



Family Handbook

2010-2011

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The Purpose of Our Policies

We desire to instill in each student a love for truth, wisdom, and beauty through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ. For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Family Handbook is designed to ensure a clear understanding of these policies and procedures. The adherence to these regulations will allow the CCS community as a whole to function with a unified spirit and give your child the greatest opportunity to best utilize the curriculum, activities, and relationships available at CCS.

Changes to this Handbook

It is inevitable that policy will change, and sometimes that occurs during the school year. Anytime this occurs, CCS will seek to be clear and out front with these changes and publish them clearly and with plenty of time for families to make necessary changes.

The Mission of Christ Covenant School

Christ Covenant School cultivates wisdom and virtue in its students by nourishing their souls on truth, goodness, and beauty and develops students who will succeed academically, reason critically and rightly, communicate truth effectively, and enter into a lifelong pursuit of learning and living that affects their culture for the glory of Christ.

The Vision of Christ Covenant School

Because we recognize that all knowledge comes from God, we are committed to integrating the truth of the Scriptures into every aspect of their education and to training children to think biblically about every area of life. At Christ Covenant School we purpose to work as unto the Lord; therefore, we are committed to academic excellence.

Statement of Faith

We believe that the Bible, the Word of God, is the only and final authority in faith and practice, and that the great creeds of historic Christianity best define our doctrine. The creeds we adhere to are the Apostles' Creed and the Nicene Creed and these creeds constitute our complete statement of faith. As an independent school, without institutional ties to any church or denomination, we remain committed to what C.S. Lewis called mere Christianity: "no insipid inter-denominational transparency, but something positive, self-consistent, and inexhaustible." We hold to these truths which have promoted grace, abhorred legalism and division, and which have united Christians across the boundaries of time, place, race, denomination, and tradition. The following seven statements concisely reiterate a few of the important doctrines explained in these Creeds. These are the key elements of Christianity that will be taught in various ways at all grade levels.

1. Concerning Scripture, we believe that the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible, and the final authority in faith and practice (2 Tim. 3.14–17; 1 Cor. 2.12; Matt. 5.18; John 5.39; Col. 3.16; Rom. 15.4; Josh. 1.8).
2. Concerning God, we believe in one living, sovereign, and true God, existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, and having the same essence and attributes (Jer. 10.10; 2 Cor. 13.14; John 15.26; Matt. 28.19; Matt. 3.16, 17).
3. Concerning God's purpose, we believe that the eternal purpose of God includes all events; is holy and wise; and neither deprives man of responsibility, nor makes God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him (Eph. 1.11; Rom. 9.11–16; John 6.37, 65; Matt. 1.21; Eph. 2.8–10, 19–22).
4. Concerning sin, we believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God, and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation (Gen. 2.17; Gen. 3.6; Rom. 3.23; Rom. 5.12–19; 1 Cor. 15.21,22; Rom. 3.10–18).

5. Concerning Christ, we believe that Jesus Christ was born of the Virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father (1 Tim. 2.5; Heb. 1.2; John 17.6; Isa. 53.6; Luke 1.35; 1 Pet. 3.18; 1 Cor. 15.3–5).
6. Concerning salvation, we believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together form the true church (2 Tim. 1.9; Titus 3.5; 1 Cor. 2.12; 1 Cor. 3.16; Rom. 3.24; Eph. 1.13,14).
7. Concerning the return of Christ, we believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints (1 Thess. 4.16,17; Luke 23.43; 1 John 3.2; Acts 1.11; Matt. 25.31–34,41,46; Rom. 8.30).

All teachers, administrators, staff, and School Board members have declared unconditional acceptance of these statements.

Philosophy of Education

Classical education is the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the seven liberal arts. A Judeo-Christian worldview recognizes the ultimate purpose of education: to glorify God and enjoy Him forever. We believe that since learning occurs over the span of a lifetime, that schools should provide a student with the tools necessary for the lifetime educative process. Thus, our school is designed to provide the two basic needs of starting a student on the path to a lifetime of learning: communicating and modeling wisdom and virtue.

We are constantly seeking to increase our students' knowledge, actions, judgments, and thoughts by teaching them the habits and knowledge of the Western canon. Knowledge in and of itself is of great worth, yet we believe education should surpass knowledge alone to address moral behavior and virtuous character. Through the means of rational and critical thinking, knowledge is heightened into understanding. Understanding, when it is experienced in the classroom, begins to form the habits of wise and virtuous living. The habits of thinking and judging are tempered by an appreciation of that which is beautiful. In all these content areas, a harmony is brought to the true, the good, and the beautiful through a focus on Christ and His revelation of God's love.

Perhaps another way of setting this path of learning forth is to reference the seven liberal arts. Long a historical practice, the arts' recent disappearance from education is something we are seeking to recover. The seven arts are skills that all learners use with greater or lesser facility to study any discipline. The Trivium¹, or three grammatical arts, covers the inventing and combining of symbols (grammar), thinking (logic), and communicating (rhetoric); together these form the three verbal arts. The Quadrivium moves from words to numbers by addressing the concept of numbers (arithmetic), the application of numbers (music), the notion of space (geometry), and how numbers and space relate when set in motion (astronomy). The fact that we usually regard the Quadrivium arts as scientific disciplines indicates how "lost" these arts have become in our culture of learning.

Our students' pursuit of these arts and disciplines will naturally change their own behavior. The characteristics of a Christian scholar are preeminent in our school. Both the student and the teacher share in a love and pursuit of: intellectual curiosity; intellectual justice (including honesty and fairness); a personal commitment to one's moral duty; a passion for the virtuous and the good; a growing love of beauty; a commitment to giving reasons for what is believed; and a commitment to knowing God and His holiness.

