



COVENANT
CHRISTIAN ACADEMY



“...whatever you do, do all to the Glory of God.” 1 Corinthians

GRAMMAR SCHOOL

Parent / Student Handbook

2025–2026

OUR MISSION

Covenant Christian Academy offers a Christian and Classical education that builds our students' academic, spiritual and social foundations for lives of leadership and service in today's global community. A Covenant education prepares students to excel in collegiate studies and intellectual pursuits, nurtures Christian faith and character, and fosters individual gifts and abilities.

OUR CORE VALUES

1. The conviction of absolute truth lies at the core of a Covenant education: God is the source of all realities and ultimate truth in the universe.
2. A Covenant education affirms the innate value of each child as made in the image of God and cultivates Christian faith as the moral and spiritual foundation for educating the whole person: mind, body, and soul.
3. Covenant maintains an integral philosophy of faith and learning that rejects the sharp distinction between the sacred and the secular and integrates Biblical truth into each subject area. We believe God-given wisdom enables us to understand truth in general revelation, just as God-given faith enlightens us to comprehend and respond to special revelation as revealed in the Word of God.
4. Covenant teachers assume a fundamental responsibility to partner with the home in the dynamic process of educating the child. The teacher directs the child's learning by providing him/her with instruction, authentic modeling, nurturing discipline, support, and encouragement to the end that the child will be led in the direction of truth, righteousness, and moral excellence.
5. Covenant's Christian and Classical education upholds a standard of academic rigor where students are challenged to meet high academic expectations and experience the genuine satisfaction that comes from doing their best work, thereby bringing glory to God.
6. Covenant prioritizes the essential need to master the English language and seeks to graduate students with strong reading, writing, and speaking skills, necessary for critical thinking, discernment and the defense of truth.
7. Covenant prepares students with a broad liberal arts education for service to God, His Church, and society. This wide spectrum includes instruction in language arts, mathematics, lab science, social science, world languages, the fine arts, technology, and physical education. Each is integral to a classical, well-balanced curriculum.
8. Covenant's faculty seeks to implement documented well-researched methodology in teaching practices. While Covenant's philosophy of education is not dependent on innovations in the content of education, we recognize that the study of pedagogy (how to teach) has yielded vital information to enhance learning. Covenant's professional faculty members employ proven methods of instruction to address basic learning styles.
9. Covenant's community reflects an atmosphere of love and respect for the individual that strengthens our bond with one another.

Covenant Christian Academy admits students of any race, color, sex, and 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, sex, or national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school-administered programs. Covenant Christian Academy does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and a willingness to cooperate with the Covenant Christian Academy administration and abide by its policies.

A NOTE FROM THE GRAMMAR SCHOOL PRINCIPAL



On behalf of the administrators, faculty and staff, we welcome you to Covenant Christian Academy. It is our firm belief that God has ordained parents with the primary responsibility of taking responsibility for the training and education of their children. As Christian educators, we believe there is tremendous potential and benefit for children when parents have a positive partnership with a school community, based on a mutual faith and worldview. Covenant Christian Academy desires to provide a valuable educational partnership with parents which maximizes this potential.

This handbook is designed to provide our students and their parents an understanding of the Grammar Schools' policies and procedures. These policies have been developed over many years and while some elements are subject to change or reinterpretation periodically to reflect changes in personnel, cultural trends and student needs, the essence of our program remains the same as originally established and intended by the founders of CCA. The purpose of Covenant Christian Academy has always been to provide young people with an opportunity to receive a high quality Christian education within a Christ-centered environment, taught from the Classical tradition. The curriculum used at Covenant Christian Academy is intended to prepare students for college and life, to encourage them to become lifelong learners and lovers of God, His work and this world. We provide an academically rigorous college preparatory curriculum and students with a strong desire to go on to college, or advanced degrees, will thrive in the demanding academic program utilized at our school.

We have compiled this handbook to give full expression to our covenant with you as a Christian educational community. Information, rules, procedures, and the like are simply an attempt to help the community operate smoothly and fairly, allowing for "true freedom" and "personal responsibility" to be expressed and enjoyed within these boundaries. Please take the time to read this handbook carefully so that we have a common basis for discussion should any questions arise during the school year. We are looking forward to a terrific year together here, at Covenant Christian Academy.

