



COVENANT
CHRISTIAN SCHOOL
CULTIVATING WISE SERVANT LEADERS

Parent/Student Handbook

Covenant Christian School exists to glorify God by cultivating wise servant-leaders.

2018-2019 Chapel Theme

*"I Choose **Abundance!**"*

***"The thief comes only to steal and kill and destroy.
I came that they may have life and have it
abundantly."*** John 10:10 ESV

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*Covenant Christian School is an educational ministry of Covenant Presbyterian Church in Palm Bay, Florida.
No child is denied admission on the basis of race, color, nationality or ethnic origin.*

Message to Our Covenant Parents

Dear Family Partner,

Since late winter, I've been spending some time considering life. Yea, that's a big topic but I'm talking about life that comes from Christ and in many ways, how wrong we get life. The world and our enemy would love for us to think that life and life in abundance means prosperity, ease and material goods. Actually, how many of us chase a life of happiness instead of holiness? We ponder, "I wish I could just be happy" or "I wish my wife/husband and kids were happy." Remember, Jesus told us that those who lose their life will find it. It is just the opposite of what we've heard. Isn't that just the way God is? He usually accomplishes things in the other direction than the way "we think they ought to go."

A second century saint once said, "The glory of God is man fully alive." I agree with that. There truly is nothing more dangerous to the enemy than a man or woman living a life for the glory of God. But what does it truly mean to live? Scripture is full of the promise of life in the way that He delivers it. Here are some passages that stick out to me:

- "I am the bread of life." (John 6:48)
- Above all else, guard your heart, for it is the wellspring of life" (Prov. 4:23)
- "You have made known to me the path of life" (Ps. 16:11).
- "In him was life, and that life was the light of men" (John 1:4).
- "Come to me to have life" (John 5:40).
- "Tell the people the full message of this new life" (Acts 5:20)

Our theme verse for this year, including Christian Growth Week, is John 10:10, The thief comes only to steal and kill and destroy. I came that they may have life and have it abundantly. This year we hope to clear out the clutter that the world tries to insert in our hearts and minds about what abundance means. We are committed to bringing your student the gospel, including, with you, breaking down their walk in the light of Scripture and equip them to live a life for Christ, even in their brokenness.

Personally, reexamining life has been a difficult journey for me. Over the years, I've listened to too many voices (friends, media, etc.) and not enough to the voice of God. I praise the Lord that He won't give up on my and that He keeps pursuing me, sometimes even in spite of me.

I am looking forward to what God has in store for us this year. We love your children and together with you, we can seek His direction and "bring them up in the nurture and admonition of the Lord."

Let's do this, together,

Ron

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SCHOOL GOVERNANCE

Covenant Christian School (CCS) is governed by a Board of Directors elected from the local Christian Community whose main duties include oversight of the Head of School position, vision and mission of the school.

The Head of School serves as the Chief Executive Officer of the school and is responsible for implementing the mission and vision of the school, keeping it at the pinnacle of all that the ministry endeavors to accomplish.

CCS PHILOSOPHY AND BELIEFS

Purpose

Covenant Christian School exists to glorify God by cultivating wise servant-leaders.

Mission

Covenant Christian School, in partnership with supportive parents, exists to glorify God by cultivating wise servant-leaders through nurturing Christ-like character, promoting individual academic excellence and developing a Biblical worldview in its students.

Vision

Covenant Christian School students, by God's grace, will be servant-leaders who effectively live out and communicate a Biblical worldview, strive to realize their academic potential, and seek to know and fulfill the unique purpose that God has planned for each of their lives.

Statement of Belief

Covenant Christian School teaches students from a perspective that is both Biblical and consistent with the ministry of Covenant Church. Our perspective, or worldview, crosses denominational boundaries and is grounded in the Bible and centuries of church history. This "Reformed" worldview was reclaimed and refined during the time of the Protestant Reformation in the 16th and 17th centuries. While we are grateful that God brings students to CCS from a variety of religious backgrounds, alignment with our founding Core Values and the vision of Covenant Church require that the worldview proceeding from the teacher to the student remains Biblical and Reformed in its outlook. Recognizing that a student may have varying degrees of personal agreement without perspective, the goal of Covenant Christian School is to develop each student's critical thinking and reasoning skills so that he or she may confidently know what they believe and whether their beliefs are in line with the clear reading and teaching of the Scriptures. The ultimate objective of CCS is to graduate students with a worldview grounded in the Scriptures and who live out their beliefs in environments either friendly or antagonistic to the Lord Jesus Christ.

Philosophy

God has given parents the responsibility of educating their children. Therefore, Covenant's role is to function as an extension of the home. "Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deuteronomy 6:4-9)

God has revealed truth both through creation and the Bible (Psalm 19). Because the Bible is God's communication to man, it is foundational for all truth. It is also foundational for all aspects of our school. God's truth is the basis of a balanced curriculum from which students will learn Christianity as a way of life. The development of godly character takes precedence over the accumulation of knowledge. The ultimate goal of our school is to teach its students to glorify God and to enjoy Him forever. We recognize that such a goal includes the pursuit of academic excellence. Since content and teaching methods grow out of definite philosophies and religious beliefs, we require that every subject be presented and understood in light of God's Word.

Because CCS teaches children coming from a broad spectrum of evangelical beliefs, the school majors in evangelical truth. We are committed to respecting doctrinal differences among students. CCS views the Bible from a reformed perspective, similar to the historical Calvinist beliefs found in the Westminster Confession of Faith, and held by such men as Charles Spurgeon, George Whitfield, and more recently, John MacArthur, James Kennedy, RC Sproul, and Southern Baptist Seminary President Dr. Albert Mohler. This perspective emphasizes the sovereignty of God in all things, and has been taught winsomely to thousands of students since the school was established in 1993.

The children must see Christ as the focal point of all areas of life. A Christian education enables them to view the world more clearly from a Christian perspective. We must equip them with a Biblical frame of reference and Christian world and life view. Children can then relate the challenges and questions they will encounter to a set of principles and truths, which are godly, eternal, and absolute.

The teacher represents the parent at school and should direct the students to submit to the truth and love of Christ. Next, the teacher is a role model and should demonstrate the lordship of Christ in every area of life. The teacher must also genuinely love children and continually seek to grow in his ability to teach creatively. Finally, the teacher plays the primary role in the school's objective of obtaining academic excellence.

Missional Statement

Covenant Christian School welcomes families that may want a quality education and at the same time are open to learning about Christianity. These parents must agree, by policy, to abide by the school's mission and philosophies. In welcoming these families, we feel God can reach the student, parent or entire family through gospel demonstration in curriculum, teaching and fellowship. We take seriously not only the gospel for day-to-day life but also for salvation for those who do not have it.

ADMISSION AND RETENTION POLICY

Covenant Christian School was founded to partner with Christian parents, together with their local evangelical church, in accordance with our belief that God has a covenantal relationship with believing families. Our goals are to nurture the children of Christian parents to maturity in and personal understanding of their faith and to train them in a Biblical worldview in all areas of learning.

Admissions Criteria For All Student PK-12

In accordance with our philosophy, we require that parents would support teaching in accordance with our core values. We encourage that families be active members of a local evangelical church (or regular attendees if the church does not have official membership). "Evangelical church" is defined as a church that adheres to at least the following fundamental Christian beliefs:

- ❖ Infallibility/Inerrancy of the Bible as only found in the 66 books in the Old and New Testament
- ❖ God as Trinity (one God, three persons)
- ❖ Christ's Person: Divine and human natures in one person; virgin birth; Christ's lordship
- ❖ Christ's Work: Substitutionary atonement; sinless life; bodily resurrection; final coming in blessing/judgment
- ❖ Salvation: Justification by grace alone through faith alone in Christ alone

A student's discipline record and academic ability to succeed at CCS must be satisfactory in order to be considered for admission and retention. Additionally, CCS must be confident of its ability to meet the educational needs of the student.

Children of any race, color, nationality or ethnic origin, may be admitted to CCS provided they meet all admissions criteria and if space is available. New and reenrolling parent(s) or guardian(s) with whom the child lives must annually agree to, and support, the CCS Statement of Belief and Philosophy and policies set by the CCS Administration, including the Biblical belief of male-female marriage relationships. Final acceptance of all students will be decided by the Administration. All new students enter on probation for the first semester and the

Administration reserves the right to continue that probation if there is evidence of growth with concerns.

Prior to general open enrollment, the following applications will be considered:

1. Current students
2. Siblings of current students
3. Children of faculty and staff

Elementary (VPK-First Grade)

In addition to the above requirements, **September 1st** is the cut-off birth date for children entering PK4, kindergarten and first grades - (Children must be age four (4) for PK4, age five (5) for kindergarten, and age six (6) for first grade). Exceptions to this policy are on a case-by-case basis. All students applying for a grade level must exhibit the appropriate maturity and academic achievement to succeed in that classroom setting.

Senior High School (9-12)

In addition to the general enrollment requirements above:

- ❖ High school students new to CCS must submit a Youth Pastor/Christian Teacher/Sunday School Teacher Reference Form and a New High School Student Testimony Sheet prior to the admissions interview. The Youth Pastor form may be completed by a Pastor, Sunday school teacher or school teacher.
- ❖ High school students are encouraged to be active members of their local church and to become communing members as soon as they are able to make a profession of faith.

FULL ENROLLMENT

A student will be fully enrolled when the following steps have been completed:

1. The signed student application with testimony sheet, report card, current standardized test scores, and IEP, 504 Plan (if applicable) is submitted with a non-refundable application fee.
2. A completed Pastoral Reference form (if the family is active in a local church).
3. Personal interviews of parent(s) and child with the Administration have been completed.
4. A completed Teacher Reference form for all students who have been received by CCS (K-7th Grade)
5. Pursuant to Section II "Family Information" of the student application, any parent whose student not residing with both biological parents will need to provide all relevant custodial court documentation. This requirement includes Court appointed Guardianship and any relative Special Power of Attorneys. Such documentation will be held in a confidential location accessible only by Administration personnel.
6. Non-refundable enrollment fee paid.

7. Entrance testing completed as needed.
8. Quick Find Information Card submitted
9. CCS Medical Release Form signed and notarized.
10. Arrangements for tuition payments / Tuition Agreement signed.
11. Immunization records updated – HRS 680 form submitted.
12. Medical exam within the last 5 years - HRS 3040 form submitted.
13. All student records on file.
14. All previous financial obligations to CCS and all previous schools are satisfied.

Steps 1–7 must be completed before a student is notified of admission acceptance.

Steps 8-13 must be completed before an accepted student's enrollment is considered complete and the student starts attending classes at CCS.

WAITING LIST

Students applying after a class has been filled may be placed on a waiting list, pending space availability, once steps 1- 6 under Full Enrollment have been completed. The enrollment fee must be paid in order for a student to be placed on the waiting list. This fee is refundable if the school does not have an opening by the beginning of the school year. However, if there is an opening and the family chooses not to take the slot, the fee is non-refundable. Students will be prioritized on the waiting list by balancing the following priorities:

1. Strength of student application, academically and in support of CCS mission.
2. Families with students accepted for other classes with openings.
3. Consideration of family circumstances (e.g., transferring into the area or unexpected changes).
4. Date of being placed on the waiting list.

✎ **NOTE:** Should a vacancy occur in the class applied for, the family will be notified so that the remaining steps in the enrollment procedure can be completed.

GRADE PLACEMENT

Grade placement of any student enrolled in CCS is at the discretion of the Administration and may include:

- Developmental readiness screening
- Entrance test evaluation
- Most recent achievement test scores
- Previous report cards
- All 6th graders must be recommended for 7th grade by Elementary faculty and administration.

Placement in any grade level is on a nine-week trial basis. CCS expects all students to maintain a minimum 2.0 Grade Point Average with a passing grade in all major subjects. Failure to meet these expectations will result in academic probation. If it is considered advisable to reassign the student, a follow up conference with the parents will be arranged.

New Student Probation

All students are initially accepted on a probationary status for their first semester (one-half year--two nine-week grading periods). At the end of the probationary period, each student's status will be reviewed by the administration for full acceptance, continued probation, or dismissal. All areas of student life will be evaluated (academic performance, conduct, attendance, spiritual influence, etc.).

Reenrollment

Reenrollment for the next school year begins in January. **Students are not automatically reenrolled from one school year to the next.** Only those students who have submitted completed forms and paid the enrollment fee will be considered for readmission. Readmission is on a first come, first served basis. Therefore, it is important that reenrolling students make application by March 1st if they want to be assured of early consideration. Reenrolling students who have not made application by March 1st will not receive preferential treatment over new students and will be considered in the order in which applications are received.

