the Business Office in your account.

**Students picked up after 5:00 p.m. will incur a \$25.00 late fee charge per occurrence. Extended Care privileges will be revoked for the year upon the third occurrence.**

If you need to contact the Extended Care supervisor, call the school and dial extension 201.

## **INTERNATIONAL STUDENTS**

In order to help international students reach their English proficiency and post-high school goals, CCA expects international students to be immersed in the English language.

- International students are required to use only English during the school day, unless given express permission by a teacher. Lunches are English-only unless announced otherwise.
- International students are expected to live in CCA family homes whenever one is available. Host families are encouraged to require English immersion in their homes, also with the goal of helping students to quickly become proficient in their English skills.
- The emphasis on immersion is not meant to demean a student's home culture or language in any way; CCA staff seeks to give international students opportunities to share about their countries in various ways within the school—both with their peers and with younger students.
- CCA's guidelines are in place to aid students in their quest for fluency in English. Students who become most fluent, in turn, become the students whose academic work reaches the level required by American universities.

## **ADMISSIONS REQUIREMENTS**

- Full application submitted with the applicable fees
- Skype interview to assess conversational English abilities
- Submission of TOEFL Junior scores (all three sections) to verify English proficiency
- Submission of health records and transcripts (in English) from former schools within one week of arrival at CCA
- Orientation to CCA, as scheduled by the school, at the time of arrival
- No new international students whose goal is a high school diploma will be admitted to 11<sup>th</sup> or 12<sup>th</sup> grades; the only students considered for these grades are those whose purpose for attending CCA is cultural exchange and language acquisition but who need no course credit.
- Unless an international student is living locally with a relative, he or she is required to live with a CCA host family if one is available. Non-CCA families who serve as host families must have a family interview; all host families must have at least one parent who professes faith in Christ.

## **ACADEMICS**

- When available, first year international students are expected to take an introductory Bible class, an introductory English literature class and ESL; exceptions to this policy will be rare and will be based on a student's exceptional skills in English conversation and writing or strong knowledge of the Bible. The remainder of a first year student's schedule will be filled with a variety of other school subjects.
- CCA cannot guarantee that first year students will be admitted to all the classes of their choice. The determination of the schedule will be based upon space in classes and the student's background. The primary goal for the first year at CCA is to improve English speaking and writing skills. Therefore, students may be in math, science or history classes that are not their first choices but will provide them with ample opportunity to improve in English.

- A student's continued enrollment at CCA will be based upon their writing skills, ability to participate in CCA classroom discussions and their overall behavior in the school. Students will be informed in April whether they will be considered for re-enrollment the following year.
- Senior Year and Graduation
  - CCA does not issue diplomas based upon time in the school but upon a student's meeting of the graduation requirements. International students are expected to meet the requirement for the Senior Speech and Writing course as set forth in the graduation requirements policy. CCA staff will guide students through this project but will not do major re-writing of a student's work. Any student whose writing needs significant coaching must arrange for a private tutor.
  - CCA's guidance coordinator will provide international students with the same assistance given all CCA students in the college admissions process. It is the student's responsibility to have any foreign transcripts translated into English.

### **CCA SCHOOL CULTURE**

- CCA strongly encourages international students to maximize their time in speaking English. We expect that they will be immersed in English, both in school and in the evenings. Within a few months of arrival, students should be thinking in English. Time spent speaking a mother tongue, watching foreign television and internet are all activities that will slow down a student's progress in English. CCA reserves the right to ask host families to limit a student's conversation in his mother tongue in order to assist in the English learning process.
- English must be spoken between 7:30 and 3:30 in the school building unless a teacher gives permission otherwise.
  - During a student's first week at CCA, verbal instruction and reminders will be given regarding the use of a mother tongue. During the remainder of the student's first month at CCA, use of a mother tongue will result in a silent lunch detention.
  - After the first month, use of a mother tongue without permission will result in a silent lunch detention for the first two offenses. Third and fourth offenses will each result in one day of in-school suspension. A fifth offense will result in expulsion from CCA.
  - Students who need to use a mother tongue to explain something to one another are encouraged to seek a teacher for permission; it will likely be granted. Students using a mother tongue with permission receive no penalty.
  - Students are encouraged to ask questions, both during class and during appointments made with teachers. American education values a student's active pursuit of learning. Students will be better prepared for university classes if they participate in discussions and ask questions during high school.
  - American teachers and classmates consider sleeping during class or school activities to be extremely disrespectful and rude; international students are encouraged to establish good sleeping habits overnight to avoid being tired during the school day. Sleeping during a class will result in disciplinary measures.
  - International students are expected to abide by all the guidelines found in the CCA Upper School Student Handbook and the CCA Parent-Student Handbook—including uniform and electronics guidelines. Electronic translators may be used only with express teacher permission during a class or study hall. Printed translation dictionaries are encouraged.