Sincerely in Christ,

Andrea L. Bergstrom

Andrea L. Bergstrom
Grammar School Principal

SCHOOL CONTACT INFORMATION

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Nurse's Office , <i>Christen Ashley, R.N.</i>	978-535-7137
School Counselor , <i>Jillian Isabella</i>	978-535-7100

SCHOOL HOURS

Monday through Friday

Office Hours: 7:30am–5:30pm

Classes Begin: 8:00am

Classes End: 2:55pm

BEFORE & AFTER SCHOOL CARE

Monday through Friday

Before School Hours: 7:15am–8:00am (no fee)

After School Hours: 3:00pm–5:30pm (fee)

Classes **End**: 2:55 pm

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RIGHT TO CHANGE POLICY

The Covenant Christian Academy Grammar School Handbook is intended to provide information and guidance to all members of the Covenant Christian Academy community. It is not a contract. Covenant Christian Academy reserves the sole right to interpret, add, delete, or modify all statements contained in this handbook. Revisions and updated information concerning changes in the handbook will be available in the main office and online through RenWeb.

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Statement of Faith and conduct policies and statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Covenant Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is Covenant Christian Academy's final interpretive authority on the Bible's meaning and application.

I. ACADEMIC INFORMATION

The primary goal of Covenant Christian Academy is to provide a Biblical worldview within the context of a challenging academic environment where Biblical truth and Christian values are the integrating forces in learning. This goal is facilitated under the guidance of Christian teachers and the administrative staff. Our staff realizes their responsibility before God in influencing the character and academic future of each of their students through authentic role modeling and inspirational teaching.

The Early Childhood and Elementary grades lay the foundations of our classical Christian education which includes: Bible, language arts (reading, spelling, grammar, and writing), mathematics, science and health, social studies, music, art, and physical education. The formal study of Latin begins in Grade 3.

Our classical education highlights the Fine Arts. Students in Grades 4-6 have the option of participating in Grammar School Chorus. Grades 4, 5 and 6 students are afforded the opportunity to learn to play a musical instrument through weekly lessons and may participate in the Beginners' and Intermediate bands. Students in grades three through five are encouraged to audition for a role in the Grammar School play. Visual Arts are stimulated through the study of classical artists, and weekly Art classes. Students in grade six may audition for the Logic School play and participate on Logic School athletic teams.

CURRICULUM

Preparing students to excel in academic achievement begins with excellent teachers and high quality curriculum. At Covenant, our commitment is to constantly refine and enhance curriculum so that students benefit from the very finest academic programs. Curriculum is chosen based upon educational value and research, challenging content, presentation of real-life skills, clarity and aesthetic appeal, and technological support.

All subject matter is taught from a perspective of Christian faith and God's sovereignty. Issues of faith are integrated naturally into subjects while Biblical principles are authentically modeled by the teaching staff and highlighted in every subject area. Additional curriculum information is available on our website.

GRADING AND EVALUATION OF STUDENTS

Covenant Christian Academy is blessed with a multitude of diligent students who are applying the gifts God has given them to meet the challenges of an often rigorous academic program. We are proud of them but we want to say a word about the anxiety students and parents often associate with evaluation.

Pre-Kindergarten Grading: Pre-Kindergarten students will be assessed each trimester based on the following categories: Social/Emotional Development, Physical Development, Language and Literacy Development, and Cognitive Development. The report cards will include narrative comments by the teacher(s) as well as a checklist of specific skills.

Kindergarten Grading: Kindergarten students receive report cards that reflect their progress toward consistent mastery of the skills and content of the established curriculum. The report card will include narrative comments as well as a checklist for Bible, Language and Literacy development, Social/Personal Development, Fine Motor Skills, Physical Education, Music and Art.

Grades 1 & 2 Grading: Students receive report cards that reflect their progress toward consistent mastery of the skills and content of the established curriculum. Since early childhood students do not begin to synthesize their learning until the Grade 3 level, their report cards will reflect a non-graded

narrative style. Significant subcategories will be designated under these major categories: Bible, Language and Literacy Development (Reading, Writing and Spelling), Science and Social Studies, Math, and Social and Personal Development.

Grades 3 - 6 Grading: Students receive report cards that reflect their progress toward consistent mastery of the skills and content of the established curriculum. Students will receive a letter grade for all academic subjects and skill set grades for significant subcategories designated under these major categories: Bible, Language and Literacy Development (Reading, Writing and Spelling), Science and Social Studies, Math, and Social and Personal Development.

