



**COVENANT CHRISTIAN ACADEMY**

**Student and Parent Handbook**

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## Foundational Statements

### Philosophy of Education

Covenant Christian Academy is a Christian, classical, college-preparatory school. As a *Christian* school, our trustees, administration, faculty, staff, and parent and student bodies are devoted to God's only begotten Son, Jesus Christ as our Lord and Savior. Theologically, our faith derives from the Bible, God's infallible Word, especially as it articulates the nature of God, man, and grace – God as sovereign and holy, man as fallen and depraved, and grace as free and unconditional. As a *classical* school, we complement the study of classical languages with an emphasis upon the "classics," time-tested and scholar-approved works of literature, history, mathematics, science, and art which attest to the Providence of God and the Nature of Man throughout history. As a *college-preparatory* school, we endeavor to provide our students with the highest educational standards possible within a pre-college setting, with strong emphasis upon teaching our students to think critically and to write and speak accurately, insightfully, and clearly within every discipline.

Our *philosophy of child development* rests upon two ancient principles of education. First, our school functions *in loco parentis* – in the place of the parent – but this does not mean that we *supplant* parental authority; rather, through a shared but delegated responsibility, we "partner with parents" to *support* them in their divinely ordained mandate to "*train up a child in the way he should go.*" Secondly, our school recognizes that students are created *imago Dei* – in the image of God – and thus we endeavor to train them in spirit, mind, and body. *Spiritual* education derives from our study of God's word and our communal expression of its precepts through compassionate, respectful, and ethical relationships among our constituency and towards the community at large. *Mental* education derives from our diligent study of the vast spectrum of human knowledge as our teachers – life-long learners – model intellectual passion to their students and endeavor to cultivate this passion in them. Bodily education revolves around our physical education and fine arts programs. These emphasize coordinative discipline, aesthetic well-roundedness, creative strength, teamwork, humility in triumph, and dignity in defeat.

Excellence is our watchword, meaning that we seek to "*do all things heartily as unto the Lord.*" If "*the first and great commandment*" is to "*love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind,*" then our first duty as a Christian school is to fulfill this commandment in every area: in the classroom, in the studio, on the playing field, in our relationships one with another, and above all, in our relationship to God.

### Statement of Faith

- **I Believe** ... the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- **I Believe** ... there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- **I 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, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, 2 Corinthians 13:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)

- **I Believe** ... in the absolute necessity of regeneration by the Holy Spirit for 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 we are saved. (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Ephesians 2:3-10, Titus 3:5)
- **I Believe** ... in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation. (John 5:28-29)
- **I Believe** ... in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- **I 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, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
- **I Believe** ... that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. Therefore, believers should refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex---including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).
- **I Believe** ... the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). I believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Ephesians 5:21-33). I believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrew 13:4). I believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- **I Believe** ... that any form of sexual immorality (including but not limited to adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, prostitution, voyeurism, pedophilia, exhibitionism, polygamy, polyamory, sologamy, or use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-13, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 5:27-28, Romans 1:26-27, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5).
- **I Believe** ... that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).
- **I Believe** ... that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines Covenant Christian Academy.
- **I Believe** ... that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. I am therefore called to defend, protect, and value all human life. (Psalms 139).

## **School Governance and Management**

Covenant Christian Academy is governed by a Board of Trustees. The primary functions of the Board are to act as the guardian of the mission of Covenant Christian Academy, to develop the board policies and the long-range planning of the institution, to hire the Headmaster, and to be responsible for the financial viability and stability of the school.

The Headmaster serves as an ambassador-at-large by pursuing the vision and mission as set forth by the Board of Trustees. He functions as the chief executive officer of CCA.

## **General Campus Information**

### **Campus Visitors**

- All visitors/parents are required to check in at the office and present a valid driver's license to receive a visitor's pass.
- Prior approval must be obtained before visiting a classroom.
- No outside visitors during the first or last two weeks of school (including dead days and exams) with the exception of family and alumni.
- Pets are not allowed in the buildings without special permission from the principal.