Withdrawals

A student wishing to withdraw must have a parent or guardian make a written request to the Administration and have all financial obligations paid before records will be released. Once the enrollment fee is submitted, or the semester has begun, the family is responsible for the full semester's tuition, unless circumstances surrounding the withdrawal are found to be exceptional as determined by the Administration on a case-by-case basis. Application for exception to this provision must be made to the Administration at least two weeks prior to withdrawal. The school understands that unexpected changes in employment and residence happen during the school year and will take this into account.

Students and parents/guardians are expected to abide by the rules, regulations, and standards outlined in the Student/Parent Handbook, Jr./Sr. High Instructional Program Handbook. application forms, consent forms, and registration forms throughout their enrollment at Covenant Christian School. **Students and parents/guardians found to be out of harmony with the school's philosophy of work and life and statement of beliefs may be required to withdraw whenever the administration determines it to be in the best interest of the student, parent/guardian, the school, or its staff.**

- ✎ **NOTE:** Whether a student is being withdrawn by a parent voluntarily or by school request, all obligations, including financial, need to be fulfilled before the student's records are cleared for release.

FINANCIAL POLICIES

Application Fee

- We require a non-refundable application fee for all new students, which is assessed any time a student makes application to CCS after not having attended the previous year. If a student withdraws from CCS at any time and then decides to return to school (either full or part-time) the application fee is required regardless of the time he/she has been withdrawn.

Enrollment Fee

- Each year, the enrollment fee is due immediately to secure your spot and be able to begin classes and/or sports on time in August.
- Fee includes books, miscellaneous supplies, standardized testing (excluding AP tests), administrative processing, one yearbook per student, one interscholastic sport fee per sixth through twelfth grade student an elementary activity/field trip fee and a Christian Growth Week activity fee for secondary.
- Enrollment fees are non-refundable unless CCS is unable to place a child in the appropriate grade by the first day of school. (See WAITING LIST POLICY)
- Paying the enrollment fee is considered a commitment by the parent that the student enrolled will be considered a student at CCS during the indicated school year. CCS promises to reserve a seat, purchase books, and employ teachers based upon receipt of this enrollment. (See WITHDRAWALS)

TUITION

By enrolling your student, you commit to paying the entire tuition amount, whether or not, outside funding, is supposed to cover it.

- ❖ Tuition payments should begin no later than the 20th of the month following your first invoice.
- ❖ All tuition must be paid in full by the end of May.
- ✍ **NOTE:** Tuition rates will be published on an annual basis prior to enrollment.

Sport Fee

The first sport that a child competes in is covered by the enrollment fee.

- ✍ **NOTE:** A \$100 sport fee for each additional sport will be charged for grade sixth through twelfth grade.

Late Fees

A \$40.00 late charge will be assessed by online service provider for payments received after the monthly due date.

DELINQUENT ACCOUNTS

Smart Tuition will notify families with delinquent tuition accounts the day after the missed due date, assessing a \$40.00 late fee. Tuition and late fee will then be due no later than the last day of the same month. In the event that the family fails to satisfy the late tuition fee and assessment, the financial team will notify the Head of School. Upon notification by the financial team, the financial team and/or the Head of School will communicate with the family in arrears. The Accountant will work with the family and develop a written tuition payment plan acceptable to the school, which will ensure all financial obligations are satisfied.

Failure to communicate with the accountant and/or the Head of School to develop an acceptable tuition payment plan or failure to comply with the agreed upon plan may result in student dismissal proceedings. Until all financial obligations are satisfied by the end of the current school year, families will not be readmitted to CCS nor will student records be released. This policy applies to all families, including those receiving financial aid. Upon the discretion of the administration, students may be placed on Administrative Suspension during the school year until delinquent accounts are brought current. The student may return when past due accounts are paid. This suspension will count against the student's absences for the year and therefore other ramifications may ensue.

Even after dismissal from CCS, school administration may pursue collection of delinquent tuition. This process could result either in an agreed upon plan between the school and delinquent family or referral of the delinquent account to a collection agency.

Returned Checks

A charge, assessed to parents, will occur for each check returned for insufficient funds.

FINANCIAL AID/2008 ETHICS IN EDUCATION ACT

- ❖ Limited financial assistance based on need is available for CCS school families as the Lord provides.
- ❖ During the re-enrollment process, parents seeking financial aid should contact the school office for information on how to apply. To apply for assistance, re-enrollment fees must first be paid.
- ❖ All re-enrolling families requesting financial aid must contact the school office and be directed to the Wise Servant Leader (WSL) Fund to complete an online application to submit their financial aid requests to the third party FAST system for consideration of the WSL Fund.
- ❖ Approval will be granted on a case-by-case basis.
- ❖ Covenant Christian School, as a participating private school of both the John M. McKay and the Corporate Tax Credit Scholarship (Step Up for Students) programs, has a duty to comply with the policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student as governed by Senate Bill 1712, Ethics in Education Act, which went into effective on July 1, 2008. The contact person for reporting this information is the Head of School.
- ❖ Covenant Christian School also has the duty to report to Step Up for Students families who are delinquent in payment of their tuition responsibilities to CCS, risking the permanent loss of future Step-Up funding for the delinquent family.

PARENT PLEDGE/ANNUAL FUND

The parent pledge is an essential part of the CCS budget. Tuition does not cover all of the expenses of running a school, and CCS relies on parents to fill the gap. The parent pledge is a tax-deductible gift made to the school's Annual Fund to help offset educational costs. Because it is a faith pledge, each family is asked to first prayerfully consider this amount. Some can make a more significant pledge than others, but it is necessary to receive approximately \$500 per family. By God's grace, the Annual Fund goal will be met and exceeded each school year.

CCS families are encouraged to consider the following levels of annual fund gifts:

- Those who donate \$5,000 or more to the Annual Fund in a school year are called Challenge Gift Donors
- Those who donate \$2,500 - \$4,999 are called Sprinter Gift Donors
- Those who give \$1,000 - \$2,499 are called Pacesetter Gift Donors

- ✎ **NOTE:** Challenge, Sprinter, and Pacesetter donors receive annual passes to all CCS athletic events, upon at least 50% receipt of such pledges.

Other ways for CCS families to give towards their annual fund:

- Recurring gifts either manually or set up through the CCS website by ACH or Credit Card
- Give a one-time annual gift
- Matching employer corporate gifts. Because matching funds make a significant impact on the funds available for this ministry, please contact the CCS Finance Office or your employee benefit office for details.

SCHOOL ATTENDANCE

School Hours

VPK – 8:15 a.m.-11:30 a.m.; Lunch Bunch 11:30 a.m.-12:20 p.m.; Extended Care 11:30 a.m.-3:30 p.m.

Kindergarten-Sixth grades: 8:15 a.m.-3:00 p.m.

Seventh-Twelfth grades: 8:15 a.m.-3:05 p.m.

Some seniors and juniors, with parent's permission, may qualify for early dismissal.

- ✎ **NOTE:** During early dismissal days, all students are dismissed by 12:00 p.m., unless otherwise indicated.

Morning Care

Morning care begins at 7:30 a.m. and is provided for students arriving before school begins. CCS **is not** responsible for students dropped off before 7:30 a.m. Pre-Kindergarten through sixth grade students who arrive before 8:15 a.m. must report to the gym. Seventh through twelfth grade students who arrive before 8:00 a.m. must report to the raised seating in the gym. Elementary students arriving before 8:15 a.m. should continue to be dropped off across from the playground.

Elementary students go from Morning Care to their classrooms at 8:15 a.m. We encourage students to arrive in time to get settled in a relaxed manner; the amount of time that an individual student needs will vary and teachers may make recommendations to parents for the benefit of their child.

Likewise, secondary students are encouraged to arrive at school no later than 8:10 a.m. Secondary students are considered late if they are not in their 1st period classroom by 8:15 a.m.

Arrival Time

School Staff and Safety Patrol are stationed at the west drop off area just opposite the playground and lunch pavilion. Elementary students (Grades VPK-6), and secondary students with elementary and/or VPK siblings must be dropped off there between 7:30 a.m. and 8:15

a.m. The CCS Safety Patrol is a school-directed activity for upper elementary students to assist younger students and in traffic direction on our campus. Parents and students are asked to respect our Safety Patrollers and CCS staff and follow their traffic directions when given. Secondary school students should be dropped off in the Nesbitt Parking Lot between 7:30-8:10, all secondary only drop offs must be done through the Nesbitt loop. (See map on last page)

TARDIES AND ABSENCES AT CCS

Tardies

A kindergarten through twelfth grade student arriving to school after 8:15 a.m. is considered tardy. Elementary students arriving after 10:00 a.m. will be considered absent for half a day. Elementary students arriving after 12:00 p.m. will be considered absent for the whole day. To be admitted to class, the parent must sign the student in at the office and the student will be given a tardy note. The driver of the K-6 child's car must accompany the child to the office and sign him/her in.

A note or a phone call from a parent is required to allow 7th -12th grade students to enter school. Examples of excused tardies include a traffic accident, car trouble, or family sickness. Unexcused tardies would include lateness due to oversleeping, general traffic, a late start, "the dog ate the homework," etc. In the case of excessive unexcused tardies action may be taken; continued enrollment may be in jeopardy. The absence and tardy count begins afresh at each semester.

- o Individual Class Tardiness – **Unexcused "class tardies"** (lateness to a particular class) are given to seventh through twelfth grade. Three such "class tardies" per semester per class will merit a 20% deduction from that day's assignment (This is a continuing deduction for every sequential 3rd tardy). Students who are late 15 minutes or more to a class without a teacher's note will receive an absence for that class.

Absences

Students who frequently miss school days during the school year risk lower or failing report card grades, and retention and/or dismissal from CCS.

Types of Absences

There are three types of absences: "Special Absence", "Medical Absence", and "Regular Absence".

- ✎ **NOTE:** All absences will be shown on the student's report card.
- o **Special Absence** - For all grades, up to five (5) annual prearranged, parent-requested special absence days are permitted. At least three (3) days' written notice to the Principal or Guidance Counselor is requested so that needed schoolwork can be completed before,

during, or after the trip. It is the parent's responsibility to ensure that all such work is completed. Examples of such absences are family day trips, family vacations that can't be scheduled during CCS vacation dates, family and/or student college visits, etc. (CCS discourages family vacations while school is in session, especially for students having academic problems.) Special absence days taken beyond the limit of five (5) per year are considered regular absences. Such special absences that exceed five (5) per school year will result in half-credit make up work for the extra days taken.

- **Medical Absence** - Full day and partial day absences that have documented written verification of physician's care (including doctor visits) are considered medical absences. Verification must come from the physician's office and be in the form of a dated and signed note with appointment visit length of time noted or instructions to not return to school until date. Students who are checked-out during the school day are expected to return to school as soon as possible after the special appointment. Medical absences will cover 1/2 hour prior to and 1/2 hour after an appointment is completed. Additional time taken for such absence will be counted as a partial regular absence. Routine dental or doctor's appointments should be made after school hours, if possible. Appointments during school hours disrupt the educational process for your child in particular, and the class as a whole.
- **Regular Absence** - All other absences, called regular absences, are limited to less than ten (10) per semester. Regular absences include minor sickness, accumulated late days, and other absences not accompanied with either a special absence request or medical absence excuse. (Class field trips, out of school competitions, and other school activities off-grounds are not considered as absences, but as days present.) CCS wants to make sure parents are aware of their children's absence(s) from school. Therefore, notification from the parent may be required to inform the office that the parent had knowledge of the child being out of school for that day. Students returning to school following an absence must report to the school office with a signed note documenting the absence. A phone call to the parents will be necessitated for students returning without a note to verify the absence before the student will be readmitted to class. An absence without parental knowledge for either a full day, partial day, or an individual class may result in disciplinary action and will receive no credit for work missed during that absence. Other penalties such as in-school and out-of-school suspensions, and expulsion, may be deemed warranted by the administration in cases of skipped classes or days.
- ✍ **NOTE: ABSENCE LIMITS VPK** – Consistent school attendance is key to success in the classroom. VPK students are required to attend a minimum of 80% of school hours. If a student exceeds a 20% absence rate for any reason, including "excused" absences such as those for illness, the state will not provide funding for time missed to the school and can result in dismissal from CCS. Parents are encouraged to make every effort to have their children in school daily, except when a child is too ill to

attend, would risk infecting others, or is required to be elsewhere due to special absence. (see above)

Final Thoughts on Tardies & Absences...