Skill Set Evaluation Key for Grades K-6:

- 1 Exceeds Grade Level Expectations
- 2 Meets Grade Level Expectations
- 3 Approaching Grade Level Expectations
- 4 Below Grade Level Expectations
- N/A Not Applicable

Numerical Grading for Grades 3-6 is as follows:

97—100	A+	77—79	C+
93—96	A	73—76	C
90—92	A-	70—72	C-
87—89	B+	67—69	D+
83—86	B	63—66	D
80—82	B-	60—62	D-

A grade of “C” indicates that the student is making academic progress in a given subject at a satisfactory level of success. A “B” indicates academic progress at a level that exceeds satisfactory, and an “A” is given for excellent progress.

We want to caution parents and students about finding satisfaction only with a grade indicating excellent performance, thereby overlooking other grades that also indicate sincere effort and commendable academic progress. Instead, let us encourage all students who are working to apply the gifts God has given them.

Progress Reports: A Progress Report will be completed for every student midway through the 1st trimester. For Trimesters 2 and 3, a Progress Report will generally be prepared only for those students who have shown a significant change in their grades (either positive or negative) or at the parent’s or Principal’s request. Parents receive classwork on a weekly basis which provides ongoing feedback on their child’s progress and communication from the teacher.

Report Cards: Pre-Kindergarten through Grade 6 students receive report cards three times per year (Please see the academic calendar). Please read the “Teacher Comments” section on the back of the report card for information concerning issues relevant to the student’s academic, personal, and social progress. Parent conferences are scheduled with all parents after the first report cards are issued. A parent conference may be arranged with your child’s teacher at any time. Please call the school office to make an appointment.

Student Promotion Policy: Throughout the year, teachers will be evaluating each student’s academic and social progress. During the month of January of each academic year, any situation which brings into question the promotion of a student to the next grade level will be reviewed by an administrative committee including the child’s classroom teacher, the Resource Team, and the Principal. Parents will be requested to attend an initial meeting and follow-up meetings to participate in intervention measures. In the event of retention, ample advance notice will be given in writing by the administration.

Factors to be considered:

- Chronological age in the context of cognitive ability and maturation
- Social development and emotional maturation
- Previous academic and educational history
- Adaptability and overall readiness for promotion

Evaluation for Accommodations: Covenant's professional faculty members employ proven methods of instruction and pedagogy to address basic learning styles: visual, auditory, and kinesthetic. Our principal and experienced teachers facilitate intervention for students requiring specific strategies in the areas of learning styles, behavioral modification, and organizational skills.

A classroom teacher may request an informal consult with the principal and instructional support team, made up of highly-experienced teachers, to recommend strategic interventions that may help a student achieve greater success. Parents will be informed of the teacher's concerns. Before the initial consult, the classroom teacher will document what he/she has been implementing with the student and identify the presenting issue. During the consult, recommended accommodation(s) by the team will be documented. Parents will be immediately informed of the consult and the plan for accommodation(s). A trial period will be set for the implementation of the recommended interventions, and the classroom teacher will record the implementation measures taken and their results. Subsequent to the trial period, a meeting will be held with the parents, the classroom teacher, and the principal to discuss the effectiveness of the intervention strategies.

If the prescribed accommodations or revised accommodations do not yield effective results, the student will be referred for outside evaluation. Covenant is not equipped to provide for or accommodate students who qualify for Special Education under the Individuals with Disabilities Education Act 2004. Covenant may not be equipped to provide for or accommodate students with serious academic, emotional or behavioral challenges. The principal and teachers will assist students and their families who may qualify for special needs services to begin the process of evaluation and find other placements.

HOMEWORK

In accordance with the recommendations of the curriculum, Covenant Christian Academy has established the following guidelines for homework:

- First Grade: 15 minutes per night
- Second Grade: 20 minutes per night
- Third Grade: 30 minutes per night
- Fourth Grade: 40 minutes per night
- Fifth Grade: 50-60 minutes per night
- Sixth Grade: Approx. 20 minutes per core subject

These guidelines represent averages for typical students. In areas of strength, students will work rapidly through assigned work while others may require additional amounts of time.

Homework assignments are clearly stated in weekly newsletters, handouts, or on the homework board in the classroom. Students in Grades 4, 5 and 6 utilize the assignment notebook provided.