We believe the teacher in our school must see his position as one of fellow learner alongside his students. He will seek to develop a relationship of tutorial love with them. The teacher must be an accomplished student of the specific content he is to teach. He is to model the characteristics of a Christian scholar mentioned above. Not only should his intellectual depth and breadth be continually growing, but his spiritual life should be characterized as constantly moving "further up and further in." Inherent in this relationship is the notion that a teacher will pray for his students and pattern all his dealings with the students after the ethic of Scripture.

¹ *As defined by Sister Miriam Joseph, The Trivium, p.3.*

Along with study of such a scholarly Christian character, the teacher should have a growing facility with the seven liberal arts that allows him to be coach of these arts to his students. His focus should constantly be on developing these arts and skills in each of his charges. Teaching is above all else relational in its nature and tutorial in its methods. The two most common forms of classical teaching, dialectic and didactic instruction, will be the main techniques employed in pursuing the seven liberal arts.

The student must also be actively involved in his pursuit of his education. Learning is not a passive activity, but makes demands upon the learner. Above all, the student must be a lover of wisdom and virtue, and must seek it as for great treasure. If this love is intact and growing, there should be a growing relationship of love and respect for his teachers, especially those who emulate the vision set forth above. The student will follow his teacher as his teacher follows after Christ.

The cultivation of wisdom and virtue requires moving beyond the student-teacher relationship and involves a full community. A true culture of learning will engender passionate conversation between students themselves, among the teaching faculty, and seek to bring them home into the classroom as well. The creation of a local community of learning is the means by which young people will be brought into a lifelong interaction with the larger community of learning in which they will become an increasingly important member.

The first goal of a student then becomes that of striving to acquire specific content in order to grow in what he knows, how he acts, how he makes judgments, and how he thinks. Secondly, he will continually be developing behaviors and character traits that facilitate the lifelong enterprise of acquiring knowledge, becoming virtuous, acting morally, judging rightly, appreciating beauty, thinking rationally, and becoming holy. Thus our school is a place where truth, goodness, and beauty cultivate wisdom and virtue in the hearts and lives of its participants, both the teachers and students, by following after Christ.

School-to-Home Relationship

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school's authority in governing its affairs. Yet, the school must also uphold the family's authority in governing its affairs.

IN LOCO PARENTIS "in place of the parents":

At all levels, we acknowledge that the school does not function above parental authority, but rather with delegated authority from the parents. Our goals and vision represent the desired results, which we believe will come from our educational support of godly homes. The school's implementation of our goals and mission statement is not intended to supplant the responsibility of parents before God for the nurture and education of their children. We will seek to fulfill the obligations we have with regard to this policy, our goals, and vision statement, primarily through faithfulness to Scripture, faithfulness to our stated educational mission, and faithfulness to biblical discipline.

School Hours

- 8:00 a.m. – 11:45 a.m. Kindergarten
- 8:00 a.m. – 3:10 p.m. Grades 1-8 + After K Stay
- Children in grades kindergarten -eight should arrive no earlier than 7:35 a.m. and no later than 7:50 a.m. and are to go directly to the classroom to wait for school to start.
- The doors to the school will be locked promptly at 7:55 a.m. or as soon as the faculty member assisting with carpool finishes. Students arriving after 7:55 a.m. must enter through the school office side door.

School Security

All school doors will remain locked at all times. The carpool side door will be open only when a faculty member is present to receive students. The school office door will be locked, but the office staff can buzz you into the building.

Car Pool—A new safety initiative

Traffic Flow: Please carefully study the traffic flow maps for carpool to facilitate our efforts to move traffic out of the parking lots safely and efficiently.

Drop off:

- All parents are encouraged to use the morning carpool line to drop their students off for school.
- A teacher(s) will begin receiving students on the sidewalk at 7:35 a.m. every morning and will supervise them until they enter the building through the side entrance nearest to the sanctuary.
- Middle School Ambassadors: Middle school boys may be assigned to weekly morning carpool duty after receiving training. They will assist the faculty and staff members on duty by holding umbrellas and escorting students to the building in case of rain.
- All students will enter the building through the carpool side door nearest the sanctuary. Students with their homeroom in the modular will walk through the building, exit at the east door, and walk onto the deck to enter the modular. Students are not permitted to walk to the modular from the parking lot.
- At 7:55 or as soon after 7:55 as the students from the car pool line have entered the building, the side door will be locked.
- All homeroom teachers will be present in their classrooms at 7:35 a.m. to greet students.
- Parents should not drop their students off in the carpool area unless a faculty member is present because all school doors are locked.
- If no faculty/staff member is present at the south side carpool, the parent must drive to the north side parking lot and escort the student to the school office side door and be buzzed in.
- If a parent should desire to walk their student into the building, they can do so by parking on the north side of the building and escorting their child into the school beginning at 7:35. The north side door will be monitored by CCS staff to ensure that unauthorized persons do not enter the building. The parent must be present with the child when they enter the building. Upon entering the building, parents can escort the student to the tiled floor area (where tables are) for the purpose of saying good-bye to children and greeting other CCS families. This time should not be used as parent-teacher interaction. Only students should proceed down the carpeted hallways to the classrooms. Teachers will greet students at the doorway of their classrooms. Teachers will greet students at the doorway of their classrooms. At 7:55, notification will be given to parents that it is time to exit the building. All parents should exit through the north side door. Once all parents who need to exit have done so, this door will be locked and anyone entering the building will be buzzed into the building. If parents have school related business, they should move to the designated meeting space.