- International students are welcome—and encouraged—to participate in the co-curricular activities of CCA as they are able. These athletic and artistic activities are an important part of CCA's culture and are often the source of many friendships.

## **FINANCIAL POLICIES**

### **TUITION PAYMENT POLICY (8.4)**

*Date:* Revised 12/11/2001

*Objective:* To ensure that tuition is collected in a timely manner and to establish policy whereby unpaid tuition is collected as quickly as possible.

*Scope:* This process is to be followed unless specific other arrangements have been made between the Headmaster and the family involved. Good faith will be presumed on the part of the family unless subsequent circumstances indicate no positive action can be expected.

*Definitions:*

Late fee: A charge assessed when tuition payment is not received in full by the first day of the month in which it is due.

Returned check fee: A charge assessed when a check is returned to the school from the financial institution due to insufficient funds in the payer's account.

*Guidelines:*

The following process is to be adhered to in the collection of tuition payments:

1. CCA will accept tuition payment in the form of personal checks or money orders. Cash will not be accepted.
2. Tuition payments are non-refundable and non-transferable, regardless of the circumstances.
3. In the event tuition payment is not received in full by the first working day of the month, a tuition payment reminder card will be sent by the Headmaster or his delegate to the family no later than the end of the second working day of the month.
4. Beginning on the second working day of each month, a late fee of ten (\$10.00) dollars per business day will be assessed each day and added to the outstanding tuition balance until the balance is paid in full.
5. If the outstanding balance is not paid, or arrangements are not made within fifteen days of the original due date, the Headmaster or his delegate will personally contact the student's parents. The essential elements or agreements made at that time will be recorded and filed.
6. If after all the efforts noted above have been exercised and a period of thirty days from the original due date has elapsed, the Headmaster or his delegate will inform the family concerned that their student(s) is subject to immediate expulsion for financial reasons. At this time, a collection service may be retained to elicit payment of the outstanding tuition balance and any related fees.
7. If at any time a check is returned to the school from the bank due to insufficient funds, a twenty (\$20.00) dollar returned check fee will be assessed and added to the outstanding tuition balance, and the late fees described above in paragraph 4 shall accrue as though CCA had not received the check.
8. All payments received from families who are not current in their tuition payments shall be credited toward that arrearage. Payments received from families who are not current in their tuition payments shall not be credited toward registration or application fees. The tuition arrearage must be paid in full, so that there is no arrearage, before the family may register for the following year or apply for assistance for the following year. Furthermore, no family may be

accepted for the following year, nor shall a place be held for a student if the family is not current in tuition payments, including all late fees, by June 30.

## **PREPAID TUITION POLICY**

### **Prepaid Tuition Policy (8.6)**

*Date:* Revised 12/11/01

Approved July 1997

*Objective:* To set guidelines for the receipt and use of any prepaid tuitions.

*Scope:* This policy applies to any situation in which a family desires to prepay their assessed tuition amount for any period of time.

*Definition:*

"Unused funds": Prepaid tuition monies remaining as a result of a student discontinuing enrollment for any reason.

*Guidelines:* Should a family seek to prepay tuition, the following information will be presented them:

1. Financial:
  - a. For one year of prepaid tuition, a discount, set annually by the school board, will be granted.
  - b. This discount will apply only to a full year's tuition prepayment made on or before July 1 prior to the start of the academic year.
2. Selection:
  - a. The family must sign a document stating their understanding of the conditions under which the monies are accepted.
  - b. Before a family may prepay for more than one year, the school board's approval must be obtained, along with the recommendation of the Headmaster.
3. Cancellation:
  - a. All prepaid tuitions are non-refundable, and non-transferable, regardless of the circumstances.
  - b. Any "unused funds" will be calculated and acknowledged with a gift receipt to the donor.

## **HEALTH REGULATIONS AND SERVICES**

### **STUDENT HEALTH REQUIREMENTS**

1. All students attending Covenant Christian Academy must have on record with the school office, either a **current immunization record or an exemption statement according to Pennsylvania law, before entering school in the fall.** Standard immunization record forms may be obtained and completed by your family doctor and a copy given to the school office.
2. The school cannot give internal medicine such as an aspirin, a spoonful of medicine, or epinephrine for an allergic anaphylactic reaction without written permission from both a physician and parent. The “Medication Disbursement in School” permission form is kept on file in the office. Only medications given three times a day or more can be administered at school. Prescription bottles must be labeled with amount of medicine needed while at school. All medications, including inhalers, are to be turned over to the office when student arrives at school.
3. Other forms necessary for student health records are attached or can be obtained from the school office. Each student must have a current Student Health History and Emergency Form on record with the school office.