If a child does not complete school work in class, the teacher may require that it be completed at home. A note from the teacher may explain to the parent why the attached class work was not completed. The letter must be signed and returned to the teacher the next day with the completed work. This procedure helps distinguish incomplete class work from homework.

Students in Kindergarten through Grade 6 are responsible for completion of missed schoolwork or the student's progress and assessment will be adversely impacted. Younger students may require the help of parents to insure that the required work is completed. Any exemption to this policy will be for emergency cases only and require written notice from a medical doctor.

Teachers will notify parents if homework is not being completed or if the required classroom supplies are not being brought to class. Repeated failure to complete homework may result in a Parent Conference.

Missed Homework Due to Absence:

A student with an *excused absence*, such as illness, has three days for each full day missed (after he returns to school) to make up school work.

K-6 students along with parents' oversight are responsible for the completion of all missed schoolwork or the student will receive "0's" on any quizzes, tests, projects or assignments missed.

If your child is absent more than two days and you would like to pick up any missed homework assignments, please telephone the school office.

Unexcused Absences: Classwork and homework missed due to planned or voluntary absence must be submitted on the day the student returns to school. Parents and students must secure assignments in advance of such absences and should inform the teacher(s) in writing at least one full week in advance. Teachers may not be able to provide all classwork prior to the planned absence. Students will be given such assignments upon returning and will be given three days to complete this work. *Teachers are not responsible for re-teaching curriculum missed due to unexcused absences. This is the responsibility of the parent and child.*

TEXTBOOKS

CCA issues textbooks to each student. If a textbook is lost or damaged beyond normal wear and tear, a fee will be assessed based on the replacement cost, taking the age of the book and its use into consideration.

BIBLE CLASS

Students in all grades at Covenant Christian receive formal instruction from the Bible. For students in grades Pre-Kindergarten through Grade 6, instruction focuses upon Bible memorization, familiarization with the events and characters of the Bible, an introduction to basic Christian doctrine, and the ongoing development of Christian character within the context of community.

CHAPEL

Chapel is held once a week for Grammar School students. Parents are welcome to attend all chapel services.

HIGHLIGHTING

Every student will be individually highlighted once during the school year. The highlighting of specific students is done in the classroom with their primary homeroom teacher beginning at the first of October. It is a time to acknowledge areas where God's character is reflected in the lives of the students. Teachers present a brief verbal description of the student's special character qualities before the group. A written certificate will be presented to children in the elementary grades.

Highlighting is usually a surprise to students. Teachers will notify parents in advance of their child's highlighting. However, it may not always be possible to reschedule a student's highlighting.

PARENT / TEACHER MEETINGS

Teachers meet individually with parents after the close of trimester one. In addition, Progress Reports will be sent home midway through Trimester 1 to inform parents and students of progress in all academic subjects. Progress Reports will also be sent to parents midway through Trimesters 2 and 3 for students who are demonstrating improvement, or who need to demonstrate improvement before the grading period ends. Parents wishing to meet with the teacher at other times may call the school office for an appointment or they may approach the teacher after school to set up a time. Parents are asked not to call teachers at home or on personal cell phones except under emergency situations. Parents are encouraged to email teachers at the school about routine classroom matters and request personal appointments for academic/social issues. Teachers will respond to parent emails after the school day is over. Email should not be used to inform teachers of time-sensitive information.

FACULTY APPOINTMENTS

Due to teachers' schedules and responsibilities, it is necessary for parents to make an appointment before coming to school whenever there are matters of concern regarding your child. Parents may request an appointment by sending a note or email or by leaving a telephone message at the main office.

NEWSLETTERS

Class Newsletters

Teachers in Pre-school through Grade 6 send a weekly newsletter home to parents. The class newsletter is an update of what will be happening in the class for the week ahead. Included will be information about the curriculum, any special events, field trips, and upcoming tests or quizzes. Newsletters are an important communication tool with parents.

School-Wide Newsletters

Parents receive "The Current," which is a weekly e-newsletter that includes information about school-wide events and activities.

FIELD TRIPS

Educational field trips enhance the experience and knowledge of students and are an integral part of our school's program. Teachers will notify parents of each planned field trip and collect signed permission slips from parents.

All parents/adults who are transporting students on field trips or other school-sponsored activities (such as soccer practice, etc.) must have a completed Volunteer Driver Form on file with the school. A new form will be required for each academic year and as changes in insurance regulations occur. All parent chaperones and drivers will also need a CORI background check every three years and a driving record review. These forms are available in the office. Parents chaperoning overnight trips are required to be fingerprinted, as required by state law.