Pick up:

- All parents will be expected to pick up their children through the afternoon carpool.
- **GO GREEN:** To alleviate congestion and to prevent cars from backing up onto Old Tar Road, all families with a last name beginning with E, G, N, O and R are part of our GO GREEN initiative and will not enter the parking lot for carpool until after 3:15 p.m. when the first round of student pick-ups has been completed.
- **WALK-THROUGHS:** After 3:10 when all faculty members are with their students on the grass at carpool, parents can enter the building through the office door, walk through the building and retrieve their children from their teachers.
- **AFTERSCHOOL ACTIVITIES:** Students involved in after-school activities like tutoring, acting club, running club and press club are to remain with their class at carpool until they are gathered and taken into the building by their club advisor or staff member responsible for the activity.
- **PARENT VOLUNTEERS:** Parent volunteers who lead after-school activities should enter through the office door, sign in and gather their own children and the children involved in the afterschool activity directly from their teachers on the carpool side of the building.

FAQ'S: We're tried to anticipate some of your questions, but you may have others. Please feel free to contact the office staff as soon as possible with any questions.

- **DOES THIS MEAN THAT PARENTS ARE NOT ALLOWED IN THE BUILDING?**

No, parents are still very much welcome in the building.

- ✓ Family members are invited to sign in and have lunch with their children.
- ✓ All families are invited to enter the building on special mornings like the first day of school and for our monthly Spartan Café.
- ✓ Parents are invited to sign in and volunteer in their child's classroom, in the school office, or in any Parent Service Fellowship-related activity. The fellowship hall and fireside room are available to PSF meetings and work.
- ✓ Parents are invited to drive for and attend field trips.
- ✓ Parents are invited to sign in and attend class parties, poetry recitals, science project presentations, assemblies and other special programs.
- ✓ Parents who are available are encouraged to contact the school office about serving as a substitute teacher, a paid position.
- ✓ Parents are encouraged to get involved with leading and planning for school activities like athletic teams and afterschool clubs.
- ✓ Parents can lead or attend weekly prayer meetings.

- **WHEN CAN I SPEAK TO MY CHILD'S TEACHER?**

Parents are encouraged to communicate with teachers regularly in whatever means the teacher designates during Opening Ceremonies. Most teachers prefer to receive emails and written notes, but some teachers welcome your phone calls and may want you to make an appointment.

- **CAN I SPEAK TO MY CHILD'S TEACHER RIGHT BEFORE OR AFTER SCHOOL?**

Yes and no. Once students begin entering our building at 7:35 a.m. and until they are all picked-up from afternoon carpool, each of our faculty and staff members needs to be focused on student supervision. While many of us have become accustomed to talking with teachers during this time, it is best for us to use another means of communication or to make appointments for meetings after afternoon carpool.

- **CAN I COME INTO THE BUILDING IN THE MORNING TO TALK TO THE OFFICE STAFF, TURN IN PAPERWORK, TURN IN MONEY, REQUEST HELP, ETC.?**

Yes and no. In the morning from 7:35 until 8:00, all of our faculty and staff will be actively involved in carpool and in making sure students are in their classrooms ready to learn. If you need to speak to office staff, you may need to wait until after 8:00. In this case, feel free to sign in and to wait in the office area until a staff member is available.

- **WILL MY FAMILY AND I BE ABLE TO STAY IN THE CAFETERIA AFTERSCHOOL?**

Yes, after 3:10, families can enter the building and wait for their next afterschool activity together. Students should first be picked up at carpool, and students should be supervised at all times by their parents or an afterschool activity leader.

School Colors

Navy, Gold, and white

School to Home Reports

1. ***Academic Report Cards:*** Christ Covenant School uses four nine-week grading periods during the school year. Report cards are sent home at the end of each of these grading periods with information regarding the student's academic progress. Progress reports are available throughout the year on RenWeb. Any particular praises or concerns on the part of the teachers will also be noted on these reports.
2. ***Conferences:*** Parent- teacher conferences may be called at any time by either the parents or the teachers to discuss the progress of a student. We do schedule time at the end of the first and third quarters for formal conferences, but highly encourage that conferences be scheduled as needed, not to wait until the formal times come around.
3. ***Parent questions, suggestions, concerns:*** All questions, concerns, or insights about a student or a program are best addressed to the particular teacher involved, and parents are to begin there. The Headmaster should only be

contacted if satisfactory answers, responses, or solutions are not achieved through this means. As a general rule, the Headmaster will not discuss concerns or questions unless this procedure has been followed.

4. **Commitment Sheet:** All parents are required to sign a "Parent Commitment Sheet" stating that they are aware of and in full agreement with the policies of the school. This statement is a part of the new parent interview and resent to returning families each year they are with the school. This agreement applies to the Statement of Faith, discipline procedures, and all other policies of the school. Until this statement is signed and in the student's file, the student will not be admitted to the school. Parents will be asked to fully support the philosophy of the school. If the philosophy of the school differs from that of the parent, there is potential for confusion and conflict.

Academic Matters

Academic Grading Scale (Kindergarten -1):

O	Outstanding
S	Satisfactory
N	Needs Work
U	Unsatisfactory

Academic Grading Scale (Grades 2-8):

A+	98-100	B	83-86	C-	70-72
A	93-97	B-	80-82	F	69-below
A-	90-92	C+	77-79		
B+	87-89	C	73-76		

Homework Philosophy: Homework will be assigned by each teacher and is designed to:

- Reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities;
- Stimulate voluntary effort, initiative, independence, responsibility, and self direction;
- Provide parents with opportunity to assist their child in reaching his or her academic potential.

Teachers should have a specific purpose in mind when they assign homework, and it may consist of work that was not completed during class. Students in grades K-4 will use the weekly Homework Assignment Sheet (HAS) for assignments. Grades 5-8 will use planners to record their own homework. Normally, homework is not to be assigned over holidays and vacation periods. All homework assignments can be found on RenWeb.

Student Academic Recognition: Students will be recognized at the end of each quarter for exceptional and excellent academic performance with two lists: the Honor Roll and the Headmaster's List. A student is entered on the Honor Roll when they earn all A's or B's on their grade report. The Headmaster's List recognizes those students who earned all A's on that quarter's report. At the end of the year, at Awards Day, students who have made either list all four quarters will be recognized publicly. Students whose academic programs have been altered from the normal program are not eligible for these lists.