Excessive absences and tardies impact learning for both that student and the class as a whole. Students with 10 or more regular absences per semester or with an overall 20% absence rate (including all absences), risk retention or dismissal from the school. An attendance warning notice will be sent to parents whose child shows a pattern of excessive absences from class. Consequences will be determined on an individual basis and in communication with the parents.

In grades 7-12, absences will be determined on a class-by-class basis. Additionally, year-long half credit courses (courses with one-half the number of classes as full-credit courses) will merit an "F" grade on the 10th regular absence accumulated during the entire school year. The tenth (10th) regular absence per semester (including an accumulation of partial day absences--see chart) may merit "F" grades on that student's semester's report card and will be recorded as such unless an exception is requested and granted by the principal. An attendance warning notice will be sent to the parents of all students who accumulate five (5) regular absence days, or for students in grades 7th -12th who accumulate five (5) absences in a particular subject in a semester. At that time students will be strongly encouraged to make every effort to attend classes or risk possible grade penalty.

✍ NOTE: **Parents whose children receive financial assistance from Step Up or McKay will find their scholarship awards in jeopardy should they violate school attendance policies.**

DISMISSAL PROCEDURES: ELEMENTARY/PK4/VPK

PK4/VPK/Elementary students are dismissed at 3:00 p.m. a gate and/ or cones will remain up between the modular complex the Worship Center and the E Building, just opposite the playground and lunch pavilion. Drivers should form a DOUBLE line of cars in the driveway in order to avoid creating traffic congestion on Emerson. If both lanes are filled, please go past the driveway and wait in the Nesbitt parking lot until cars begin to exit from dismissal. This will be visible from the Nesbitt lot. We encourage parents to wait until 3:05 p.m. – 3:15 p.m. to arrive in order to avoid waiting in a long line or creating congestion on Emerson. Parents who park over in the Nesbitt lot may walk over to the pick up location to get their children rather than rejoining the car line. Parents who are picking up both elementary and secondary students have three options:

- Circle past the Worship Center/E Building, pick up elementary students, and then proceed across Nesbitt to the soccer field for pick up of their secondary students.
- Secondary students with elementary siblings may join their siblings in the elementary pick up location.

- Secondary students may pick up their elementary siblings and them to secondary pick up.

VPK will be dismissed at 11:30 a.m. by the back entrance to the modulars, looping through the parking lot to enter and exit on Emerson Drive. Lunch Bunch students will be dismissed outside the school office, in front of the East Entrance to the Worship Center. Extended Day VPK will join the elementary school for pick up at 3:00 p.m. between the Worship Center and E Building.

Secondary students are dismissed at 3:05 p.m. Secondary students can be picked up on the soccer field across Nesbitt between 3:05 p.m. and 3:30 p.m. Please note the parent loop – take the second right and drive counter clockwise through the loop. (See map on the last page) If you pick up younger children (or bring preschoolers with you) and need to wait to connect with the older children, **PLEASE DO NOT ALLOW CHILDREN OUT OF THE CAR TO PLAY IN THE PARKING LOT.**

EARLY DISMISSAL POLICY FOR SENIORS AND JUNIORS

Juniors and seniors must complete an Early Dismissal Form and have it signed by a parent and submitted to the office before participation in early dismissal. Juniors and seniors must have a written schedule planned and submitted to the guidance counselor outlining which days' early dismissal is desired. For all dismissals, whether previously scheduled or not, the student must sign out through the office before leaving. All students must be in school uniform while on campus during school hours. Students must check out through the office and leave campus within ten minutes of their last class.

STUDENT DRIVER POLICY

CCS student drivers and their parents must agree to the following policies:

- ❖ CCS student drivers must abide by all safety rules and regulations while driving on school property, including a 5-mile per hour speed limit.
- ❖ During school hours, CCS student vehicles must be parked in the designated student area across Nesbitt Street.
- ❖ For liability reasons, school policy prohibits participating CCS students from driving other students, or being driven by other students, to officially sponsored, school supervised activities originating from school, such as field trips, after school sporting events, etc. (Student fans who wish to voluntarily attend such after-school events are exempt from this rule.)

ALL STUDENT DRIVERS, ONCE DISMISSED FROM SCHOOL (OR HAVING CHECKED OUT EARLY) SHOULD IMMEDIATELY PROCEED TO THEIR VEHICLES AND EXIT THE SCHOOL PROPERTY. LOITERING AND "HANGING OUT" IN THE STUDENT PARKING LOT OR ON SCHOOL GROUNDS IS NOT PERMITTED.

✎ **NOTE:** If you pick up younger children (or bring preschoolers with you) and need to wait to connect with older children, PLEASE DO NOT ALLOW CHILDREN OUT OF THE CAR TO PLAY IN THE PARKING LOT OR NESBITT SOCCER FIELD. Moving cars, student drivers and walking students combine to make that a very dangerous place for small children to be running around.

Approved Custodial Designee - On the Quick find Information Card, parents may designate additional people to pick-up their children. If someone other than those previously identified will be picking up the student, a note giving approval to the identified person must be sent to the teacher/office or a telephone call from the parent on the day of the change will be accepted. Until staff personally recognizes the approved designee, identification will be checked. So please inform the individual coming to pick-up your child to bring proper ID with them.

If the student does not live with both biological parents, the enrolling parent is responsible to provide all relevant custodial court documents. It is the school's policy to comply with the decisions of the court.

AFTER SCHOOL CARE PROGRAM

CCS takes seriously its responsibility to provide oversight after school hours for all CCS students. Those who are part of planned CCS activities are under the care of the coach, teacher or activity sponsor until pick up. Those who are not part of planned activities after 3:30 p.m. must leave school property or will be supervised in the After-School Care program at the parent(s) or guardian(s) expense.

Program Overview

The program is operational at 3:30 p.m. each school day and terminates at 5:30 p.m., unless for emergency reasons, parents are unable to pick up their child by 5:30 p.m. All students who are left at CCS after 3:30 p.m., who are not specifically assigned to a supervised program, such as performing arts, athletics, and so forth, will be directed by school personnel to the Aftercare location and will be placed under the direct supervision of the Aftercare staff until parents or approved adults pick up the child. **Students are expected to abide by school rules while on campus both during and after school hours. All students must either be in a school-sponsored and supervised activity or leave the campus after school hours.**

Extended day for PK4/VPK students begins at 11:30 p.m. and continues through 3:30 p.m. From 3:00 p.m. - 3:30 p.m., children will be available for pick up at the elementary dismissal

location between the Worship Center and E building across from the playground. (See dismissal procedures). Parents who are picking up their PK4/VPK children before 3:00 p.m. should park in the visitor lot by the school office and walk to school office to sign them out. There is no care offered for PK4/VPK students after 3:30 p.m., except by special arrangements. **All Aftercare charges are to be paid directly to CCS within the time designated by the invoice in order to be eligible to utilize this service on a continuing basis.**

Aftercare Services

Our aftercare services and fees begin promptly once the children have been moved from the carline which ends at 3:30 p.m. (satellite time from our worker's cell phone) and arrive at the Aftercare location. These locations can be, but are not limited to, elementary playground, the basketball court, West foyer, etc.

Aftercare Billing Policy

The parent(s) or legal guardian(s) of the student understands and will fulfill the financial commitment to pay for the after services the school is providing. Aftercare hourly rate is \$5.00 per hour, or any part of an hour. It is agreed that billing begins at 3:31 pm.

Invoices for Aftercare will be sent from the accounting office and payable on or before the due date in order to continue to use the Aftercare service. Parents who are frequently late or who do not pay their invoice will be asked to make other plans for their child's after school care.

Charges and after 5:30 pm pick up

It is the parents' responsibility to make necessary arrangements to have all their children picked up by 5:30 p.m. It is not the responsibility of program staff to supervise students after 5:30 p.m., unless there is an emergency late pick up notification. In case of late pick up, the parent is responsible to notify, in advance, the staff person in charge of Aftercare for that particular day. The cost to the parent for late pick up is \$10.00 for the first 15 minutes (5:30 p.m.-5:45 p.m.) and \$15.00 for each subsequent 15-minute block per child. Therefore, a parent who arrives at 5:50 p.m. would owe \$25.00; and so on. Invoices for aftercare will be sent from the accounting office and payable on or before the due date in order to continue to use the aftercare service. Parents who are frequently late or who do not pay their invoice will be asked to make other plans for their child's after school care.

Supervision other than Aftercare

Students who are attending CCS games after school are expected to go home or go to aftercare. Students who have attended a sporting event should be picked up within 15 minutes after the end of the event.

CCS staff, such as coaches and musical directors, will be responsible for the supervision of students participating in their events and will remain with students until they are picked up. If parents are more than 15 minutes late and aftercare is still operational at that time, the student will be referred there and the parent will be required to pay the hourly fee.

In the event a student has not been picked up by a guardian by closing time, the Program Staff member will contact the Head of School.

Siblings of students who are involved in a supervised program are NOT permitted to remain unsupervised in that program area. These siblings are not the responsibility of the coach, teacher, or sponsor that is assigned to the supervised program. Younger students may NOT be left in the care of older siblings; all students must be supervised by school personnel from the After School program. Practices in the gym or other locations are only for those students directly involved in the activity and are not considered to provide supervision for anyone other than the students involved.

SCHOOL PROCEDURES AND CLASSROOM POLICIES

Students are to maintain all necessary supplies to do their work, assume responsibility for organization and completion of assignments, and turn in all notices/work on time. Students are expected to:

- ❖ Show consistent effort and performance.
- ❖ Organize and complete assignments legibly and neatly.
- ❖ Take and/or maintain notes for any given subject area.
- ❖ Complete class assignments.
- ❖ Complete homework and long-term assignments by date due.
- ❖ Maintain a daily homework page.
- ❖ Bring required books and/or materials to class.
- ❖ Maintain proper care and/or covers for books.
- ❖ Take home bulletins, forms, notices, etc., to parents.
- ❖ Return report cards, tests or other written notices requiring a parent's signature by a designated date.

Make-Up Work

Work missed during absences must be made up after the student returns to school. Students will usually be allowed one day's grace for each day missed. Except for unusual circumstances, make-up work, including tests and projects, must be rescheduled to be completed within one week of the student's return from absence. All make-up work must be turned in at the beginning of the class period. It is not to be done during class unless a test is involved. Failure to complete missed work may impact a student's grade and successful completion of a course or grade level.

If you would like your child to do missed work while he is out sick before returning to school:

- **Grades K-6:** Parents may request, by 9:00 a.m., that work be sent home with a sibling or classmate or that it be brought to the school office for pick-up at the end of the school day. Usually we will be able to accommodate that request.

- **Grades 7-12:** The parent may personally e-mail teachers, or contact their child’s classmate to collect needed books and get assignments for them.

In the case of special absences, schoolwork cannot always be assigned to the student beforehand. Although the student will not be penalized for the assignments missed during such absences, he will be accountable for the assignments and tests on the days he was absent. It is the responsibility of the student to obtain work missed during an absence. Assignments will be made up by the student in a period of time designated by the teacher. Make-up work deadlines must be kept to prevent loss of credit.

GRADING

Kindergarten, first and second grades students will be given a non-graded progress report. Academic achievement, work habits, and conduct will be assigned one of the following performance ratings:

O = Outstanding **G** = Good **S** = Satisfactory **N** = Needs Improvement **U** = Unsatisfactory

Students in grades two through twelve will be assigned letter grades as follows:

A+	98-100	C+	77-79	F	Below 60
A	93-97	C	73-76		
A-	90-92	C-	70-72		
B+	87-89	D+	67-69		
B	83-86	D	63-66		
B-	80-82	D-	60-62		

The CCS grading scale is a state recognized scale, and is currently used by Brevard County High Schools.

Final grades are given every nine weeks. Report cards must be returned the following day with a parent or guardian's signature.

Promotion

In grades 3 or above, the following considerations will be made towards promotion to the next grade level: the satisfactory completion (60 or better) of all major subjects, percentile scores in core subject areas on the most recent standardized test, and a 2.0 GPA. A failing grade may be retaken in a summer school or tutoring program. Decisions on promotion with CCS may also involve the administration’s and teacher’s evaluation of a student’s readiness to learn in a classroom situation and to succeed in the next grade level at CCS. A recommendation or

requirement to repeat may be made if, in the school's best judgment, a K-8th grade student is not ready to move on to the next grade.