Parent chaperones wishing to take their children out of school immediately upon return from a field trip should be asked to go to the school office to sign the child out for the day. This will be considered an early dismissal for the child.

Children out of compliance with the MA Booster Seat Law will not be transported on a field trip.

MA Booster Seat Law: Beginning July 10, 2008 a child passenger restraint is required by law for children 5-7 years of age or until they reach 4'9" in height in the state of Massachusetts. no child under the age of eight and measuring less than fifty-seven inches shall ride as a passenger in a motor vehicle on any way unless such child is properly fastened and secured, according to the manufacturers' instructions, by a child passenger restraint. Children ages eight to twelve are required to wear a safety belt when traveling in a motor vehicle.

The Massachusetts State Law can be read in it's entirety at this link:
<http://www.mass.gov/legis/laws/seslaw08/sl080079.htm>

II. ATTENDANCE INFORMATION

ARRIVAL OF STUDENTS

Grammar School students need to arrive between 8:00 am and 8:10 am. If the student is not in the classroom at 8:10 am, he/she will be marked tardy. Students may be dropped off at the PAAC entrance car line starting at 7:50 am. At 8:00 am, students may proceed to their respective cubbies in the elementary hallway. Students in K-6 are encouraged to unpack their own backpacks and enter their classroom on their own. This procedure encourages growth in responsible independence and facilitates a smooth start to the school day at 8:10 am.

For families that need to drop off a student prior to 7:50 am, there is before school supervised care. Supervised care begins at 7:15 am, for students in grades Kindergarten through grade 6. These students should be dropped off at the cafeteria door. Please note, Before-Care is NOT available for students in Preschool and Pre-Kindergarten.

LATE ARRIVAL / EARLY DISMISSAL

Parents who wish to release their child from classes must sign their child out at the main office. Students arriving in school after 8:15 am need to be signed into school at the office. Parents are asked not to release children for routine matters or other appointments that might be arranged for after-school hours.

DISMISSAL OF STUDENTS

Pre-Kindergarten students are dismissed from their classroom at 12:30 pm. Pre-Kindergarten students enrolled in the extended day program are dismissed with the rest of the grammar school at 2:55 pm. Students in grades Kindergarten through Grade 6 will be dismissed at 2:55 pm.

Grammar School students must be dismissed to a adult caregiver and must be supervised on campus after school by an adult. With parent permission, students may be dismissed to a Rhetoric School sibling when leaving campus. Grammar School students may not be in common areas after school without adult supervision; sibling supervision is not permitted. Students on the playground must be supervised by a parent. Parents may not supervise from parked cars. Families needing childcare are encouraged to use our Afterschool program.

We ask parents and caregivers to supervise their children after dismissal. Children should not be in the hallways or classrooms **unaccompanied**. The playground is available for the students' enjoyment with parental/adult supervision. Students may not linger inside the school building, play in the parking areas, climb trees, play in the bushes, or run on the sidewalks. The school's safety rules extend beyond the school day to all areas on school property. Any student in violation of the safety policies will be escorted to the school office, the incident noted, and the parents contacted.

Carpooling: We encourage carpooling; however, to ensure the safety of your child, **it is school policy** that students are not released to anyone except their designated ride unless parents have notified **the school office. This is strictly enforced.** Teachers will ask for picture ID if they do not know the designated driver. Parents will receive a carpool release form or may request one from the school office.

Late Arriving Parents: At 3:05 p.m., students who have not been picked-up will be escorted to the Main Office where they will be supervised until the arrival of a parent or other officially designated caregiver. Families will be charged for pickup after 3:05. This fee will automatically be added to their account.

We realize that emergencies sometimes occur. **Should unforeseen circumstances arise which make it impossible for you to pick up your child on time, please notify the school office immediately (978-535-7100).** In the case of an emergency, the fee will be waived. The school provides a reasonably priced after-school program for parents who, because of work, are unable to pick up their children 2:55. If you fall into this category, please register in advance to have your child enrolled in the after-school program at CCA.

TARDY POLICY

We desire to reinforce the values of promptness and responsibility that, in turn, establish positive patterns of behavior and enhance life skills. Your child's arrival to his classroom on time sets a tone for the entire day, enabling him or her to feel prepared. Tardiness not only impacts a child's academic performance, but valuable class time is lost, and latecomers disrupt the learning experience of other students.