Promotion Policies:

Grade promotion at CCS is determined by the sole discretion of the faculty and administration. A student who has a low grade average or is failing to indicate mastery of skills covered in his grade level will be kept in that grade level until he has shown sufficient progress to allow him to function successfully in the next grade. If there is a possibility that a student will be retained, parents will be informed that their student has entered into our Retention Process. The process provides various levels of intervention: concern, probation, possible retention, probable retention, and retained. A worksheet showing the student's progress and the teacher's strategies for helping this progress will begin the Retention Intervention Process. The teacher will discuss this process in detail with parents.

Elementary students currently at CCS must meet all the following basic criteria for promotion to the next successive grade: (Note: CCS does not follow other school's standards regarding performance, but rather have carefully developed our own criteria. In general, these criteria tend to be higher than those of other local schools.)

- Pass reading, math, and English with at least a 70% average.
- Have no more than one failing grade per quarter in any other academic subject (e.g. math, science, etc.) and no more than two failing grades in the same subject within an academic year.
- In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted:

Kindergarten to First Grade: The student will evidence behavioral maturity and reading ability at a level appropriate for our First Grade.

First Grade to Second Grade: The student will evidence the ability to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. He should also be able to write complete sentences with neat lettering. In math, the student should be able to add and subtract single digit numbers with at least 70% accuracy.

Second Grade to Third Grade: The student will demonstrate a cumulative mastery of the above requirements, plus: Be able to read fluently and independently, using books of a CCS second grade level. He will also be able to write neatly and correctly identify the basic parts of a sentence. He will also evidence the ability to spell correctly with at least 70% proficiency. His math ability will include adding and subtracting two-digit numbers with at least 70% accuracy.

Third Grade to Fourth Grade (and each successive grade through Eighth Grade): The student will demonstrate a cumulative mastery of above requirements, plus: satisfactory (70%) completion of the CCS curriculum objectives for their grade level.

Eligibility for Extra-curricular Activities: All CCS students in grades 3-8 participating in extra-curricular activities must maintain a 77 average or better in all classes. Eligibility is determined by each quarter's report. Mid-quarter reports may remove a student's eligibility but eligibility is only regained by a successful Quarter Report. The coach or club sponsor has the discretion at any time to check a student's grades and limit the student's participation based on academic performance. Each homeroom teacher will review grade reports and progress reports and inform the headmaster of any ineligible student in their class, so that he may then contact appropriate coaches and sponsors to make them aware of the student's loss of eligibility.

Student Records: The student's parents or guardians as well as administrators, counselors, outside testing and service agencies (if approved in writing by the parent or guardian), teachers, and support staff have access to student files on an as needed basis. Other schools must request student records in writing. Student files and records cannot be shared with other parents or students.

Textbooks: Non-consumable textbooks will be assigned to individual students and are the property of the school. Damage to textbooks will be evaluated by the school and, if necessary, the parent will be asked to pay for all or part of the cost of replacement. Unpaid fines will delay the release of report cards. Consumable textbooks are the property of the student at the end of the school year.

Disabilities Policy:

Our faculty will seek to provide the highest quality instruction and may choose to offer special help to incoming students or students who need extra attention in specific skills, but we are not specifically equipped to offer help to students with legitimate learning disabilities. As we seek to provide the best education possible to every student in our school, we resolve to hold all students accountable to the same educational standards. This means that we retain the right to evaluate students according to our standards even if they receive outside tutoring and services. The normal Student Academic Probation process will be used upon discovering a student has a learning disability.

Attendance and Tardiness

General Requirements Regarding Attendance:

Each school day is experiential, providing new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some aspects of a missed classroom experience may be repeated or recovered, overall the classroom experience cannot be replicated and certain other facts are lost to the student's detriment. Therefore, we expect students to attend and participate in all classes. Some absences and tardies, however, are unavoidable. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance, and to discourage students from missing class.

Daily Attendance:

A student is considered present when he or she has spent at least 3 hours at school for a day, whether leaving early or arriving late. If a student misses more than 15 entire school days, he or she may not be promoted to the next grade. Exceptions may be made by the administration for any illness that forces a student to exceed the allotted 15 school days. **Parents are to write a note for absences due to illness or medical appointment and send the note with the student to the homeroom teacher within two school days of the absence.** Homeroom teachers are to record their daily attendance in RenWeb.

Tardiness to School:

- **Students unprepared to begin class promptly at 8:00 will be marked as tardy.**
- Students entering the building after 8:00 a.m. must sign in at the school office.
- Two tardies will be permitted without consequence each quarter.
- At the **third tardy** per quarter, the parents will be notified.
- At the **fifth tardy** per quarter, a conference will be scheduled between the parents and the administrator.
- Every five tardies per quarter will be considered one absence.

Early Dismissal from School:

Any student who needs to be dismissed from school before the end of the day must have a parent sign him/her out. The above policy of school attendance is in effect for early dismissal as well. There will be no exceptions to this policy. It is strongly recommended that a note be sent to the student's teacher to advise him/her of early dismissal. If a student leaves without signing out, then he/she may be considered truant and the applicable policies will take effect. **Early dismissal for any reasons other than doctor visits and family emergencies are strongly discouraged.**

Absences and Make-Up Work:

Recognizing the parents' authority over their children, we will not qualify absences as excused or unexcused. All students will be responsible for work missed during an absence. A student who misses an entire day is given two school days for each one missed to make up this missed work. It is the responsibility of the student and his parents to arrange for making up missed assignments and tests within the prescribed time period and at the convenience of the teacher. Students are strongly encouraged to contact a classmate for notes and assignments. A student that only misses part of a day due to a medical appointment should notify the teachers of the missed classes on the same day and do whatever is necessary to make up the work within the same school day at the discretion of the teacher. Parents and students may request specific work ahead of time for planned absences. However, no teacher's normal duties may be hindered by such requests. Out of consideration of the tremendous effort already expended by the teachers, each one has the prerogative of determining his ability to provide the requested work without compromising more immediate lesson preparations.