In grades 9-12, promotion is based on satisfactory completion of sufficient credits required for graduation. Students who fail a course must retake that course as soon as possible so that their targeted graduation time is not in jeopardy.

AWARDS

Covenant Christian provides many awards for students who perform well within the school program. These awards include the following:

Head of School Honor Roll: 3.8 GPA or higher for grades 5-12.

Honor Roll: 3.3 GPA or higher for grades 5-12

While there is no academic honor roll in the lower elementary grades (grades K-4), we believe that it is important that students be recognized and encouraged for their achievements. Each teacher will determine age-appropriate recognitions given on a regular basis. Teachers may note student achievement verbally, privately or in front of the class, use stickers, stamps, or certificates, make telephone calls home to recognize progress, or use other creative means to create an atmosphere in which each student is affirmed and encouraged.

CCS Student of the Week Award (K-6)

During chapel, we delight in highlighting students who have worked hard in their studies, reached out to help others, or shown growth in godly characteristics. We call this "Student of the Week." Teachers share triumphs and joys for each student throughout the school year. We love for parents to join us as we celebrate the work that God is doing in the lives of our students.

End of Year Awards

End of the year awards programs will be held to honor academic achievement, recognize special talents, note personal progress, and applaud godly character and student leadership. It is our intent to recognize students (grades K-12) for the unique gifts God has given to them. A special honor in grades K-8 is the Wise Servant Leader Award. These annual awards are designed to recognize students, one boy and one girl at each grade level, who demonstrate the Biblical character qualities of loyalty to others, good moral character, selflessness and integrity.

STANDARDS OF DRESS

The following standards of dress apply any time students are in uniform or casual dress on campus. All clothes shall be modest, well-fitting and in good repair to present a neat, clean appearance. While the school understands that parents are responsible to God for the teaching their children receive in every area of life, including the matter of dress, CCS requires students to follow the school dress code as well as parental support of school policies. Therefore, we expect that our families will partner with our teachers in resolving any dress code violations. Our dress code policies provide preparation for our students to one day enter the job market where they may work in an office environment that might carry some form of dress code standards. We ask parents to make certain that their children come to school appropriately attired in accordance with the CCS dress code. All administrative decisions on appropriate student appearance are final.

Physical Education Uniforms

Physical Education uniforms consist of a CCS wick shirt and uniform PE shorts. This uniform is required for grades 3-12. Elementary students in grades 3-6 wear the PE uniform all day on PE days. Please note that no other shirt or other color shorts meets uniform requirements. In cold weather, students are permitted to wear PE shorts or CCS uniform sweatpants.

Field Trips Standard of Dress

Unless otherwise advised, CCS students are expected to wear the CCS uniform for regular field trips. When other clothing is appropriate for a field trip, the expected dress will be announced ahead of time.

Elementary Dress Code (VPK-6th Grade)

- ☑ **Boys:** Navy blue/khaki pants or shorts; white, light or dark blue, green, or burgundy knit polo shirt with embroidered logo.
- ☑ **Girls:** Plain navy blue/khaki skirts, skorts, shorts, capris, or pants; white, light or dark blue, green, or burgundy knit polo shirt with embroidered logo. Please be sure that all skirts, shorts and skorts are of a modest length that allows for age-appropriate movement in the classroom and on the playground.
- ☑ **VPK/PK4:** students may wear the green or blue paw print t-shirt instead of a polo shirt.
 - ✎ **NOTE:** SANDALS, CROCS or BOOTS may not be worn, as they are unsafe for playing. Closed-toe shoes and socks are required. **Opportunities to wear Christian Growth Week t-shirts instead of a uniform shirt will be announced.**
- ☑ **Outerwear Permitted in the Classroom:** CCS monogrammed sweatshirts; CCS monogrammed pullover sweaters; CCS monogrammed fleece jackets; CCS hooded sweatshirts.

Secondary Dress Code (7th-12th)

- ☑ **Boys:** Navy blue/khaki pants or shorts, shorts should have at least a 7 inch inseam; white, light or dark blue, green, or burgundy knit polo shirt with embroidered logo.
- ☑ **Girls:** Navy blue/khaki skirts, skorts, shorts, capris, or pants; white, light or dark blue, green, or burgundy knit polo shirt with embroidered logo. To ensure modest appearance by limiting the exposure of skin above the knees, skirts are not to be more than 4 inches above the ground when kneeling. Shorts and skorts should have at least a 7 inch inseam.
 - 🗑 **NOTE:** All clothing must fit properly. Shorts may not be rolled up.
- ☑ **Shoes:** Students may not wear water-shoes, slides, slippers, athletic sandals, or flip-flops (however, sandals with heel straps are authorized for girls). Laced or Velcro athletic shoes are preferred.
- ☑ **Outerwear Permitted in the Classroom:** CCS monogrammed sweatshirts; CCS monogrammed pullover sweaters; CCS monogrammed fleece jackets; CCS hooded sweatshirts; CCS navy letter jackets, or other CCS athletic jackets.
- ☑ **Spirit Wear Days:** students may wear the regular CCS uniform or Spirit Shirt with normal uniform bottoms.
- ☑ **Other Wear Days:** From time to time, athletic teams and other extracurricular groups may seek to wear specific t-shirts with uniform bottoms. These exceptions will be approved by the administration.

OTHER DRESS CODE NOTES VPK-12TH GRADE

- ☑ For modesty reasons, young ladies must wear shorts under skirts when playing on playground equipment.
- ☑ Shorts worn under skirts must not be seen below the skirt hemline while standing.
- ☑ Yoga pants are not acceptable. **Leggings are acceptable for girls with dress code length shorts or skirts.** Leggings must be a solid color that is in line with approved shirt colors or which matches the skirt/skort color (khaki, navy) and may not replace a skort, skirt or shorts.
- ☑ Knit polo shirts must fit properly, be buttoned and clean.
- ☑ Solid-colored undershirts (short sleeves only) may be worn under the polo shirt at any time.
- ☑ Solid uniform colored long undershirts may be worn under a short sleeve polo shirt during cold weather.
- ☑ Low riding is not permitted. Pants and shorts will be considered low riding if underwear or flesh of the top of the buttocks is visible or if the waistline of the pants rides below the top of the buttocks even if the shirt is tucked in.

- ☑ Jackets and overcoats of any color may be worn outdoors. Only the approved outerwear may be worn inside.
 - ☑ Hats or sweatbands should not be worn while in the building.
 - ☑ Students may not have visible tattoos-permanent or temporary.
 - ☑ Body piercing jewelry is not allowed. Boys may not wear earrings.
 - ☑ Unnatural hair color and other distracting styles are not acceptable.
 - ☑ Hair length for boys must be maintained above the eye-line in front, no longer than the bottom of the ear on the sides, and at collar line in the back.
- ✂ **NOTE:** Boys are not allowed to have facial hair.

PURCHASING UNIFORMS

Standard CCS uniform brands may be purchased through **All Uniform Wear** located at 2585 W. New Haven Ave., West Melbourne, FL 32904 (across the street from Olive Garden), Phone No. 321-608-3845.

ELIGIBILITY FOR PARTICIPATION IN ATHLETIC ACTIVITIES

CCS athletic activities can include a number of sports. Such activities are designed to assist students in developing whatever special gifts and talents God has given them so that they might better serve and glorify Him. Our desire is to assist each student in developing this understanding, but in such a way as not to jeopardize his progress in other areas. Therefore, CCS has certain prerequisites governing eligibility for participation: academics, conduct/discipline, and attendance.

- **Academic requirements:**
 - CCS follows the FHSAA policy on academic standards for all of its athletes.
 - A high school student must carry a cumulative GPA of 2.0 or better ("C" average). (A=4, B=3, C=2, D=1, F=0). A middle/junior high school student must carry a 2.0 GPA each semester. Loss of sport eligibility occurs with a cumulative GPA lower than 2.0. Eligibility will be evaluated each semester with the final determination made the Monday after report cards are issued.
- **Conduct/discipline requirements:**
 - If a student is suspended from school, the student will also be suspended from participation in any extracurricular activity for the same amount of time as the suspension.

- **Attendance requirements:**
 - **On the day of an extracurricular activity**, students marked absent for the whole day for any reason, or for any part of that day due to any reason except a pre-arranged appointment, will not be allowed to participate in that day's extra-curricular activity, at the discretion of the administration. (This applies to athletic practices, games, other school events, rehearsals, etc.)

CONDUCT/DISCIPLINE FOR ATHLETES

- ❖ A student who displays a poor attitude toward school, classes, faculty or classmates or who displays unsportsmanlike actions or poor conduct during practice for, or participation in, school events may be declared ineligible for the next game(s) or event(s) at the discretion of the administration.
- ❖ If a student is involved in extracurricular activities and has accumulated three (3) anakinosis referrals or two (2) suspensions or more, he will not be allowed to participate in the next scheduled game or event. It is up to the administration to determine additional consequences for excessive referrals.

PHYSICAL EDUCATION

All kindergarten through 9th grade students enrolled in CCS are expected to participate in physical education classes as an integral part of their educational experience. In addition, all 3rd through 9th grade students are expected to dress out for PE class in approved PE uniforms. 7th-12th grade students are not permitted to wear PE uniforms during the school day but must change into and out of PE uniforms as appropriate. Physical Education Uniforms (no exceptions) consist of a logoed wick shirt and uniform PE shorts. In elementary, these uniforms may be worn in place of a regular uniform on PE days.

- 🗒 **NOTE:** No student will be excused from physical education classes without a written note to the physical education teacher from his parent or doctor explaining the reason for the excuse and the length of time that the student is to be excused from class.

FIELD TRIPS (BUS POLICIES, CLASS TRIPS, RETREATS, OVERNIGHTS, ACTIVITIES, EVENTS, ETC.)

All parents participating in Field Trips fall under the category of "Volunteer" and thereby are required by policy to submit to a criminal history background check and participate in mandatory annual training. Parents are offered the opportunity to serve as a chaperone or driver. When driving other students in their own vehicles, drivers must complete the volunteer

process and have sufficient insurance coverage, and chaperones and drivers must meet background check standards. Each student must wear a seat belt while traveling to and from the destination. Siblings and other guests are not permitted to attend field trips without the expressed written permission of Administration.

Many trips have limits on the number of adults that may attend, often based on ticket or availability of transportation. When more parent volunteers sign up than are needed, the teacher will make a determination on which parents will go and will notify other parents that they are not needed. This may be on a "first come, first served" basis for responses or may involve other factors.

Covenant seeks to provide field trip opportunities to enhance student learning. The Administration is vigilantly screening field trips for correlation with curriculum. The cost of elementary field trips and Christian Growth Week trips, for secondary, are included in the enrollment fee. Additional secondary field trips are paid for by the student per class and are defined in the curriculum.

As our students and chaperones travel to and from various events, please remember that we are representing our school and our Lord. In order to be unified in the way we represent ourselves, and for safety reasons, the bus procedures for drivers and passengers have been developed.

COMMUNITY GROUPS

Some 7th through 12th grade teacher will be assigned as a "Mentor" to a group of junior and senior high students. The purpose of these groups is to provide a means for Biblical mentoring and encourage fellowship between a Christian adult in the school and older students. During the year, there will be specific Community Group sessions. There will be times when the students will be in their community groups with teachers, while other times, they might be in a larger group with age-appropriate material being presented.

HOLIDAY OBSERVATIONS

Covenant Christian School respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. Within the school program, however, the following scriptural principles act as our guidelines:

- ❖ Covenant Christian School emphasizes a harvest time theme instead of Halloween. CCS does this because the traditional Halloween theme and symbols, including witches, ghosts and death (Deut. 18:10–11), black cats, superstition and fear (Psalm 104, 1 John 4:18) and darkness (1 John 1:5–7) are contrary to basic Bible truths taught by the

school. Practically speaking, stalks of wheat, displays of produce and the like are acceptable late October symbols, while black cats, witches, ghosts, etc. are not allowed within the school program.

- ❖ Covenant Christian School treats Christmas and Easter as joyous times of the year to enthusiastically celebrate and emphasize the birth of Jesus Christ and His resurrection from the dead. Activities and symbols, which complement these emphases, are appropriate and prominent within CCS' school program. Myths and symbols, such as Santa Claus, his helpers, and the Easter Bunny, which compete with these two Christ-centered themes, are discreetly ignored during school hours.