The school day begins promptly at 8:10 am every day. Students are expected to be settled in their classroom and ready to start the day at 8:10 am. Students who arrive after 8:10 will be marked tardy by their classroom teacher. All students who arrive after 8:15 am must go to the office to obtain a Tardy Pass. A parent or guardian should accompany students in Pre-K-5.

All tardies are unexcused, unless for extenuating circumstances such as severe inclement weather. In these rare cases, the administration may elect to waive tardies for the day. Tardiness due to medical and dental appointments will be deemed an excused tardy, but will require a note written by a parent.

BEFORE-CARE & AFTER-CARE

Covenant Christian Academy is pleased to offer before and after school care programs for children age 4 and up. Every morning and afternoon, or any combination of days and times is possible. The purpose of our extended day programs is to provide options for parents whose work schedules begin earlier, or end later, than the school day. There is no charge for students attending the morning care program (7:15-8:00 am), while Aftercare is provided at an additional cost. Students must be in Kindergarten to attend Before-Care as this is a multi-age program with passive supervision. The After-Care program runs from 3:00-5:30 pm. Students must be picked up no later than 5:30 pm. Families will be billed for late pick up after 5:30 pm. Students must be registered for the After-Care program. Drop-in aftercare is not available due to the high volume of registered students.

ABSENCE POLICY

There are two types of absences, *excused* and *unexcused*. *Excused* absences are generally due to illness. *Unexcused* absences, or voluntary absences, are school days missed due to vacations, recreation, or any activity planned on a regular school day. Parents must notify the office at least one full week prior to the planned absence so that the teachers have time to gather the student's work together. The work missed during an *unexcused* absence will be due the day the child returns to school or a grade penalty will be imposed. (See section on Homework.)

If your child is ill, please observe the following guidelines:

- Please log into Veracross Parent Portal and submit a “Student Attendance Change” form before 8:10 am the day your child is absent explaining the reason for the absence. If no form is received, the absence will be assumed to be voluntary and all missed work will be due the day of his/her return.
- Please do not send your child back to school unless he or she has been free of symptoms such as fever, sore throat, vomiting, and diarrhea for at least 24 hours. Generally, a child must be on an antibiotic for 24 hours before he/she is no longer contagious.

Parents should send a note in to the office detailing the absence when the child returns to school.

ABSENCES

When a student will be late or absent from school for any reason, the parent/guardian should log into the Veracross Parent Portal and submit a “Student Attendance Change” before 8:10 AM. Please use the notes field to make the reason as clear as possible, in situations that warrant. Attendance updates should be submitted each day a student is absent.

Partial-Day Absences for Appointments

If a student is going to be late to school, or is going to be dismissed from school and then return to school later in the day due to a scheduled appointment (i.e. doctor, dentist, etc), a parent should submit this information ahead of time through the Parent Portal as a “Student Attendance Change”.

Pre-Arranged Absences

Parents must submit a “Student Attendance Change” form for students who are going to be away from school for one or more days through the Parent Portal. We ask that you submit this at least SEVEN DAYS prior to the absence.

SCHOOL CLOSINGS AND DELAYED OPENINGS

School Closing: There are three means to determine if school will be cancelled due to hazardous weather conditions.

1. A pre-recorded “Parent Alert” system telephone message and email message. Text message (if parents have opted-in through Ren Web), will be transmitted to all school families and staff by 6:30 am.
2. Our cancellation listing will be shown on Channels 4 (CBS), 5 (ABC) and 7 (WHDH).
3. Cancellations will be posted on the school website, as well as social media accounts (Facebook).

Delayed Openings: When school is delayed, please do not bring your children to school until **10 minutes before** the specified new start time. ***We may have early dismissal in case of inclement weather or poor driving conditions.*** Parents always have the option of picking children up early if they feel it is necessary. In that case, parents will be asked to sign their children out in the main office.

III. UNIFORM INFORMATION

Studies have shown that uniform school clothing improves student performance. It also engenders an atmosphere of respect, reduces the distraction of peer fashion pressure, and promotes school spirit. For these reasons, Covenant Christian Academy has adopted a School Uniform for Grammar School students, Kindergarten through Grade 6.