Release of a Student to Persons Other than Custodial Parent or Guardian:

During the school day, children will be released only to their legal guardian or parent or to the parents of other students enrolled in the school unless a request has been submitted by the parent or guardian. Should the need arise for someone other than the parent or guardian to pick up a child, please contact the office, giving them the substitute driver’s name, and the make and color of car, if known.

General Requirements Regarding Tardiness:

Punctuality is a virtue that is highly valued and encouraged at Christ Covenant School. In order to best utilize their God-given talents, students are taught to be wise stewards of the time they are given each day. Punctual arrival to class and to school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. It is also a method by which to show respect for others, including fellow students and faculty. Parents should recognize that one student’s lateness affects an entire class and that the responsibility to arrive on time is theirs. Therefore, out of Christian charity and consideration of others’ children and their teachers, please make every effort to be punctual.

Appearance and Dress

CCS Student Appearance

Our school is built around a culture of respect, order, unity, diligence, humility, integrity, and courage. The culture around our school seeks to undermine many of these ideals in as many ways as it can. One outworking of these principles in our school’s culture is the way we appear to each other. The following code seeks to protect our school culture by guiding our students to dress in ways that mirror our cultural pillars.

General Code:

- All students are expected to have clean and neatly groomed hair which does not prevent the teacher from seeing the student’s eyes. Hats are not to be worn inside the school building. Head scarves are not allowed. Boys may not wear earrings.
- Outdoor dress (i. e. Hoodies of any sort, down and poly-fill vests, coats, jackets, gloves, etc.) may ONLY be worn for recess, and to and from school.
- Each garment must be labeled on the inside with the child’s name. All unclaimed clothing items will be placed in the Lost and Found bin and then given away if it remains there at the end of each quarter.
- Minor violations of the dress code are those which can be quickly corrected including tucking in shirts, buttoning a polo or removing a sweater. When a teacher must speak to a student regarding a minor violation, the student’s parents are notified via RenWeb. Students must rectify their appearance as quickly as possible. When a student commits a minor violation repeatedly, he or she will be sent to the head of school’s office for a dress code conference.
- However, for major violations, students will be sent to the head of school’s office for a dress code conference and will not be admitted to class until the situation is rectified. No credit will be given for work missed due to major dress code violations. The school will make every effort to facilitate the student’s prompt return to class.
- A student who has attended a dress code conference with the head of school and who then incurs another dress code infraction, will be subject to the following consequences:

Offense:	Consequence:
First	Loss of next Casual Dress Day privilege
Second and third	Mandatory Dress Uniform for the next day following
Fourth and beyond	Will be treated as specific instances of rebellion

- Cheerful, consistent compliance is expected. Grumbling and challenging attitudes will be subject to disciplinary action. If your child is unable to wear the approved dress code for physical reasons, this must be discussed with the headmaster and requires written approval.

Modesty

Our school culture upholds the idea that in a fallen state, mankind must keep his body covered so as not to cause undue sexual temptation or distraction. The following code will help ensure we maintain this virtue in our school.

Ladies:

1. Necklines – no tops should reveal any cleavage.
2. Hemlines – no shorts or skirts should rise more than 2" above the knee when in a seated position.
3. Midriffs – tops should extend long enough to stay tucked into the bottoms and remain so all day.
4. Fit – all clothing should fit comfortably enough so as not to reveal what lies under it.

Gentlemen:

1. Belts and midriffs – all pants and shorts should be held high enough to ensure modesty and must have a belt if loops are on them.
2. Neckline – all but the top button should be secured on both button down and sport shirts

Order

The way to an ordered mind is through ordered behavior. All our school culture, including our clothing, should reflect our love for order as a gift from God. The following code will help us keep our clothing practices orderly.

1. All students are responsible for their clothing and for keeping it properly stored when not being worn. A lost and found bin will be kept at the school, but will be emptied at the end of each quarter.
2. All clothing must be clean, neat, and free of holes and tears.
3. All shirts must be kept tucked in at all times.

Respect

We live in a culture that promotes the individual and the material, even with its clothing. The following code will ensure that we respect one another and Christian morals by not allowing any promotion of the self or material profit. We do not judge such clothing outside our school's culture, but wish to prohibit it within our school.

1. No clothing can contain predominant messages or logos. The only exceptions would be CCS logo or small clothing brand logos.
2. While in the classroom, no outdoor wear is allowed. This means there can be no coats, jackets, parkas, hats, gloves, etc. unless unusual circumstances call for the faculty to give an exception. Solid colored sweaters or non-hooded sweatshirts are allowed if the student tends to be chilled in class.

Unity

Much of our school culture is a determined pursuit of community through a unified pursuit of our school's mission. To promote such unity, we require that our students dress in similar and unified fashion. To promote this unity while rejoicing in our diversity, the following code will be enforced regarding how we dress.

Normal School Day Dress:

Normal School Dress Days are the regular school days during the year.

1. Any polo or button down shirts may be worn provided they are sleeved, collared, and single-colored.
2. The new Land's End hunter/classic navy plaid shirt is allowed.
3. Any navy blue or tan pants, shorts, capris or skirts (for ladies) may be worn.
4. The Land's End hunter/classic navy plaid jumper, short sleeve pintuck dress, skirt or skort may be worn by ladies as well.
5. Any belt, socks, or tights are acceptable if worn properly.
6. All visible layered undershirts (including turtlenecks), sweaters, or vests must be single-color.
7. Shoes must be closed or have a back strap for safety reasons. No backless shoes of any type are acceptable.