### **Lunch/Food Distribution**

- Meals and snacks are not covered in the cost of tuition. CCA is not responsible for meeting the child's daily food needs or for the nutritional value of meals or snacks sent from home to school/meals or purchased through our lunch program.
- To ensure the health/safety of all students, including those with allergies, distribution of food items is not permitted without prior permission. (Early Childhood/Elementary School)

### **Technology/Cell Phones and Electronic Device Policy**

The [Social Media Acceptable Use Policy](#) outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Students are required to read and agree to abide by the policies set forth.

[Middle School](#)

[High School](#)

[Early Childhood/Elementary](#)

Pre-K – 4<sup>th</sup> grade students may not use personal cell phones or any other electronic devices (including *Apple iPhone* watches or other similar “smart” technology devices) while on campus during normal school hours. This includes before school, while waiting to enter the classroom/building, and after school while waiting for his/her ride home. This does not include times the student is on campus, outside normal school hours, while under the direct supervision of his/her parent/guardian.

## **After School Hours/Cougar Club**

Students must be picked up after school within 15 minutes of dismissal if not participating in after school activities. For families that work or have other obligations beyond normal school hours, Cougar Club is available between the hours of 3:00 - 5:30 p.m. for students in grades PK - 6th grades at an hourly rate not included in the cost of tuition. For more information or to register, please click [here](#).

### Early Childhood/Elementary/Middle School (Pre-K3 through 6<sup>th</sup> grade)

Unsupervised students remaining on campus 20 minutes after dismissal will be placed in *Cougar Club* and charged a childcare fee of \$50.

## **Permission to Leave School**

Students who must leave school during the school day are required to sign out in the school office.

### Early Childhood/Elementary School

Parents of students (Pre-K3 – 4<sup>th</sup>) should call the school office or send a note/email to the teacher before the start of school on the morning of an expected early release. If plans are made after the start of school, parents should notify the school office as soon as possible. Parents will be required to meet his/her child in the school office at the designated time to sign out the student. ID may be requested.

### Middle School

5<sup>th</sup> – 8<sup>th</sup> grade parents should send a note with their child, email the teacher or call the Nissi Office the morning of to request an early dismissal. Parents must come to the Nissi office to meet their child and sign them out.

### High School

Students must present their request to the office where an “Early Dismissal” slip will be issued. The student will then present the slip to the teacher from whose class they will be leaving. Parents should meet their student in the office at the designated time and sign out or student drivers must have parental permission via a phone call/email to drive him/herself. Permission will not be accepted via text message.

## **Admissions**

### **Admission Philosophy, Policies, and Procedures**

[Admissions Criteria](#), [Admissions Procedures](#) and [Enrollment/Tuition Fees](#)

### **Re-enrollment Policy**

The school accordingly reserves the right to terminate or not renew a student’s enrollment contract based on the following conditions:

- A positive and constructive relationship with the student/parent is deemed impossible
- A student/parent that seriously interferes with the school’s accomplishment of its educational purposes

- A student has continued academic difficulty
- Failure to exercise reasonable efforts to maintain active involvement of the student and at least one parent in regular church attendance (3 out of 4 worship services a month)
- Unmet contractual financial obligations
- Parent(s) in violation of Statement of Faith
- Excessive school absences and/or tardiness

## **Withdrawals**

Withdrawals are processed through school principals. Tuition is non-refundable and non-transferable whether withdrawal is voluntary or involuntary. The student's financial account must be settled through the Business Office before any official records, references, or transcripts will be released.

## **Health and Safety Issues**

### **Illness and Exclusion**

Please do not send your child to school when they are ill. We cannot admit a student if one or more of the following conditions exist:

1. The illness prevents the student from participating comfortably in school activities, including outdoor play;
2. The illness results in a greater need for care than the teacher can provide without compromising the health, safety, and supervision of the other students in her care;
3. The student has had an oral temperature of 100.4 degrees or higher within the past 24 hours;
4. The student shows symptoms and signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, one or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavioral changes, or other signs that the student may be severely ill; or
5. A healthcare professional has diagnosed the student with a communicable disease, and the student does not have medical documentation to indicate that he/she is no longer contagious. Communicable diseases that exclude a child from school are defined by the Texas Department of Health (TDH) in 25 TAC §97.7.