CLASS PARTIES

CCS classes occasionally hold holiday or other parties, and end-of-the-year parties. Class parties will be announced in advance. We greatly appreciate parent volunteers who help with elementary and secondary parties. All party volunteers must comply with policy for volunteer screening. Siblings of students are not permitted to attend parties without the advance approval of the Administration.

BIRTHDAYS

Birthdays are very special events in the lives of our children, and each elementary child will be recognized on this day. If arrangements are made ahead of time, parents may bring a special treat for the class during the school day. The classroom teacher will determine the time most suitable for each celebration. As a courtesy to all students, invitations to any private party, including birthday parties, may not be distributed at school.

LUNCHES AND SNACKS

Snacks - All students are given an opportunity to have a midmorning snack. Elementary students are to bring their own small, nutritious snack (fruit juice, fruit, crackers, cheese, etc.). Secondary students can either bring their own snack or purchase items from the athletic department snack bar, as available.

Lunches - CCS students in grades K-12 may bring a lunch from home or order a school lunch. School lunches are ordered and pre-paid using an online system through "**MySchoolAccount**" and are distributed daily at lunchtime. For the students who forgot their lunch, an Emergency Snack Bag is available. Parents will be billed for the Emergency Snack Bag.

Although taking lunch to your student/s is a great idea for a special treat (for example: child's birthday) however, when a large number of delivered lunches come to the school it adds unexpected time constraints upon our wonderful office personnel.

Therefore, in an effort to help alleviate the congestion at the front office and assist parents in being the main individuals responsible for delivering these once-in-a-while lunches, the following procedure is now in place:

- ☑ Parents are to report to the school office to sign in as visitors and then proceed to the lunch pavilion to drop off the lunch. **Student name and grade** must be boldly printed on the lunch bag.
- ☑ Lunches may be delivered by parents **no earlier than 11:15am and no later than 1:10pm**. (The front office will no longer be able to accept and hold lunches brought in by parents.)
- ☑ Please note that the lunches **will not** be refrigerated or stored in a warmer. [Freshness and temperatures that are needed to keep lunches warm are in danger of being compromised if the parent drops off the lunches too early. Any "hot" lunch runs the risk of contamination when left too long before consuming.]

Elementary students must either purchase milk from the school or bring drinks from home. Secondary students have the option of purchasing milk or drinks from the athletic department snack bar. Except for high school students, soft drinks are not to be consumed at lunch. Lunch drinks are only to be consumed with lunch, wherever a supervised lunch period is being held.

Lunch is generally held in the pavilion. Students are to remain in the pavilion during lunch, unless granted special permission by a faculty member. Microwaves are readily available for grades 4-12. Suggested use time is three minutes or less per student.

The school respects Covenant Presbyterian Church's policy of no eating, drinking or gum chewing in the gym building or inside any classroom buildings; limited exceptions will be made for isolated supervised events. Also, the church kitchen and teacher workroom are off limits for CCS students. The athletic department snack bar is open for:

- ❖ **Secondary Snack:** Candy, chips, ice-cream, pop-tarts, etc.; Power-Aide and water bottles.
- ❖ **Elementary Lunches:** Ice cream is available on Fridays only.
- ❖ **Secondary Lunches:** 7-8th grade: Candy, chips, ice cream, etc.; Power-Aide and water bottles
- ❖ **9-12th grade:** same as above, but soda products are also available.

Lunch credits will only be authorized if your child is absent due to medical reasons. Credit will not be given when food has been ordered and paid for, but not picked up by the student for reasons such as: early dismissal, field trips, child too full to eat lunch because of a class party or child just decides he just doesn't want it.

CAMPUS VISITATION

All visitors, parents or otherwise, must check-in/out at the school office upon arrival/departure to and from campus. Visitors will be required to sign in and receive a visitor's badge while on campus. For safety of our students, visitors without an issued visitor's badge will be approached and questioned by CCS staff.

Student Visitors

Prior written permission, signed by the visiting student's parent, must be cleared with the Administration at least one week in advance. As a school with small children and a dress code, visitors should be mindful of appropriate dress. In general, elementary visitations are not encouraged except at lunch and recess time due to the impact on classroom learning.

✎ **NOTE:** The number of chapel visits is not limited for visitors (parents, relatives, alumni).

Lunch Visitors

All lunchroom visitors, parents or otherwise, must check-in/out at the school office upon arrival/departure to and from campus. Visitors will be required to sign in and receive a visitor's badge while on campus. Parents may have lunch with their child any day based on space availability. Non-parent lunch visitors are limited to one visit per week. A limit of five non-parent lunch visitors per lunch period is permitted and will be based on a first come/first serve basis. The office will ask for identification of all visitors not known by office personnel.

Volunteers

All volunteers must check-in/out at the school office upon arrival/departure to and from campus. Volunteers will be required to sign in and receive a volunteer's badge while on campus. In order to protect children in our school and our employees and volunteers who participate in CCS activities, we have established a policy to screen all persons who work on or off campus with our students.

A Volunteer Application Form and Background Check Form is to be submitted every 2 years by volunteer workers who will supervise or have custody or have the probability of frequent contact with minors. This screening also includes coaches, substitute teachers, custodians or those doing similar work. It excludes employees of independent contractors. This screening form is in addition to an volunteer application form. All volunteers are required to complete one-hour annual risk training, prior to engaging in volunteer service at CCS.

ADMINISTRATIVE POLICIES

Communication/Cooperation With DCF and Other Government Agencies

The Head of School will evaluate the need and situation prior to cooperating with the DCF and other governmental agencies. The Head of School will work with the Guidance Counselor in the determination of the situation. The office is to locate Head of School for right course of action. School personnel who receive an abuse report are required to report the incident immediately to the Florida Abuse Hotline.

Inclement Weather School Closings

In the event of inclement weather, CCS families should monitor local radio stations for notification of closing. The school typically follow the directive of the Brevard County Schools, or City of Palm Bay which may supersede the county. CCS will use discretion on when to reopen based upon its own situation. Such decisions will be made as soon as possible, and no later than 7:00 a.m. on the day in question. CCS school closure will be announced via CCS all families' email and texts. Radio, television stations, telephone and the CCS website will be used when possible and appropriate.

Lost and Found

Parents are urged to **label all clothing and articles** belonging to their children. All uniforms, sweaters, coats, jackets, shoes, towels, books, and other personal articles should be marked with the child's name. Stray clothing and articles that are found will be placed in lost and found in each building then placed near the B building at the end of each week. Please urge your child to take responsibility for his things by retrieving lost items from the lost and found. At the end of each week unclaimed items will be disposed of. CCS urges parents not to allow students to bring highly valuable items, (i.e. electronics or large amounts of money) to school.

WHAT ABOUT CELL PHONE OR SMART WATCHES AT SCHOOL?

Telephone Use

Students may use the office desk telephone on a limited basis to call home for school related business. Also, if a sports activity is cancelled, students are permitted to call parents to make appropriate arrangements. All other phones are off limits unless under direct supervision of a faculty member.

Cell Phone Use

We understand the value of cell phone usage for our students who need to contact parents when our office and school buildings are closed (after practice and games). In consideration of our classroom environment and daily instruction, however, all student cell phones and Apple watches must remain in backpacks or lockers and turned off (including vibrations and text

messages) while school is in session. In cases of noncompliance, administration reserves the right to confiscate a student's cell phone or Apple watch where it is held in the office until the end of the week. Parents may opt to retrieve the student's cell phone or Apple watch if needed before the end of the week. Additionally, CCS maintains the right to examine cell phone and Apple watch contents to determine if school policies have been violated.

ASSISTING WITH MEDICATIONS AT SCHOOL

Covenant's policy concerning administration of the student's medicine will be made only with a written physician request and written parental permission for inhalers or Epi-Pens to be carried by students 6th grade and up during school and/or for after school activities (e.g., sports, drama, and art club, etc.) All medications will be stored properly in the original container under lock and key in the school office or in the child's classroom. Medications such as EPI-PENS that may be needed urgently will be carried by the teacher or aide for access on the playground or on field trips.

EPI-PEN® Auto-Injector, doctor-prescribed emergency treatment of allergic reactions will be administered by CCS trained staff. As noted above, all EPI-PENS prescribed by a physician must be submitted to the school in the original container and a form available from the school office must be completed by the parent and placed in the student's medical file. Parents should ask their physicians about the circumstances under which this medication should be used. It is also recommended that parents provide the office with a list of their child's allergies when submitting the EPI-PENS to be included in their medical file.

We are not able to administer over the counter medicines such as Tylenol or cough medicine, even at the parents' request and with their permission unless we have a doctor's note. If a child is ill, the CCS office may provide a brief rest time; children will be able to call home and parents are welcome to bring and administer a medication.

HEALTH CARE

Students who become ill during the school day will be taken to the office, and the school attendant will evaluate if the parent needs to be notified. **No child with a temperature of 100 degrees or higher will be allowed to remain in school.** If the child seems ill, he may be removed from class even though the temperature has not reached 100. Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children. Please do not return the student to school until his temperature has been normal without medication for **24 hours**. Parents should not bring their child to school if there is evidence of any of the following symptoms: fever, upset stomach, rash, bad cough, severe headache, vomiting, or a general unwell feeling.

Parents are required to notify the school and list on their yearly Quick Find Information Card all allergies and/or medical conditions including allergic reactions to medications, food, insect stings, hay fever, asthma, etc.

Parents are also required to notify the school of any physical or psychological disorders that could seriously affect their child's ability to function during a normal school day. In addition, if a student is admitted to a psychological and/or mental health facility, the parent has the responsibility of immediately notifying the school. Upon release from such a facility, the parent must provide the school with proper discharge documentation from the physician in charge.

CCS is required to be in full compliance with all applicable state and local laws and rules for health, safety, and sanitation. Therefore, CCS has adopted and will enforce policies as governed by the 2012 Florida Statutes, Chapter 1003.22.

ACCIDENTS

Minor mishaps will be handled in the classroom by the teacher or the school office. All CCS teachers, clinic designee and lunch coordinator are CPR/First Aid certified. If treatment other than basic first aid is required, the emergency contact designated on the student's Quick Find Information Card will be called. CCS carries a limited accident insurance policy for its students, covering accidents occurring *during school activities* on and off campus. Parents may contact the school office for information in case an accident occurs which requires professional medical attention.

TEXTBOOKS

CCS purchases all textbooks and E-Textbooks for the school year. CCS textbooks are owned by the school and are considered rented to each CCS student during the school year. Books will be distributed on the first day of school and should be covered by parents or students.

Consumable books should be covered with clear contact paper and hardback books with paper covers. Students will be directed to write their name on the inside covers for tracking purposes. The books will be collected the last week of the school year. Except for normal wear and tear, students are responsible to replace lost textbooks or pay for damages (i.e. writing in or on book, torn or missing pages, water/liquid damage). Families of returning students are required to satisfy library late fees, book replacement, damage fees etc. prior to receiving textbooks for the next school year.

Bible - The NIV is the recommended Bible for grades 2 through 6. The **English Standard Version (ESV)** or **English Study (ESB)** is the official version of the Bible for secondary students.

LIBRARY USE

Library materials (other than reference) may be checked out by CCS students and faculty for a period of three weeks. Library materials may be renewed for an additional week. Listed below are the number(s) of books allowed for checkout by grade level:

- Kindergarten & first grade – 1 book
- Second & Third grades– 2 books
- Fourth through twelfth grades and adult patrons – 3 books

Checking out a book from the CCS Library is an agreement to be responsible for that book and to pay a fine if the book is returned late. Students are obligated to return library books in good condition by the due date that is stamped in the back of the book. Books may be renewed if the student needs it longer than the initial checkout period, assuming that no other student is waiting for that book.

In order to ensure access to the library collection and to teach students responsibility, the CCS Library charges a fine of ten cents per school day for overdue books in grades 5 through 12. This fee may be waived at the librarian's discretion for elementary students. Once the book is returned, no additional charges are assessed. The fine will never exceed the replacement cost of the book. If a book is lost or seriously damaged, students are charged the replacement cost of the book. If a lost book is subsequently found, that amount will be refunded. In the event of student absence on the day a book is due, a fine will not be charged. Each week, library fine slips will be distributed to homeroom teachers who will distribute them to students. Library fines from the previous school year must be paid by the end of May to ensure continuous enrollment at CCS. The library is open for general use anytime there are no classes and after school until 3:45 p.m.