PE Uniform:

5. Sitting with the legs under the tables: however, a small child may sit on one leg to reach the table.
6. No sharing of food, unless something is brought for entire class.
7. Students are to wait for trash cans to come around to throw their trash away – do not play “basketball” with your trash.
8. As with all other parts of the school, both before, after, and during school hours, there is to be no running indoors.

Recess Rules

The school is morally and legally responsible for all our students in all aspects of their care during the school day (from 7:35 am until picked up at carpool); parents are responsible for their children’s actions before or after those stated times. The following rules must be followed by all students during all outdoor play times during the school day:

General Rules

1. Children should never play outdoors without adult supervision. Young children who are not CCS students must be kept within their parent’s direct supervision – CCS cannot assume responsibility for any child who is not a student.
2. Always leave the outdoor play areas in order, with all toys, balls, and playthings put back where they belong.
3. Students should not engage in play while eating.
4. Food, trash, personal items should be put away before a student is able to engage in play.

Rules for the Playground specifically

1. No climbing on the outside of the playground equipment.
2. Do not run around or between swings.
3. Students should never jump off of the equipment, but should dismount in a safe and orderly manner.
4. No food or drink should be on the playground area.

General Comments on Discipleship:

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person. It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. Each student should understand that his parents have delegated their authority to the school during the hours the student is at school or school functions. Therefore, he is subject to the instruction and discipleship of the teachers and administration in their prescribed roles at CCS.

Discipline can be defined as self-control. In the well-disciplined classroom, both the teacher and the student exercise self-control. A maturing child should sense the responsibility to control himself as a mandate from God.² As the student operates on this level of self-control, the teacher is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

Any breakdown in the self-control of individuals naturally hinders the learning process. Given a wholesome relationship between the student and the teacher, control can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters into the picture only when there is a consistent breakdown of this self-control.

Student Discipleship:

The teachers at CCS are first and foremost disciples of the Lord Jesus Christ. Their goal is to lead and disciple their students to a better understanding of God’s Law and Gospel in the classroom. To that end, we have defined 7 Pillars around which all our conduct and thinking should revolve:

² *Proverbs 25:28*: Like a city whose walls are broken down is a man who lacks self-control.

1. **Respect** (Lev. 19:32; Ex. 20:12; Phil. 2:3). A high or special regard for someone or something; To esteem others better than ourselves.
2. **Order** (Ps. 37:23; 1 Cor. 14:40). The ability to put persons or things into their proper places in relation to each other; a straightening out so as to eliminate confusion.
3. **Unity** (Ps. 133:1; Eph. 4:3, 13). The state of being one, being in concord, evidencing harmony. Seeking peace through common ground and the pull of major areas of agreement, rather than dividing over our differences and minor points of divergence. This does not repel diversity, but rather rejoices in it.
4. **Diligence** (Prov. 4:23; 2 Pet. 1:5). Displaying the attention and care expected or required of a person.
5. **Humility** (1 Peter 5:5; Acts 20:19). The state or quality of being humble; freedom from pride and arrogance; lowliness of mind; a modest estimate of one's own worth; a sense of one's own unworthiness through imperfection and sinfulness; self-abasement; humbleness.
6. **Integrity** (Ex. 20:16; 1 Pet. 2:12). Having uprightness of character or action; a refusal to lie, steal, or deceive in any way; trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge.
7. **Courage** (Joshua 1:6, 9; Ps. 31:24). That quality of mind which enables one to encounter danger and difficulties with firmness, or without fear, or fainting of heart; valor; boldness; resolution.

*All definitions are modifications of the 1913 Webster's dictionary definition.

In a fallen world, it will be necessary for our teachers to use both positive and negative forms of discipline. When it is necessary to administer discipline, it will be based on biblical principles; e.g., restitution, apologies, swift punishment, restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student.

Any formal discipline measures should only be initiated after repeat instances of a minor infraction, not for the very first instance, in most cases. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school guidelines concerning discipline. A Pupil Assistance Committee is in place to discuss case-by-case issues that may not be clearly addressed in policy.

There are some behaviors that will normally result in discipline by the Headmaster:

1. **Disrespect** shown to *any* staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Verbal or Written threats** made toward any member of our school. Any threat of evil intent posed toward another individual in our school will be dealt with as sincere and serious.
3. **Dishonesty** in any situation while at school including lying, cheating, and stealing.
4. **Rebellion**; i.e., outright disobedience in response to instructions.
5. **Fighting**; i.e., striking in anger with the intention to harm another person.
6. **Obscene, vulgar, or profane language**
7. **Defacing or destruction of school property.**

The school may require restitution, cleanup work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate.

Lower School

The classroom rules will be determined by the individual teachers. Each classroom teacher will communicate his/her system of classroom expectations to students and parents.

Upper School

In the upper school students are expected to exhibit a higher degree of self-control and maturity. Each classroom teacher will communicate his/her system of classroom expectations and discipleship to students and parents.

Office Visit

A trip to the office may be considered an official **Office Visit**, at the discretion of the Headmaster. Any visit to the office will prompt a call to the student's father or the mother if the father cannot be reached.

If, for any of the above or other reasons, a student receives discipline from the Headmaster that qualifies as an Official **Office Visit**, the following yearly accounting will be observed:

1. The *first and second Office Visit* will prompt a phone call to the student's home.
2. The *third and fourth Office Visit* requires a conference with the parents.
3. The *fifth Office Visit* necessitates a 1-day suspension.
4. The *sixth Office Visit* necessitates a 2-day suspension.
5. Upon the *seventh Office Visit*, the student will be expelled.

We reserve the right to supersede the previous seven-step procedure in the event that a student **does not exhibit appropriate behavior (as determined by Administration) at school, does not respond appropriately to any teacher's instruction and training, and has three office visits to school within the first 90 days**. These discipline issues may result in expulsion.

Expulsion: *Christ Covenant School realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student may be expelled.*

At the discretion of the administration, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is **not** the equivalent of suspension or expulsion.