Students who become sick while at school will be removed from his/her class to wait safely in the nurse's clinic/other excluded office areas until a parent arrives.

### **Medications**

- An updated medication authorization form must be on file each year in order for the school personnel to dispense any medication allowed by the parents.
- Students cannot carry over the counter or prescription medication at school. This includes over-the-counter pain relievers, cough drops, and vitamins.
- If a student must carry a rescue medicine with them, such as an inhaler, Epi-pen, or diabetic medications, an Emergency Care Plan (ECP) must be on file in the nurse's office.
- Herbal medications, homeopathic remedies, over-the-counter diet pills, vitamins, dietary supplements, essential oils, and minerals will not be given at school.



## **Distribution and Consumption of Medication**

- Medication refers to either prescription medication or non-prescription medication excluding topical ointments such as insect repellent or sunscreen.
- Parent authorization for CCA to dispense medications for students in the care of CCA must be obtained either 1. In writing, signed and dated; 2. In an electronic format that is capable of being viewed and saved; or 3. By telephone to administer a single dose of medication.
- Authorization to administer medication expires on the last day of school.
- Parent authorization is not required for CCA to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child.
- All medications will be administered as stated on the label directions or as amended in writing by the child's health-care professional.
- All medications must be in the original container labeled with the child's full name and the date brought to CCA and will not be administered after its expiration date.
- All medications must be stored in a secured cabinet in the nurse's clinic/school office.
- Parent authorizations are included in the Student Medical Webforms via [FACTS Family](#).

## **Personnel Giving Medical Care**

Personnel giving medical care at school will be the school nurse or someone designated by the school nurse. All volunteers working in the school nurse's office will be responsible for confidentiality laws regarding medical information on students and staff. Designated personnel will be trained in the use of Epi-Pens and the care of students with severe allergies, diabetes, and seizures as the need arises. Designated staff members are trained in CPR and the use of the AED.

## **Medical Records**

Every student is required to have his/her current medical record on file by the beginning of school each year and will not be allowed to attend classes until received. These records include:

- [Student Medical Webforms](#)
- Immunizations Records
  - Children may not be admitted to any elementary or secondary school unless they (1) have been immunized as required by the Texas Department of State Health Care Services; or (2) present an affidavit or certificate signed by a physician stating the immunization would pose a significant risk to the health and well-being of the student or his family; or (3) present an affidavit declining the immunization for reasons of conscience, including a religious belief (U.S. Department of Education).
  - In addition, any returning student entering Kindergarten and 7th grade shall provide an updated immunization record reflecting required immunizations to enter these grade levels.
  - For the list of required immunizations or to request an affidavit, see Texas Health and Human Services or [dshs.texas.gov](http://dshs.texas.gov).
- [Emergency Care Plan \(ECP\) Form](#)
- [Medication Authorization Form](#)

## **State Required Screenings**

Visual, hearing, scoliosis, and acanthosis nigricans screenings are state mandated health screenings and will be offered at CCA at the following grade levels:

- Vision and hearing: pre-kindergarten, kindergarten, first, third, fifth and seventh grades
- Acanthosis nigricans (diabetes): first, third, fifth, and seventh grades
- Spinal: fifth and seventh grade females; sixth and eighth grade males

## **Laws Regulating Child Abuse**

In accordance with state law and school policy, school employees are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School employees will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The child abuse hotline is 800-252-5400.

## **Students with Allergies Policy**

While we do not provide an allergen-free environment, CCA will take appropriate precautionary measures to reduce the risk of allergic reactions as well as be prepared to respond to any allergy emergencies of children admitted into our program. It is the parent's responsibility to know the school's policies and procedures, as well as the potential risk of exposure to allergens upon admittance to CCA.