### **Legal Requirements in Pennsylvania School Health Law**

**Immunizations** – Pennsylvania law requires all children entering school to have had the following immunizations:

- ☐ 4 DPT – 1 dose on or after the 4<sup>th</sup> birthday
- ☐ 3 OPV/IPV
- ☐ 3 HepB
- ☐ 2 MMR
- ☐ 1 dose Varicella (chickenpox), or 2 doses if immunized at age  $\geq 13$  years; or history of the disease.

**Please provide CCA with immunization records from your family physician or pediatrician.**

1. **Medical Exams** – Pennsylvania law requires a medical examination of your child at the following times:
  - ☐ Upon original entry into school
  - ☐ In the Sixth Grade
  - ☐ In the Eleventh Grade
  - ☐ New entrants in all grades who do not have a health record on file.

Standard Medical Forms that you may give your doctor to complete are available at the school office upon request. Copies of physical forms from your physician’s office are also acceptable.

2. **Dental Exams** – Pennsylvania law requires a dental examination of your child at the following times:
  - ☐ Upon original entry into school
  - ☐ In the Third Grade
  - ☐ In the Seventh Grade
  - ☐ New entrants in all grades who do not have a health record on file.

Standard Dental Forms that you may give your dentist to complete are available at the school office upon request. Copies of documentation of dental exams from your dentist are also acceptable.

## LUNCH

- Students must bring their own lunches except on days when they have ordered a prepared lunch.
- Lunch boxes should not display cartoon characters and other “pop culture” images.
- Grammar school students, including children of CCA staff, do not have access to refrigerators or microwaves.
- Upper school students may use the microwaves located in the lunchroom.
- If a student forgets a lunch, CCA will provide a lunch to the student, if one is available, and the family will be charged the appropriate amount for the lunch.
- Students will clean up the lunchroom by assignment.

## SCHOOL ACTIVITIES

The school provides a variety of activities and programs to promote student and family involvement in school life. Co-curricular activities, both during school and after school, are an important part of the educational process.

Eligibility requirements apply to all non-credit student activities, such as athletic teams, choir, trips, and all school-related clubs. Students are expected to maintain a high standard of Christian conduct. Any student who fails to do so will be declared ineligible.

Students must be at school by 10:30 am and may not leave before 1:00 pm to participate in after-school activities (unless approved exception by the Dean or Headmaster).

**Back to School Picnic** is held in early fall as a time of fun and fellowship for school families and staff.

**Grandparent’s Day** is held in the spring. Grandparents are invited to come to visit their grandchildren during a school day. A special program is presented and refreshments are served.

**Christmas Concert**: Students participate in a Christmas concert each December.

**Pastor Appreciation Week** is held annually to give students an opportunity to show their appreciation to their pastors. Pastors are invited to tour the school and visit the classrooms of students who attend their churches.

**Open Houses** are held each spring. Prospective families are invited to visit the school to see the students’ work on display and tour the facility.

**Field Trips** are provided as first-hand experiences and observations to supplement the regular classroom experience. Teachers and parents act as chaperones on all trips. Parents should not include siblings on the field trip.

## **GRAMMAR SCHOOL CELEBRATIONS**

To acknowledge special dates on the calendar or to enhance the curriculum, various events will be scheduled through the year. Because each of these events is an extension of the classroom, we request that parent helpers find childcare outside of CCA for their younger children.

**Student Birthday Recognition for Grades 1 - 6:** Each student may bring in a classroom treat on the day of, or nearest to, his birthday. Students with summer birthdays may celebrate their “half birthday” during the school year. It is not mandatory that students bring in a treat.

Guidelines for treats are as follows:

- One treat per child in classroom
- Individual portions not requiring a utensil or plate
- Treat to be carried in by student in the morning
- Teacher to determine when the treat is distributed during the day

**Student Birthday Recognition for Pre-K and Kindergarten:** Please see the classroom handbook for details.

**Other Events:** Events that have specific ties with a particular grade’s curriculum may be celebrated in ways that enhance classroom learning. Parents will be contacted to supply food or help for these events as needed. Please do not send unplanned treats without the classroom teacher’s request.

**Special Note on Valentine’s Day:** No parties will be planned for this day, though the day will be acknowledged and given a Christian "friendship" interpretation ("love" as defined in 1 Cor. 13). Valentine's Day cards that reflect Christian love may be made in class and exchanged.