Re-admittance: Should an expelled or non re-enrolled student desire to be re-admitted to CCS at a later date, a decision based on the student's attitude and circumstances at the time of re-application will be made by the administration.

Health and Safety

Fire Drills: As required by the State, fire drills will be held the first week of school and monthly at various times during the school day. The teachers and staff will acquaint the students with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be hung in each classroom, and each teacher will see that the students fully understand the route.

Tornado Drills: During the fall and spring the school will conduct regular tornado drills. All students are to proceed to the place designated by the classroom teacher, kneeling with their heads kept down and toward a wall. Parents should not pick up their children from school during a tornado warning.

Illness or Injury: It is expected that students are sent to school healthy, well rested, and ready for class. Students with fevers, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. They should remain at home for at least 24 hours or until all serious symptoms have subsided. Should a student become ill or receive an injury while at school, the parent will be called if deemed necessary. First aid will be given, but school personnel will administer no medications unless previously arranged with parents. Students who are lethargic, tired, and unable to do their school work will be sent home for needed rest and recuperation.

Immunizations: Certificates of immunization must be on file with the school within the first thirty days of school. Students may not be admitted to class without complete records after that time.

Medications: If a student is in need of a specific medication during the school day, the parent must take this to the teacher with written instructions on administration. The teacher will administer the medication according to these instructions. No medications may be kept on the student's person or in his/her locker, desk, or book bag, with the exception of asthma inhalers and epi-pens. An approval form for the general administration of Tylenol, Ibuprofen, cough drops, and antacids, will be on file in the school office. These medications will be administered to the student under direction of school faculty or staff of CCS, and only with the written permission of the parent. **If prescription medication is needed on a regular day-to-day schedule, it will be kept and dispensed from the school office. It is the parent's responsibility to make sure that all prescriptions are not expired and up-to-date.**

School Closing Due to Emergency: Christ Covenant School closings due to bad weather or other circumstances will be announced in the following ways by 6:30am of the day affected:

The announcement for closing or delay will be made on the following venues:

1. RenWeb announcement via Parent's Web:
2. RenWeb email notification to CCS Families
3. TalkAM1070
4. WNCT, Channel 9
5. WITN, Channel 7
6. School Voicemail

Christ Covenant School does NOT necessarily follow the Pitt County Public Schools school closing policies.

School Day Communications: All communications with teachers should be conducted, when possible, through notes or emails between home and class. Any messages for students or any other communications regarding carpool or special instructions for students should be handled through phone, email, or in-person visits to the school or through other parents, except in the case of emergency.

Financial Matters

Debts: Students will not be admitted to class unless tuition payments are current or payment arrangements have been made.

Tuition: For your convenience, tuition has been divided into twelve equal payments **via bank draft only**. The monthly payment schedule has no correlation to the number of days your child is enrolled in school, and no refunds of paid tuition will be made. Tuition prepaid in full may be refunded at a prorated basis according to withdrawal date. To withdraw a student, written notification **MUST** be received by 10th of the month.

Cash payments for tuition prepaid in full may be accepted by the office, but those paying via cash will be responsible for any bank charges incurred by the school. **No checks will be cashed at the school office, and the office will not carry cash for the purpose of supplying change.** See the Tuition Schedule for more details.

School Supplies: A list of school supplies for each grade will be made available at the beginning of each school year. **All grades require that students have the New International Version (NIV) of the Bible.**

Other Matters

After-School Care:

CCS offers an After School Care program at reasonable fees. For more information, contact the school office.

Assembly:

Assembly is held every Monday, and will be led by selected speakers with varied participation of students. Along with scheduled assembly services, each teacher will begin the school day with a devotional, prayer, and the recitation of the Pledge of Allegiance.

Buildings and Grounds:

In an effort to be good stewards of the property the Lord has provided, and as a means of teaching our students good habits of stewardship, the following policies are to be followed by all faculty and students. The last five minutes of each day is to be devoted to picking up trash, pencils, etc., in each classroom and hallway. Additionally, students are to double check to see that they have their book bags, lunch boxes, coats, etc., prior to going to the after school pickup line.

Cell Phone Policy

All students will refrain from using cell phones in any way (including but not limited to: holding them, looking at them, having them "out" in any way) during our school day which is from 7:35 a.m. until 3:15 p. m. Violations will result in confiscation until a parent retrieves the item from the school office

A second offense will result in confiscation until the end of the quarter or for one month, whichever is longer.

Field Trip Rules:

Safety

- Seat Belts - All students must be wearing a seat belt at all times. If there is an air bag on the passenger side, only students 12 years of age and older may sit in the front seat.
- Car Seats - All students must be in a car seat according to NC law if they are under the age of 8 yrs old or weigh less than 80 pounds. **To ensure the safety of our students, we require a car seat for all students who do not meet these weight or age requirements, without exception.**
- Drivers - All drivers are expected to present the best possible godly example for the students and other motorists by following all legal driving laws and limits, and in their general conduct on the trip.
- Insurance - All drivers are to present a copy of the Declarations Page from their current insurance policy for the school files.
- Waiver of Liability - All students must have a signed Field Trip Permission slip to go on a field trip. This includes a waiver of liability for the drivers in the event of an accident.

Chaperones

- Chaperones are often required to help us supervise our students.
- If you are a chaperone, we are counting on you to remain with our students and fulfill your supervisory roles.
- All students will be assigned to a specific chaperone prior to leaving campus and the chaperone will be responsible for that student until they return to campus.
- There is a distinction between those drivers simply needed for transportation, and those adults asked to drive and chaperone during the field trip.
- Teachers must advise parents in advance as to their duties.

Electronic Devices

- Field Trips are a perfect opportunity to allow time for socialization and fellowship, and to build camaraderie among those who attend. For that reason we do not permit the use of the following devices that will detract from this opportunity:
 - Movie video devices (personal or vehicular)
 - Handheld games
 - Personal music devices with headphones
 - Cameras are allowed unless the rules of the field trip site preclude such.