MISSING/LOST/DAMAGED BOOK POLICIES

The student enrollment fee pays for the use of textbooks. Books issued to students are the property of the school, and students are expected to assume responsibility for their proper care.

Loss – If a student has lost or is missing a book, he/she should immediately report this to his/her classroom teacher, who will send a form informing the parent of the missing item. Students will be given two weeks to retrieve/find the missing book before paying for a replacement.

Damage – Teachers will note and document the condition of textbooks when they are issued. Students should report any other damage noticed at that time. Once the condition is documented and books are issued, they are the responsibility of the student. Fees for damaged books will be assessed according to the following criteria.

Fee Assessed – A student will be expected to pay for total replacement cost of the book for any and all water (or other liquid) damage and/or books with torn out or missing pages. Partial replacement cost will be assessed according to damage sustained and future usability of the book. The presence of the following will result in an assessment: ink, marker or other writing in the book, inside flaps, or on the cover, spine or outside pages; creased or bent pages; pages that are torn or corners ripped; damaged to cover beyond normal wear and tear. The teacher of each class will assess the extent of damage and future use remaining, determine the fee to be assessed, and communicate this to the student.

PARENT-TEACHER FELLOWSHIP

Parents have an active and joint responsibility with the staff for the education and upbringing of their children. CCS is an extension of the home in that it supports parents in their duties to raise their children in the nurture and admonition of the Lord. The Parent-Teacher Fellowship ("PTF") of CCS encompasses all parents, teachers, and staff in building a strong, unified school community and promoting the school to the surrounding areas.

It is an organization that uses volunteer time to support the activities of the school and gives parents direct and active involvement in our child(ren)'s whole-school learning experience. All parents of CCS are members of the PTF.

FUNDRAISING

Fundraising provides a valuable source of revenue for our school and are essential for keeping tuition affordable. Previous fundraisers have provided funds to purchase computer equipment, playground equipment, school buses, and countless other items which enrich our students' experience here at CCS on a day-to-day basis. Parents are highly encouraged to participate.

There are other opportunities to increase CCS also participates in the Box Tops program and may engage in other fundraising events.

If you would like to serve on a fundraising planning committee or if you have questions, please contact the school office.

HOMESCHOOL STUDENT POLICY

Tuition & Fees

2018-2019	TUITION	CREDIT
Grades 7/8 Fine Arts	\$650	.5 Credit Class
Grades 7/8 Academic Courses	\$1100	1.0 Credit Class
Grades 9/12 Fine Arts	\$650	.5 Credit Class
Grades 9/12 Academic Courses	\$1100	1.0 Credit Class
Grades 9/12 AP Courses	\$1275	1.0 Credit Class

Registration for MS/HS classes for credit begins July 1st, with Administrative approval.

Enrollment is subject to class space and availability.

Other Fees

Application Fee **\$75**

Home School Extension Base Tuition Fee **\$275**

Entrance Requirements:

- ✓ Application
- ✓ Pay application fee \$75
- ✓ Pastor Recommendation Form
- ✓ Student Questionnaire Form
- ✓ Two years of report cards
- ✓ Two years of standardized test scores
- ✓ Copy of Official Birth Certificate
- ✓ Copy of Immunization Record
- ✓ Copy of Well Doctor Visit (with 5 years)
- ✓ Principal Interview
- ✓ Base Fee and Tuition paid

SPORTS PARTICIPATION

The Home School Base Tuition Fee includes one sports fee. There is a \$100 to \$150 sports fee for participation in additional sports offered at Covenant Christian School. Home School Extension students may be eligible to participate in interscholastic athletic teams with completed enrollment of one academic course. Students are required to meet all the necessary prerequisites and qualify under FHSAA guidelines for participation as a home school student.

ACADEMIC INVOLVEMENT

The purpose of the Home School Extension (HSE) of Covenant Christian School is to help meet the spiritual, social, and educational needs of Christian families who are dedicated to the full time task of educating their children primarily at home by utilizing the resources that God has provided through our school.

The program is open to seventh through twelfth grade students. Courses will be offered on a space-available basis. When HSE students are registered for an on-campus academic class, they are to follow the uniform dress code guidelines and discipline policies of a regular CCS student. HSE students will not take part in graduation. Students will be able to participate in interscholastic athletic teams once registered for a minimum of one academic course.

Extension students are required to fulfill all the necessary prerequisites and qualify under FHSAA guidelines for participation as a home school student. HSE entrance requirements consist of completing the admission packet, submitting necessary forms, and paying HSE fees.

HOME EDUCATION STUDENT POLICY FOR ATHLETICS

Covenant sports teams are an integral part of the CCS extracurricular activities program. CCS is very cognizant of the opportunities to influence our community for Christ through sports involvement. CCS sports are open to home education students from Christian families, in grades six through twelve, who have met the following criteria:

- ❖ Membership in a local evangelical church
- ❖ Payment of a per-sport participation fee
- ❖ Meet the FHSAA academic criteria
- ❖ Completed all FHSAA eligibility forms
- ❖ An interview of the family that demonstrates a commitment to the philosophy and goals of CCS and the CCS athletic department.

In accordance with FHSAA non-recruitment rules, home education students interested in participating with Covenant Christian School, need to direct questions to the CCS admissions, and not to specific coaches or the athletic director.

TYPES OF SPORTS

FALL SPORTS

- ✓ Varsity Volleyball-\$150
- ✓ JV Volleyball-\$100
- ✓ Varsity/JV Cross Country-\$100
- ✓ Varsity Bowling-\$100

WINTER SPORTS

- ✓ Varsity Basketball-\$150
- ✓ JV Basketball-\$100

SPRING SPORTS

- ✓ Varsity Baseball-\$150
- ✓ JV Baseball-\$100
- ✓ Varsity Softball-\$150
- ✓ Varsity Track-\$100
- ✓ Varsity Tennis - \$100

🗑️ **NOTE:** There is a 50% discount for home-school siblings of current CCS students.

POLICY AND PROCEDURE FOR PERSONNEL COMPLAINTS

At CCS a personnel complaint is defined as an “expression of significant” concern by a CCS constituent over the behavior and/or performance of a CCS staff member. These concerns generally fall into two categories—alleged sinful behavior or behavior which displays perceived incompetence, bad judgment and/or poor performance.

Conduct which is perceived as sinful, but not criminal or detrimental to CCS credibility and mission, should be handled as set forth in MATTHEW 18:15-17. On the other hand, complaints about competence, judgment, or performance should be handled through the Open Door Policy also known as the “**Chain of Command**”.

OPEN DOOR POLICY

In the event a parent wishes to express a significant concern over the competency, judgment, or performance of a CCS faculty or staff member, he is encouraged to go through the “chain of command” or line of authority to resolve the issue rather than going directly to the Administration. Unless the parent believes personal contact with the specific staff member would create unhealthy conflict and/or the parent desires counsel on the best approach to resolve the situation, CCS would prefer the parent attempt to resolve the matter by speaking one-on-one with the staff member in question first. If the one-on-one session fails to resolve the issue or if the staff member’s behavior reveals a pattern of questionable behavior/conduct, the parent is invited to utilize the open door policy to express his concern with the next person in the line of authority. If an issue cannot be resolved at this level, the matter will be referred to and addressed by the Head of School.

MATTHEW 18 PRINCIPLE

At CCS, when a brother sins against another, every attempt will be made to address the problem by one-on-one confidential communication between the parties involved, either in person, in writing, or over the phone. We believe adherence to Matthew 18 will, by God's grace, quickly solve most instances through true repentance and forgiveness. However, in instances where the sin is considered very serious and/or criminal, the Head of School should be notified. In the event that, the one-on-one communication fails to resolve the sinful behavior, the Head of School and the appropriate supervisor will be notified. The Head of School will initiate and maintain all written documentation related to the reported issue.

CONFLICT RESOLUTION

CCS means of resolving conflicts with the school family follows the Biblical pattern found in Matthew 18:15-17 and Galatians 6:1 which includes settling disputes with each other in private or within a Christian community. In the rare case of serious unresolved disputes at CCS, parents should understand that the scriptural options of Biblically-based mediation and binding arbitration are preferred means for Christians to resolve such issues rather than by means of civil lawsuits.

HOW CAN PARENTS PARTNER WELL WITH CCS?

- ❖ When we face challenges with your child (in terms of behavior, attitudes or actions), we ask that you, as the parent, take primary responsibility to disciple your child to understand how Scripture speaks to their particular needs and behavior.
- ❖ We ask that you look to your local church (pastor, youth pastor, children's pastor) for assistance, guidance and spiritual input in discipling your child so that their whole lives glory Christ.
- ❖ We ask that you communicate openly and graciously with school staff and administration when you have questions about matters involving discipline. Our goal is to partner with you, the parent, in an environment of grace, to see your son or daughter become a godly, wise servant-leader in Christ.

WHAT DOES CCS EXPECT OF STUDENTS EACH DAY?

The objectives of this school's educational program shall be that the student will:

- Comprehend that Biblical truth is the foundation for the proper understanding of all academic subjects.
- Learn to apply Biblical principles to every part of daily life. It is our desire that the student will believe Christianity is a way of life, not merely a religion.
- Grow in the Christian life depending upon fellowship with God through Bible study, prayer, and service.
- Practice courtesy, respect, manners and a proper attitude toward others.
- Be able to properly relate to non-Christians and to Christians who differ from them.
- Demonstrate the knowledge and skills required for future study and occupational competence.
- Develop work habits to fulfill his responsibilities to God and those in authority over him.
- Be able to think and to hold to convictions when under pressure.

WHAT DO WE VALUE AS A SCHOOL?

Our Core Values are:

- ☑ The Bible, God's Word, is the final and ultimate authority.
- ☑ Covenant Christian School in concert with its mission and goals will present a worldview consistent with the Westminster Confession of Faith.
- ☑ A balanced academic program is essential and must include Biblical integration and critical thinking skills.
- ☑ Covenant Christian School will serve and partner with supportive families together with their local evangelical church.
- ☑ God has given parents the primary responsibility of educating AND DISCIPLINING / TRAINING their children; the school serves as an extension of the home.
- ☑ Committed Christian faculty and staff are essential.
- ☑ A racially diverse student and faculty population, united by the cross of Christ, is reflective of a Biblical school community.
- ☑ A consistent discipline policy, emphasizing positive reinforcement, fosters student behavior that enables them to be wise servant-leaders.
- ☑ We believe church is an integral part of family life.

GUIDELINES ON CCS DANCE EVENTS

Whereas dancing is presented in Scripture as a generally innocent and positive human expression, the diverse forms and use of dance in our culture push us to regulate its practice within our ministry. Dance in worship is an issue worthy of attention, but the focus of this information is on dance as a social/recreation function. At CCS events, dancing styles that involve close body contact or are sexually provocative are forbidden, as determined by chaperones.

DISCIPLINE PHILOSOPHY

Our primary concern at CCS is the heart of our students, as God has clearly revealed in His Word that behavior is a mirror of the heart. The goal of discipline is to show students how to please and honor God in their actions and attitudes and to promote self-discipline, self-control, and self-correction. Discipline at CCS is intended to apply God's law with love to accomplish good for the person being disciplined. Our goal in disciplining is for students to become self-controlled through the Holy Spirit's use of internalized Biblical precepts while understanding God's abundant grace.

CCS strives to encourage our students' commendable behaviors by using positive reinforcement, noting what is good and praiseworthy as well as correcting inappropriate behavior. Teachers will always attempt to communicate with parents, (whenever possible, either in person or by telephone rather than email,) when student behavior/conduct begins to disrupt learning or detracts from teacher ability to effectively teach their class/subject. Our desire is for parents to address and resolve misbehavior rather than for teachers or administration to do that. All our families must understand that proper classroom discipline and general proper student behavior enhances the learning and Christian growth environment.

Teachers will contact parents when student issues that have not been corrected arise during school hours. This communication is important to us. We appreciate parent support, continued counseling at home, and suggestions to teachers. When issues arise that continue and are potentially harmful to the students, the Administration will contact the family's youth pastor at their local church for further counseling.

FORMAL DISCIPLINE POLICY

CCS describes formal discipline as a progressive response to behavior that normally would be categorized under intentional student misconduct, rather than appearance, dress code violations, etc. Formal discipline, with the exception of what administration considers serious misconduct, will be initiated only after prayer and counseling with the student, and personal contact with parents.