### Parent/Student Requirements

- Parents must indicate allergies/special health conditions upon enrollment.
- Parents must complete an *Allergy Information Form* in [ParentsWeb](#) and the necessary medical ["Emergency Care Plan"](#) (ECP) and return to School Nurse.
- Parents will be required to sign a release form, allowing information pertaining to allergies to be shared with anyone that would have contact with or oversight of the student.
- No student will be permitted to attend class until all required forms are complete.
- For severe allergies/medical conditions, ECP's, along with an EpiPen or other medications, must be supplied on or before the first day of school.
- Students are not permitted to share food items (Early Childhood/Elementary).
- Distribution of food items is not permitted without prior permission. (Early Childhood/Elementary)
- Middle School and High School classes that meet in Jireh Hall are prohibited from bringing outside food items for parties/celebrations into the building.
- Due to the dynamic of the Middle/High Schools, students with allergies will be his/her own advocate within the student population in relation to the classroom, lunchroom, field trips, and curricular activities (Middle/High School).

## Legal/Custody Concerns and Release of Students

Each child (PK-8<sup>th</sup> grade) may be released only to the child's custodial parent(s) or to a person authorized by the custodial parent. Parents will complete an *Authorization for Alternate Transportation* [Webform](#) at the beginning of each school year. It is the parent's responsibility to update the Webform as information changes.

In accordance with state law and school policy, staff members cannot restrict a parent's right to pick-up or visit his/her student without legal documentation verifying that the parent has been denied these privileges by a court of law.

If a CCA staff person is subpoenaed to appear in court to represent one of the parents in a custody or visitation dispute, the family will be responsible for paying a substitute for the staff person's time away from school.

## Safety Drills and Reunification Plan

Communication regarding the details of reunification after an emergency/crisis situation will be sent via Parent Alert, CCA App, and email. In order to secure the safety of all, please do not come to campus until instructions have been communicated. An organized process will be implemented to securely check-out and pick-up your student.

## Academics

### GPA Scale

Letter Grade	Numeric Grade	Standard Class	Honors Class	AP Class
F	Below 60	0.0	0.0	0.0
D-	60-62	0.7	1.45	1.7
D	63-66	1.0	1.75	2.0
D+	67-69	1.3	2.05	2.3
C-	70-72	1.7	2.45	2.7
C	73-76	2.0	2.75	3.0
C+	77-79	2.3	3.05	3.3
B-	80-82	2.7	3.45	3.7
B	83-86	3.0	3.75	4.0
B+	87-89	3.3	4.25	4.3
A-	90-92	3.7	4.45	4.7
A	93-97	4.0	4.75	5.0
A+	98-100	4.3	5.05	98-5.1 99-5.2 100-5.3

## Academic Warning

### Middle/High School

At the four and one-half week point of any quarter, any student with three D's or one F will be placed on Academic Warning and his/her grades will be monitored on a weekly basis. The School Head will contact his/her parents to clearly communicate the eligibility policy and offer any assistance to the student to begin a course correction for the class or classes in

question. Students are eligible to participate in athletics and fine arts events while on Academic Warning.

## **Academic Ineligibility**

### Middle/High School

At the end of the quarter, every 7<sup>th</sup>-12<sup>th</sup> grade student with three D's or one F will be ineligible for any inter-scholastic competition or performance for a minimum of three weeks (15 school days). During this time, he/she may be required to do additional and remedial study in the courses of concern.

At the end of this three-week period, the ineligible student's grades will be reevaluated. If he/she has no F and less than three D's, he/she will regain eligibility at the discretion of the appropriate Principal. Thereafter, this student's grades will be reviewed at one-week intervals for the rest of the quarter.

<b>After 4 ½ weeks</b>	<b>After 9 weeks</b>	<b>During weeks 10-12</b>	<b>Subsequent Weeks</b>
Academic Warning (student is eligible)	Ineligible with three D's or one F	Remains ineligible	Eligibility is determined by the Principal

All affected students will be monitored weekly beginning at either the 4 ½ or 9-week point; students being monitored at the end of nine weeks will be monitored throughout the entirety of the subsequent quarter.

Ineligible students may participate in practices (up to one hour), but may not participate in any athletic or fine arts events (a fine art event may be accepted if the Headmaster determines it is required for the curriculum).