Internet Use Policy

The following policy applies to all student use of CCS computers.

A. Educational Purpose

1. The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The Network has not been established as a public access service or a public forum. CCS has the right to place reasonable restrictions on the material you access or post through the system.
3. No student should access Public Networking sites or programs when using CCS computers. This includes (but is not limited to) such services as MySpace, Plaxo, Facebook, Friendster, Twitter, etc.

B. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met on line without your parents' approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
- c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-

quality, personal research.

b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.

c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. For more information about our school's policy on plagiarism, please see our brochure: "Plagiarism" available from the school office.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate **use of that work, you should follow the** expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

a. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.

b. If you mistakenly access inappropriate information, you should immediately tell your teacher or an adult supervising you. This will protect you against a claim that you have intentionally violated this Policy.

Library Policies:

Use Policies

1. Library materials are available to CCS students and families, those who attend Christ Presbyterian Church and home-schooling families from the community.
2. Children should be supervised by an adult while visiting the library unless given teacher permission.
3. Donations are welcome. Please leave school library donations on the donations side of the book cart.
4. Please no food or drink.
5. Respect others who are in the library and keep noise levels down to a minimum.
6. This library works by the honor system. Leave it neat and clean for the others who will use it after you.
7. End of year report cards will not be sent home until all overdue library books have been returned or fines have been paid.

Holdings Policies

The Vetting Committee will determine if a book becomes a library holding using the following general guidelines:

1. Age appropriateness – there are some books that demand a certain level of mental and spiritual maturity. The committee will use its wisdom in placing books either in our Young Readers (appropriate for K-2) or General reading section.
2. Reserve – some books are to be reserved to the library, keeping them available to all rather than being checked out by individuals.
3. Content – the committee will use its Christian wisdom in determining what content should be withheld from our library. Generally, the General section will contain many materials that may be objectionable to some of our families, or demand that the reader use proper Christian discretion in their use. This would include issues of language, sexuality, theology, etc.

Lost and Found:

The school is not responsible for lost or damaged clothing. All student clothing should be clearly labeled with the child's name. A notification will be sent every month reminding parents to look through the lost and found, and whatever is not claimed will be disposed of or resold in the used uniform closet.

Lunch:

Students will bring their lunch from home and will eat in the school lunchroom or outside when the weather permits. A hot lunch may be provided through the Hot Lunch Program when available. Students may opt to purchase a hot lunch on those days. There will be a break in the mornings for students K-4 to have a snack. After lunch, whether inside or outside, students are to pickup all trash, lunch boxes, wrappers, etc. Tables and chairs are to be wiped down and floors swept by the students. Students are not to eat lunch in front of the church building.

Parent Organizations:

The family unit is of first importance to Christ Covenant School since the family is the most important human institution ordained by God (*For this reason a man will leave his father and mother and be united to his wife, and they will become one flesh.* Gen. 2:24). No other institution is given the high calling of bringing forth and rearing up children (*Has not the Lord made them one? In flesh and spirit they are His. And why one? Because He was seeking godly offspring.* Mal 2:15. *The promise is for you and your children* Acts 2:39) Therefore; parents are an integral part of CCS, and as such are required to participate in the operation of the school. This provides support and encouragement to the students, faculty, and board, as well as helping to keep tuition down.

1. Prayer Group - A group of parents who get together regularly to pray for the students and their school.
2. Parent Service Fellowship- The purpose of the CCS Parent Service Fellowship is to provide an organized means through which all parents can participate in activities that enhance the spiritual and physical learning environment of our children; fellowship with one another; and be a support to faculty and staff.
3. School Committees – there are various openings each year for parents to serve the school through its committee life. The Committee directors recruit from the parent body at the start of each school year.
4. Room Mothers (and other classroom assistance) – Parent volunteers give many hours to support the teachers and their work with the students. Parents are needed to serve as room mothers, recess helpers, field trip drivers, party planners, and in various other ways. For information, contact your child’s teacher.
5. Library – A group of parents that collects, labels, and helps set policy for checking out books in the school library.
6. Hot Lunch Coordinator – A parent who coordinates hot lunches for the enjoyment of the students.

In our effort to form strong partnership with parents, we expect the following:

- Parents should treat the faculty and staff with respect at all times.
- Parents should encourage their children in the same.
- In the case of divorced parents, the custodial parent will receive information regarding their child. Christ Covenant School **cannot and will not** settle arguments between parents.
- Parents should be prepared to present all the necessary documentation to support any claims. Copies of these documents must be submitted to the office.

Printed Material:

The Administration must approve all printed material (brochures, posters, letters to students, etc.) before distribution or display on campus. Printed materials must be submitted to the office for approval **at least two days before** being sent home or displayed.

Transportation:

Transportation of students will be the responsibility of the parents. Each parent will be expected to see that the child is at school on time and picked up at the end of the school day on time. **If your child is not picked up by 12:05 for Kindergarteners and 3:30 pm for all other students, your child will be sent to the After School Care program where their normal fees will apply.**

Updating the Administration:

The school administration should be notified immediately about any change in the family’s address or telephone number as well as the place or phone number of parental employment. If there is a change in doctor or emergency phone numbers, this information should also be communicated to the office. Parents should also make sure that their contact information is up-to-date in Renweb at all times.

Visitors on Campus:

Students are not to bring visitors without prior written permission from the Headmaster. All school visitors, including parents, must check in at the school office upon arrival. Visitors, other than parents of current students, may visit the classrooms only with prior notification.

Asbestos-Free Environment

The building used for the school was constructed in 1995, with an addition completed in 2003, and does not contain asbestos or other hazardous material.

Notice of Nondiscriminatory Policy

Christ Covenant School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.