- ☑ Continued misconduct will result in teacher follow up contact with parents and consultation in the hope that through this partnership formal discipline can be avoided.
 - ☑ Serious misconduct may result in immediate formal discipline when administration determines such action is in the best interest of the student, family and school environment. In these cases, parents will always be notified of school action. Formal discipline begins with the anakainosis process (in elementary, this is known as turn-around) and normally proceeds progressively through more severe degrees of discipline, ultimately including expulsion.
- ✎ **NOTE:** CCS administration reserves the decision-making authority to deviate from the progressive discipline process up to and including immediate expulsion when such action is determined to be in the best interest of Covenant Christian School.

Informal Discipline Policy

CCS describes informal discipline as a response to student violations of school rules, which will result in prayer, counseling and contact with parents after multiple counseling sessions. Teachers will normally handle violations of school rules regarding appearance, dress code, and minor offenses, e.g. chewing gum, tardies, etc. in an informal manner. However, in the unusual case where a student becomes belligerent, hostile, or otherwise intentionally disrespectful to our teachers or staff during an informal disciplinary process, the behavior will be considered intentional misconduct and will elevate to formal discipline.

DISCIPLINE PROCEDURES GRADES K-6

Each teacher will have clear expectations for appropriate behavior and will instruct students on school and classroom procedures and rules. Teachers and administrators will strive to recognize students who make good behavioral choices and who cooperate with procedures. Behavioral rewards are modeled on a Biblical pattern such as is described in Jeremiah 17:10: "I the Lord search the heart and examine the mind, to reward a man according to his conduct, according to what his deeds deserve." While we are unable to search and examine the inner motivations of our children, we believe that the Lord does give discernment and would have us encourage attitudes and actions that we perceive as being obedient and positive influences. Those rewards may be as simple as words of praise or recognition, or include stickers, prizes, certificates, and

special privileges. Obedience and cooperation also are recognized with good conduct grades on the report card every nine weeks.

When working with our students when disruptions and misbehaviors occur, we seek to help our students examine their heart, their motives, and their choices. We counsel and pray with the students and point them back to God's Word. Typically, we work through these questions (Paul Tripp - A Culture of Grace):

- ✓ What was going on?
- ✓ What were you thinking/ feeling?
- ✓ What did you do in response?
- ✓ What were you trying to accomplish?
- ✓ What was the end result?
- ✓ What could you do differently next time?

Our teachers work through these questions, and when warranted, send students to the Dean of Students, principal or guidance counselor who will also work through them. They may receive a red-light form, which must be signed by the parent and returned. This will explain the misbehavior, the discussion, and if needed, the consequence. We are thankful for our parents who partner with us to work toward change when these issues occur. Determinations on how to proceed will be based on the discernment of what the overflow of the heart is showing, for example: a child who demonstrates defiance will need a different consequence than one who is upset over a family situation or who is more immature than defiant.

- ❖ A behavioral plan will be established for the individual child with clear expectations, checkpoints and responsibilities.
- ❖ While each day is a new day in elementary school and offers a fresh start, it is also true that a student who repeatedly requires correction for the same sorts of disruptive behavior, who displays overtly rebellious attitudes or who engages in more serious disobedience will quickly move to the "**Turn Around**" mode where he/she will be required to alter that behavior, and may receive more serious consequences of formal discipline. These behaviors may include, but are not limited to:
 - ✓ Repeated violations of school rules that disrupt classroom learning for other students.
 - ✓ Serious lack of respect for authority in word or deed
 - ✓ Serious lack of respect for peers in word or deed
 - ✓ Foul language, vulgar gestures
 - ✓ Aggressive behaviors such as hitting, kicking, biting, pinching
 - ✓ Stealing, cheating, lying, forgery
 - ✓ Vandalism
- ❖ Leaving school grounds without permission
- ❖ Writing obscenities or possessing indecent pictures
- ❖ Mischievous acts

DISCIPLINE PROCEDURES GRADES 7-12

Students will be thoroughly instructed on all school procedures and rules at the beginning of the school year and periodically throughout the year. When working with our students when disruptions and misbehaviors occur, we seek to help our students examine their heart, their motives, and their choices. When intentional misconduct occurs on the school campus, the teacher addresses the individual student's behavior through individual counseling, prayer, and verbal correction. Typically, we work through these questions (Paul Tripp- A Culture of Grace):

- ✓ What was going on?
- ✓ What were you thinking/ feeling?
- ✓ What did you do in response?
- ✓ What were you trying to accomplish?
- ✓ What was the end result?
- ✓ What could you do differently next time?

Teacher Guidance

When intentional misconduct continues to occur, even after all the above, there will be personal contact or an email to parents. Examples of these behaviors include, but are not limited to:

- ✓ Lack of self-discipline resulting in classroom disruption
- ✓ Disrespect for peers in word or deed
- ✓ Consistent negative attitude and/or intentional disrespect for and cooperation with authority
- ✓ Intentional damage to or lack of care for school property or that of others
- ✓ Writing, passing, or receiving notes during class
- ✓ Unexcused absence from a previous discipline (anakainosis) session

ANAKAINOSIS

Anakainosis is the Greek word that means "**spirit of renewal.**" The intent of anakainosis is to adjust moral and spiritual vision and thought to the mind of God, which can have a transforming, effect upon the conduct and life of the CCS student. If after repeated prayer and counseling, a teacher, in conjunction with the parent, is unable to redirect a student's behavior, the teacher may refer the student to the Dean of Students with a recommendation to initiate the formal disciplinary process (known as Anakainosis). If the Dean of Students approves of the need of formal discipline, the parent will be notified and the student will be issued a written notice of anakainosis. (See attachment). The student must bring the completed notice, signed by a parent, to the scheduled anakainosis session. The Dean of Students, in consultation with the Principal or Guidance Counselor, will plan and coordinate the anakainosis session.

- The first anakainosis session will normally include a "one-on-one" session between the Dean of Students and the student. The second (2) and subsequent sessions will involve either the Principal, Dean of Students or Guidance Counselor and the student. These sessions will include counseling, prayer, and progressive work details. When notified of an "ANAK" session, parents are expected to take the appropriate disciplinary action at home to assist the student in modifying behavior.
 - NOTE:** As a reminder, parents have agreed to this policy of progressive discipline upon admission to CCS.
- The Anakainosis (ANAK) process (discipline-not punishment) is progressive in nature. It is not a punishment in the sense that our goal is to inflict pain for pain's sake. Rather, it is a gospel opportunity and heart-centric. Punishment is used in scriptures for the wicked rather than discipline which is tied to "those He loves" and yields fruit. There is nothing redemptive about punishment.
- Our discipline process is the same for all students. We all reap what we sow. We at CCS care about the hearts and spiritual destiny of our students and so we continue to discipline/counsel them with a right attitude. The informal discipline process starts with conversations with just the student. There is no set number of these one-on-one times.
 - If a problem continues to exist, then we call home and ask the parents for help.
 - If after parent involvement issues remain, then we schedule an ANAK session: dialogue, lots of listening, allowing the student to explain from his perspective, scriptural truths, etc.
 - If teachers continue to observe the same issues, then it moves into a work detail with discussions. This happens when the counseling part of the process isn't effective by itself. Sometimes the work detail is a natural consequence: clean up after vandalism, blessing someone they have wronged, etc.
- Students may be excused from anakainosis (and serve at the next scheduled session date and time), for the following reasons:
 - Field trips scheduled beyond school hours that day.
 - Previously scheduled medical or dental appointments, piano or other scheduled lessons requiring payment for absence and confirmed in writing by the parent.
 - A family situation which has administrative approval.
 - NOTE:** Students will NOT be excused due to sports practices or other after-school activities related to CCS.

ON THE 3RD ANAKAINOSIS

On the third (3rd) ANAK session within a school year, the Principal or Dean of Students will contact the parents notifying them that the student is progressing towards suspension. Additionally, on the third session, or subsequent suspensions, a conference will be scheduled with the parents, teacher(s), Principal, Dean of Students, Guidance Counselor and the student. If the student is involved with a sports team or extracurricular activity and has accumulated at least three sessions, or subsequent suspensions, he/she will not be allowed to participate in the next scheduled game or practice. After three anakainosis sessions and subsequent discipline issue, the student will progress to an in-school suspension. Formal discipline will normally progress from in-school to out-of-school suspension.

SUSPENSIONS & EXPULSIONS

For more serious student misconduct as determined by the Principal, the student may be assigned an in-school suspension, out-of-school suspension, forced withdrawal from CCS, or expulsion. These offenses include, but are not limited to:

- ✓ Stealing
 - ✓ Cheating
 - ✓ Lying
 - ✓ Forgery
 - ✓ Bullying (intent to intimidate or harm)
 - ✓ Fighting, hitting, and other forms of physical assault
 - ✓ Deliberately failing to attend class
 - ✓ Endangering the safety of others
 - ✓ Ringing the fire alarm without justifiable cause (a reportable misdemeanor subjecting student to arrest)
 - ✓ Racial discrimination of any sort
 - ✓ Blatant and continued disruption of the classroom rendering classroom management impossible without the removal of student. (In these rare cases, the disruptive student will be sent directly to the principal's office.)
 - ✓ Inappropriate displays of affection (seriousness to be determined by the administration)
 - ✓ Use or possession of illegal drugs, alcohol, and/or tobacco
 - ✓ Use or possession of knives, firearms and/or weapons
 - ✓ Vandalism
 - ✓ Mischievous acts
 - ✓ Plagiarism
 - ✓ Sexting
- ✎ **NOTE:** Any inappropriate use of technology (school or privately owned) is a violation of school policy. This includes cyber bullying and sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos,

or images via cell phone, computer, or any other digital device. Any students who become aware of such activity are required to immediately report them to a teacher or school administrator.

In School Suspensions

In school suspensions may be half or full day. Full credit will be given if a student completes any assigned work. Students may also be assigned work detail or some form of consequence appointed by the Principal.

Out of School Suspensions

The student will be given assignments to be completed that day. Assignments turned in the next day or tests missed from the out-of-school suspension will receive a 50% grade deduction. A zero will be given for all assignments not turned in. Students who have been suspended from school cannot attend any school events, on or off campus.

WITHDRAWAL PROCESS

When Administration determines that the progressive discipline process, including conferencing with parents, has failed to satisfactorily alter the heart and subsequent behavior of the student, or if a parent or student fails to support school policies and programs, then parents may be asked to withdraw their student from CCS. The Head of School and Principal will conference with parents prior to making a final decision.

- ☑ **Appeal** - Parents may appeal formal discipline decisions to the Principal first. The last stage of appeal is the Head of School, who will make final determination.
- ☑ **Restoration Policy** – In the case of expulsion/withdrawal, re-admission may be considered after being withdrawn from CCS a minimum of one semester. Request for reconsideration must show evidence of a repentance, change of heart, counseling, restitution, and letters of recommendation.
- ☑ **Expulsion Policy** - Students who have been expelled or required to withdraw cannot be on campus without direct parental supervision and approval from Administration, for any event.
- ☑ **Illegal Activity Policy** – Any student who engages in any illegal activity is subject to report to the civil authorities.

PRANKS

Whether by the senior class or by any of our students, pranks at CCS must be approved with administrative knowledge and supervision. Pranks done without this approval can lead to immediate suspension up to and including expulsion.

PHILOSOPHY OF STUDENT CHARACTER

“So whether you eat or drink or whatever you do, do it all for the glory of God.” 1 Corinthians 10:31 CCS believes that the primary God-given responsibility for children’s behavior and conduct outside school sponsored activities rests solely with the parents. Therefore, with the exception of misconduct which would normally result in automatic expulsion as outlined in the “Discipline” section of this handbook, student misconduct outside of school-sponsored events or activities that is observed or reported to school administration will be referred to the student’s parent or guardian by school administration. If the Head of School and Principal determines the reported misconduct could result in withdrawal, they will immediately initiate, with appropriate parental involvement, an inquiry to determine truth and decide disciplinary action.

REPENTANCE

When a student’s choices/behavior may have risen to the level of expulsion or suspension, the student has an opportunity for mercy and grace through repentance. CCS cannot presume to know who is truly repentant and who is not. Therefore, for the purposes of determining repentance, a student is repentant by confessing wrongdoing before being called to the office or called upon by Administration in any way to account for behavior. Any student confession must be made to the Principal and/or Dean of Students by the student alone or with an accompanying teacher, coach, sponsor or parent. Telling a teacher, coach, or another school representative alone does not qualify.