Within a school year, a student may lose eligibility for the remainder of the school year. A conference with the Principal will be scheduled to determine the student's future enrollment with CCA.

## **Honor Rolls**

### Middle School

CCA has three honor rolls for seventh and eighth graders, which are announced at the end of each quarter to recognize superior academic achievement and exemplary effort on the part of our students:

- Summa Cum Laude – 3.9 GPA or above for the quarter
- Magna Cum Laude – 3.8 – 3.89 for the quarter
- Cum Laude – 3.5 – 3.79 GPA for the quarter

### High School

CCA has three honor rolls which are announced at the end of each quarter to recognize superior academic achievement and exemplary effort on the part of our students:

- Summa Cum Laude – 4.1 GPA or above for the quarter
- Magna Cum Laude – 3.8 – 4.09 GPA for the quarter
- Cum Laude – 3.5 – 3.79 GPA for the quarter

## **Dropping/Changing a Class**

### High School

Students wanting to drop/change a class must do so within the first two weeks of the school year. In the event that there are special circumstances, the classroom teacher and principal can make exceptions. The student will have to complete the drop class form which will require a conference with the teacher of the class, the principal, and the parents of the student. Once the form is submitted and reviewed, the student, family, and teacher will be informed of the decision.

## **Awards**

### Middle School

- Honor Society: CCA Middle School Honor Society (8th grade) is a leadership organization that promotes academic excellence and community service. Involvement in this organization is based on academic performance, behavior, and service. Membership is by invitation only.  
Selection is made during the fourth quarter of 7th grade for the following school year. Requirements include:
  - Unweighted GPA of 3.5 or higher during the first 3 quarters of 7th grade in classes that have a final exam; and
  - Record of good behavior (defined as receiving 4 or fewer behavior demerits, no suspensions, and no incidences of academic dishonesty).

### High School

- Valedictorian/Salutatorian: The Valedictorian and Salutatorian will be determined by weighted GPA at the end of the third quarter senior year. In the event that the grade points are close enough, the school reserves the right to extend the counting period and calculate overall grade average to avoid the possibility of a tie. Only admitted students on or before the first day of class their freshman year will be eligible for Valedictorian/Salutatorian honors.
- Barnabas Service Award: 400 community service hours over the course of a student's High School career.
- Timothy Service Award: 100 community service hours over the course of one year.
- AP Scholar Awards: Given to seniors who take five or more AP courses over their junior and senior years.
  - Davinci Scholar – 5 AP Classes
  - Galileo Scholar – 6 AP Classes
  - Shakespeare Scholar – 7 AP Classes
- Ranking: For college admission and scholarship purposes, students earning GPA's in the top ten percent will be notified at the end of spring semester junior year. This top ten percent ranking will be published on the official transcripts. No other ranking will be disclosed. A student must complete five semesters at Covenant to be eligible for the top ten percent.
- Honor Society:
  - National Honor Society (11<sup>th</sup> – 12<sup>th</sup>) is another organization that promotes academic excellence and community responsibility. NHS is responsible for a variety of service projects on campus as well as hosting events at Alumni Week. Involvement in these organizations is based on academic performances, character, and service. Membership is by invitation only. Selection is made during the fourth quarter for the following

school year. Students must have an unweighted GPA of 3.5 or higher in the first 3 quarters.

## **Attendance**

Regular attendance and punctuality are important to a Covenant education and therefore are included as one of the terms and conditions of re-enrollment at CCA.

Absences in the following categories will be handled as indicated:

### **Excused Absences due to illness/family emergency**

When a student is absent due to illness, the parent or guardian is asked to complete the online [Absence Form](#) to record the absence between 8:00-9:00 a.m. Extended absences of three or more consecutive days will require a note from the student's doctor. In addition, if a student is returning to school and restrictions or limitations to normal classroom or outdoor activities will last beyond two days, a physician's note is required. The doctor's instructions should outline specific restrictions or limitations and the expected duration they will be needed. All absences must be reported by the parent within 48 hours or will be considered an unexcused absence.

### **Excessive Absences**

Excessive absences defined by more than 10% during the semester may affect student success. Special allowances will be granted for family emergencies or unusual circumstances. The school reserves the right to adjust academic grades, to require summer remediation at the parents expenses, or require withdrawal of any student who has excessive absences.

#### Middle/High School

Students who are absent for 10% (excused/unexcused) in any one course over a semester will be placed on Academic Warning. In the event that the absenteeism continues, students will become ineligible for school activities and extracurricular activities.

### **Planned Absences**

#### Early Childhood/Elementary

- Planned absences require the completion/submission of the request form at least one week prior to the planned absence. Completed forms must be turned into the office for approval.
- Please complete the following form: [Planned Absence Request \(PK-4<sup>th</sup>\)](#)
- Completion of missed work must be arranged with the teacher before the absence. The teacher, at his or her own discretion, will provide and may require the work to be submitted before the planned absence or it will be immediately due upon the student's return.

#### Middle/High School

- Planned absences require the completion/submission of the request form at least two days prior to the planned absence. Completed forms must be turned into the office for approval.
- Please complete the following form:
  - [Planned Absence Request \(5<sup>th</sup>-12<sup>th</sup>\)](#)

- Completion of all required work including tests, essays, projects, quizzes, etc. must be arranged with the teacher(s) before the planned absence. The teacher, at his or her own discretion, will provide and may require the work to be submitted before the planned absence or it will be immediately due upon the student's return.

### **Tardiness**

Regular attendance and punctuality are important to a Covenant education and therefore are included as one of the terms and conditions of re-enrollment at CCA.

Chronic late arrivals will not be permitted. If a student is tardy three times in a quarter, the principal will send an email to the parents. Specific steps must be taken to remedy the reasons for the tardies. If a student continues to have excessive tardies in subsequent quarters, the principal will call the parents to discuss the concerns and make a plan of action to correct the issue. Student consequences may be applied if necessary. The principal may choose to schedule a conference with the parents if the tardies continue.

#### Early Childhood/Elementary

Early Childhood and Elementary students arriving late to school (after 8:05) must be accompanied into the office by a parent or guardian and follow sign-in procedures for being admitted into class. Late arrivals will be considered tardy until 10:00. Any child arriving after 10:00 will be considered absent for the day.

#### Middle School/High School

- Tardies at the beginning of a school day must be accompanied by parental notification. Tardies will only be excused for an emergency (home, traffic, doctor, etc.) or pre-arranged appointment.
- Tardies over 20 minutes will be counted toward the student's absences.
- Three tardies will result in detention.
- Students arriving after the end of second period will be ineligible to participate in athletic/fine arts events and practices that occur later that day.

### **Make-Up or Missed Work**

#### Early Childhood/Elementary

All missed work due to excused absences must be made up within two times the number of days the student was absent or a "50" for that assignment will be recorded. It is the parent's responsibility to communicate with teachers regarding make-up work for their Elementary School student. Make-up tests should also be arranged with the teacher.

#### Middle School

All missed work due to excused absences must be made up within two times the number of days the student was absent or a "0" for that assignment will be recorded. Time for make-up tests/quizzes should be arranged with the teacher. If a student is absent on a quiz or test day, the principal along with the classroom teacher will determine a reasonable schedule for making up tests.

### High School

All missed work due to excused absences must be made up within two times the number of days the student was absent or a due date agreed upon by the teachers that is more than the two times the number of days. However, tests and quizzes must be made up upon the day of return. A "0" for that assignment will be recorded if the makeup work is not turned in at the designated time.

## **Student Activities**

### Early Childhood/Elementary/Middle School

#### **Field Trips**

- A signed annual field trip release webform must be on file for students to attend all field trips.
- Texas State Law requires that children under 8 years of age be in a safety booster seat unless they are taller than 4 feet 9 inches. Students will not be allowed to participate in the field trip without the required booster seat. In the event that bus transportation is provided, booster seats are not required.
- Minimum standards for ratios of students/chaperones will be upheld.
- First aid kits will be provided on all trips.
- Chaperones must have submitted an online [Volunteer Background check](#). In addition, if chaperones want to also be a field trip driver, he/she must meet specific requirements. These requirements include submitting an online Volunteer Driver application and becoming approved prior to the event. Also, vehicles must meet required insurance coverage standards and have one seatbelt for each rider.
- Middle School overnight chaperones must complete FBI background check.
- Volunteers will sign a declaration statement claiming they understand and will abide by guidelines stated regarding the safety and care of children while on a field trip.
- Siblings will not be permitted on any field trips without prior approval/permission from the principal.