MUSIC & PERSONAL ELECTRONICS

Because of possible emergency communication to students by our staff, earbuds are not allowed on campus. CCS students may only bring music and DVDs to school when their use pertains to a class project. Teachers will screen students’ selections for suitability to the project before it is played for the class. This policy allows for the possibility of a project in which students are asked to bring to class samples of music which do not meet the standards above in accordance with 1 Corinthians 10:31 (see above). Parents are encouraged to heed the CCS Philosophy of Student Character when playing music while transporting students for school-sponsored field trips and activities.

INTERNET USE OFF CAMPUS

While CCS normally focuses on student character and behaviors that occur while on campus, or during school sponsored activities primarily during the school year, CCS may necessarily investigate complaints of student misconduct relative to use of internet or electronic messaging both on or off campus, which may in the opinion of administration represent behavior discrediting our school and Christian character (See attached Computer/Internet Use Policies attachment on page 51).

OTHER DISCIPLINARY TOPICS

PLAGIARISM

CCS students and teachers are expected to heed a higher calling from God that exceeds the expectations that the world has placed on avoiding plagiarism. In Exodus 20:15, 1 Chronicles 29:17, and Proverbs 12:22, the Lord expresses His delight in integrity and truthfulness while detesting "lying lips." Plagiarism is using another person's material and calling it your own. This is a serious offense and involves severe consequences.

- ☑ If a student or parent is unsure about the need to cite or the appropriateness of work being presented for credit, it is the student and/or parent's responsibility to ask for clarification from the teacher involved.

✎ **NOTE:** Blatant plagiarism involves intentionally copying and/or failing to cite the source of any material.

Downloading information from the Internet and presenting it as an original work is an example of plagiarism. Inadvertent plagiarism involves a lack of scholarship, which could include failure to cite a source or improperly presenting ideas in his/her own words without intent to deceive. Students who hand in work that clearly is not their own, whether copied or done with excessive help from a parent, guardian, sibling or other person, will be asked to redo the work and may receive a significant grade reduction. This policy applies to elementary school students, as well as those in secondary. The teacher and the administration will determine whether the plagiarism will be categorized as blatant or inadvertent.

- ☑ If it is determined that plagiarism did occur, the student will receive disciplinary actions ranging from a significant grade reduction to formal discipline.
- ☑ If a student is involved in two or more offenses, further disciplinary action will be taken up to and including expulsion from the school at the discretion of the administration.

PUBLIC DISPLAYS OF AFFECTION

“Now flee from youthful lusts, and pursue righteousness, faith, love and peace, with those who call on the Lord from a pure heart.” 2 Timothy 2:22 (NASB) To minimize distraction and temptation in the life of the school, public displays of affection are not allowed during the school day nor during any school sponsored event. Examples of public displays of affection include, but are not limited to, hand holding, extended hugging, kissing and inappropriate touching.

SEXUAL IMMORALITY

“But among you there must not even be a hint of sexual immorality, or any kind of impurity, or of greed, because these are improper for God's holy people...” Ephesians 5:3 The goal of all relationships at CCS is one of absolute purity. Therefore, sexually sinful behavior including, but not limited to, any sexual contact (including pregnancy or causing pregnancy), use of sexually explicit language, gestures or pornographic material, homosexual behavior, posting of immoral portraits or photos on cell phones or other electronic media, may result in immediate withdrawal from CCS, suspension or expulsion.

ILLEGAL DRUGS, ALCOHOL AND TOBACCO PRODUCTS

Illegal drugs, alcohol and tobacco products (including vaping) are forbidden for CCS students and use or possession of such substances may result in expulsion from the school. Use of non-prescription drugs, alcohol and tobacco is illegal for minors and such use will be reported to the appropriate authorities.

KNIVES, FIREARMS AND WEAPONS

Possession or use on campus of a firearm (including look-a-likes) or other items deemed by administration as a potential weapon and dangerous may result in immediate formal discipline up to and including expulsion of the student. All non- utensil knives are forbidden at CCS.

BULLYING AND HARASSMENT

CCS will not tolerate this type of behavior. The administration will immediately address this issue upon receipt of a complaint. This complies with F.S. 1006.147 under HB 669 – School Safety and the Anti-Bullying/Harassment Law. CCS is committed to a safe, secure, positive productive and nurturing educational environment that is free from bullying or harassment of any kind for all of its students, employees, volunteers, parents and/or school visitors. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive

educational environment; to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. It may involve, but is not limited to:

- Unwanted teasing
- Social Exclusion
- Threat
- Sexual, Religious, Racial/Ethnic Harassment
- Intimidation
- Physical Violence
- All Forms of Stalking
- Placing a student in reasonable fear of harm to his/her person
- Theft
- Public Humiliation
- Damaging or destruction of property
- Cyber Bullying

In the event of cyber-bullying, no matter where or when a computer was used to bully/harass a student or school adult, disciplinary sanctions will be taken by a school administrator. Students may report bullying in person with administration or written using the bullying reporting form found by the front office. Any of the following actions may be taken for students who violate our bullying policy: counseling, social skills training, suspension, expulsion, or may be reported to law enforcement

APPENDIX

Computer/Internet Use Policies

- ☑ In order to establish a computer account, all users of the CCS computer systems must agree to abide by the CCS Computer/Internet Use Policies. All students must also obtain parental permission in order to establish a computer account.
- ☑ The Computer Lab is a classroom. It is just as inappropriate to interrupt a class meeting in the Computer Lab as it is to interrupt any other classroom. A pass from a teacher does not necessarily grant a student access to the Computer Lab. Teachers should not send students to work in the Computer Lab without prior coordination.
- ☑ Students are only allowed to use computers (iPads, Lab, Ark, or Library) when under the direct supervision of CCS faculty or staff.
- ☑ Any student who uses the computer lab outside of their normal scheduled computer class is required to check with the lab instructor to ensure that he/she is not interrupting other class / lab use.
- ☑ Students are responsible for good behavior while using the school computers and network resources just as they are in any other classroom or a school hallway.
- ☑ Computers are provided for students to use as tools in learning and to conduct research. They are to be used for educational purposes only.
- ☑ While teachers may direct students to play a particular game for educational purposes, that does not provide general permission to play games. Students may not play games without the specific permission to play the specific game from the supervising teacher or staff member. This applies to games that are installed on the computers or played on the Internet. Due to limited resources in the Library, permission to play games in the Library will rarely be granted.

- ☑ Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
 - ☑ Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, gaming or political campaigning.
 - ☑ Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal material.
 - ☑ Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges and/or a fine for the cost of repair.
 - ☑ Users must respect all copyright laws that protect software owners, artists and writers. Because something is published on the Internet doesn't mean that it is in the "public domain" and you can copy it without permission.
 - ☑ Plagiarism (using the work of someone else without giving them credit) in any form will not be tolerated.
 - ☑ Security on any computer system is a high priority, especially when the system involves so many users. If a security problem is identified in the school's computers, network, or Internet connections, notify your teacher or the computer support staff immediately.
 - ☑ Users shall not install any software on school computers or run any programs from removable media without specific permission of the network administrators.
 - ☑ Creating malicious software (viruses, worms, Trojans, etc.) will not be tolerated. If malicious software is traced to anyone's account, that account will be suspended immediately, whether or not that person created it, to prevent it from spreading.
 - ☑ Covenant Christian School makes no warranties of any kind, whether expressed or implied, for the services it is providing.
 - ☑ Use of any information obtained via the Internet is at your own risk. CCS is not responsible for the accuracy or quality of information obtained through its services.
 - ☑ Use wisdom when giving out information over the Internet. Students should report any requests for personal information from strangers to the supervising teacher or staff member.
 - ☑ The network administrators may review files and messages to maintain system integrity and insure that users are using the system within the guidelines outlined by the CCS computer/internet policy. Administrators may copy, quarantine, or delete any file, as they deem appropriate. Messages or files relating to or in support of illegal activities or outside the parameters of the CCS computer/internet policy may be reported to the appropriate authorities. CCS maintains the right to examine personal computer contents to determine if school policies have been violated.
 - ☑ Access to computers is a privilege, not a right. Computer, Network, and Internet access entails responsibility. Inappropriate use (including, but not limited to, deliberately visiting inappropriate websites, tampering with hardware or software settings, vandalizing equipment, creating malicious software or anything else that would be a violation of school rules if done without using a computer) may result in suspension or cancellation of computer privileges and/or legal action and prosecution by authorities.
- ✎ **NOTE:** Covenant Christian School reserves the right to maintain a list of student passwords and to access account history and stored documents of any student. While this right will seldom if ever be imposed, students and parents nonetheless

accept the academic purpose of Covenant Christian School's technology and relinquish the absolute right of privacy.

STUDENT PERSONAL COMPUTER ACCEPTABLE USE POLICY

Covenant Christian School provides 9th through 12th grade students with the option of bringing in a personal laptop, e-Reader or iPad as a means to enhance their education. Use of laptops or iPads in the classroom are allowed for note-taking during lectures, writing assignments, or work on any program not requiring access to our network and that is educational in nature. Students may continue to use any of the school's laptops or library computers for logging onto Florida Virtual or conducting research. All other policies listed in our Computer Usage Agreement remain in effect. Additionally, 7th and 8th graders are permitted to bring e-Readers to school to access reading material during their English or study hall periods. The aforementioned restrictions are still enforced for all tablets and computers. General Usage Covenant Christian School provides the opportunity for students to bring a personal laptop or computer tablet to school to use as an educational tool. The use of these laptops or tablets will be at the administration's and teacher's discretion.

- ☑ Students must obtain teacher permission before using a personal laptop or tablet during classroom instruction.
- ☑ Student use of a personal laptop or tablet must support the instructional activities currently occurring in each classroom and lab.
- ☑ Students must turn off and put away a personal laptop or tablet when requested by a teacher.
- ☑ Students should be aware that their use of the laptop or tablet could cause a distraction for others in the classroom, especially in regard to audio. Therefore, audio should be muted, since headphones should not be used during instructional time.
- ☑ Students may use their personal laptops or tablets only in the classroom with the teacher present. The laptop or tablet should be used for educational purposes only. Laptops or tablets are not to be used for games, chat, DVD viewing or other forms of entertainment.
- ☑ The student is responsible for coming to school with a fully charged laptop or tablet and may not be able to connect to any classroom outlets.
- ☑ Students must surrender their laptops or tablets to any teacher or administrator upon request and must allow these authorized personnel to examine the system to determine whether established policies have been violated.

✎ **NOTE:** Any student who is suspected of violating the Personal Computer Agreement will be referred for disciplinary action.

Consequences of General Usage

- ✎ **1st Offense** – Laptop or tablet will be confiscated until the end of the school day when the student may retrieve it from the office.

- ✎ **2nd Offense** – Laptop or tablet will be confiscated until the end of the day when the student's parent must retrieve it.
- ✎ **3rd Offense** – Loss of laptop or tablet privileges for a 9-week period of time with possible additional disciplinary consequences.

ANAKAINOSIS RECOMMENDATION

Student's name: _____
Date Recommended: _____
Date Approved/disapproved: _____
Anakainosis Session Date: _____
Parent Contact: _____

Reasons for Recommending Anakainosis – The offenses below will be cause for a referral to anakainosis as a first-time offense if they are deemed serious enough by administration. If they are minor but continued over time, then a referral is written only after repeated prayer and counseling sessions, written documentation of warnings, email and phone call to the parents. Information regarding discipline is found in the Parent/Student Handbook, under Formal Discipline.

1. Disrespect towards authority in word or deed
 2. Classroom disruption
 3. Disrespect for peers in word or deed
 4. Consistent negative attitude and/or lack of cooperation with authority
 5. Not responding respectfully and appropriately to verbal reprimand from authority
 6. Intentional damage to or lack of care for school property or that of others
 7. Writing, passing, or receiving notes during class
 8. Unexcused absence from a previous anakainosis session assigned for.
 9. Other
-
-

Recommending Teacher Comments/Reasons for recommending an anakainosis:

Sessions will be served from 3:15-4:30pm in designated assigned room. Bring this sheet, your Bible, a pencil and paper to each session. The second (2nd) and third (3rd) anakainosis sessions (also known as progressive sessions) will include work detail. Make sure this notice is SIGNED BY PARENT/GUARDIAN.

SESSION AUTHORIZED BY _____

PARENT SIGNATURE _____

Anakainosis Counselor File

Student Name _____ Recommending Teacher _____

Authorized by Date _____

Date Issued _____ Session Date _____

DROP OFF AND PICK UP MAP