## **Behavior and Conduct**

### **Resolving Conflict**

- By policy, parents should take all questions/concerns directly to the faculty member involved, who will be in the best position to help address your concerns.
- It is CCA's policy to not discuss any significant questions/concerns by email or text, as to avoid any unintentional miscommunication.
- To serve you and your children well, we must understand one another clearly. If we receive a message from you (via phone, email, or text), you can expect a reply inviting you to set up a time to talk directly.



## **Physical Privacy & Sexuality Policy**

### **I. PURPOSE**

In light of Covenant Christian Academy's Statement of Faith and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Covenant Christian Academy community of their duties with regard to use of restrooms, locker rooms, showers, and any other Covenant Christian Academy facilities where individuals may be undressed in the presence of others.

### **II. DEFINITIONS**

"Sex" means the biological condition of being male or female as determined at birth.

"Member of the Covenant Christian Academy community" means any Covenant Christian Academy employee, volunteer, student, parent, or visitor.

### **III. SINCERELY-HELD RELIGIOUS BELIEF ON SEXUALITY**

Covenant Christian Academy sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

### **IV. POLICY**

Notwithstanding any other policy, Covenant Christian Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Covenant Christian Academy facilities or settings where members of the Covenant Christian Academy community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), Covenant Christian Academy shall provide separate, private areas designated for use by members of the Covenant Christian Academy community based on their sex.

Covenant Christian Academy recognizes there may be instances where members of the Covenant Christian Academy community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Covenant Christian Academy encourages members of the Covenant Christian Academy community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Covenant Christian Academy will at all times interact with members of the Covenant Christian Academy community according to their sex. A member of the school community who wishes to

express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the Covenant Christian Academy community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person’s failure to adhere to their commitment to abide by the behavioral standards established by Covenant Christian Academy which is cause for terminating their privilege of membership in the Covenant Christian Academy community.

To preserve the function and integrity of Covenant Christian Academy and to provide a biblical role model to members of the Covenant Christian Academy community and the community-at-large, it is imperative that all members of the Covenant Christian Academy community agree to and abide by this policy

### **What to do if Students Experience or Observe Harassment of Any Type**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the school administration. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to their Principal. All complaints will be promptly investigated.

### **Community Conduct**

[CCA Christian Code of Conduct](#)

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to conduct in and out of school.

#### Early Childhood/Elementary

- [Honorable Character and Conduct Expectations](#)
- [Honorable Character Conduct and Manners](#)
- [Performance Policy](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

#### Middle School

- [Honor Code](#)
- [Conduct Code](#)
- [Honor/Conduct Code Violations](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

#### High School

- [Honor Code](#)
- [Conduct Code](#)
- [Honor/Conduct Code Violations](#)
- [Privileges](#)
- [Student Relationships/Miscellaneous Lifestyle](#)

## **Student Uniforms/Personal Appearance**

[Rationale for School Uniforms](#)

[Uniform charts](#)

[Early Childhood](#)

[Elementary](#)

[Middle School](#)

[High School](#)

[Uniforms and Personal Appearance policies](#)

[Early Childhood & Elementary](#)

[Middle School](#)

[High School](#)

[All Grades Shoe Policy](#)

## **Policy Changes**

We reserve the right to change our program and availability at any time to ensure quality in the best interest of our students and teachers.

## **Electronic Acknowledgment Webforms and Signature**

Parents are required each year to acknowledge that they have read and agree with the policies in the Student & Parent Handbook and the Statement of Faith and will follow the policies to the best of their ability. An electronic signature form is provided for your convenience through [FACTS Family](#) (District Code: **CCA**). All required webforms in FACTS must be completed before a student may attend class on the first day of school.