Lands' End is our official uniform dress code provider. Purchasing all uniform items from Lands' End is strongly recommended to ensure compliance with CCA's dress code policy. ***Pants, Shorts, or skirts purchased from the uniform lines at Gap, Old Navy, and Target must be non-distinguishable from the Lands' End products, in color, cut, length and style.*** Please note that trendy styles, including but not limited to skinny-legged or cargo-style pants or shorts, are not allowed.

*The guideline for all types of dress, including during all school events, is that it must be **modest** and not draw undue attention to any one part of the body. Students will be expected to be in proper attire as outlined in the standards of dress. Students not in proper attire will be removed from classes or the school event until such time as they are able to comply with the standards of dress as outlined.*

We want to prevent the dress code from becoming a major issue at Covenant Christian Academy. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code, and parents are expected to monitor compliance before their children leave home. It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code. Thank you for your help and cooperation.

See Appendix 1 (page 34) for a full description and listing of all the approved uniform items, and additional guidelines.

IV. HEALTH AND MEDICAL INFORMATION

A registered nurse is on duty 9:00am to 3:00pm Monday through Friday. The school nurse administers first aid to injured and ill students, providing acute, episodic and emergency care in addition to managing special health care and medication administration needs. The school nurse maintains confidential health records, ensures compliance with state mandated immunization requirements, provides health education to both students and staff and conducts data collection for submission to the MA Department of Public Health. The school nurse works in collaboration with the administration, teachers, parents, Physician Consultant, primary care providers, MDPH and Peabody Public Health Department as necessary to promote wellness for CCA students.

In an effort to provide for the safety and well being of all our students, CCA administration reserves the right to not allow school attendance if required medical paperwork and necessary medications are not submitted according to established deadline dates

PHYSICAL EXAMS / IMMUNIZATIONS

The Massachusetts Department of Public Health (MDPH) and Massachusetts State Law require that all new students entering Pre-Kindergarten, Kindergarten, and grades 4, 7, and 9 have current physical exams and updated immunization documentation on file. Minimum immunization requirements for enrollment are specified in 105CMR 220.0 Please see below for information on medical/religious exemption from state mandated immunizations.

Students with life threatening allergy, asthma or any other ongoing medical issue must submit an annual (dated within the last 13 months) physical exam form.

NOTE: It is the responsibility of the parent/guardian to keep the school updated on any changes in their child's health or medical condition.

PHYSICAL EXAMS FOR SPORTS PARTICIPATION

Students participating in school sports must have an updated physical exam form on file. Physical exam forms dated before 13 months will prohibit participation.

IMMUNIZATION EXEMPTION

No child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present an immunization certificate in order to be admitted to school. Medical exemptions are also allowed.

Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year (per MDPH beginning with the 2018-2019 school year).

HEALTH SCREENINGS

CCA's Health office does not provide screenings. It is the responsibility of the parent/guardian to obtain appropriate vision, hearing, lead, height/weight and postural screenings from the student's primary care provider and communicate areas of concern to the school nurse.

ACCIDENTS & EMERGENCIES

Accident reports are generated during the school day when a student has been injured on a piece of school equipment incurring an injury that will need further medical evaluation, has been injured in an altercation with another student or has a head injury that is presenting with signs & symptoms of a concussion. Parents will be notified via telephone by the school nurse or school administrator when warranted.

In the event of a life threatening emergency, 911 will be called. CCA has an emergency response team of CPR/First Aid certified staff who respond to school emergencies. If parents cannot be reached, attempts will be made to connect with listed emergency contacts. The closest Emergency Room will be used for serious emergency treatment.

CONCUSSIONS

CCA recognizes that concussions and head injuries are commonly reported in children and adolescents in sports and recreational activities and can have serious consequences if not identified and managed carefully. A student who exhibits signs and symptoms consistent with a possible concussion or head injury will be immediately removed from the sport/activity. A parent/guardian will be notified and an accident report will be completed. The parent/guardian will be responsible to seek medical evaluation and provide the school nurse with paperwork signed by a licensed healthcare provider containing medical directives for the student's care and/or medical clearance to resume sport/activities. Parents/guardians must notify the school nurse of any head injuries sustained outside of school to ensure the safety of the student. Full CCA Concussion Policy available on request in the Nurse's Office.

HEAD LICE

A student presenting with head lice will be sent home to immediately begin treatment as a personal physician directs. The student may return to school once treatment has begun and active lice have been removed. Parents are advised to check the hair daily for 10 consecutive days after the treatment has been initiated for more nits (eggs) or newly hatched lice. The school nurse may use professional discretion and recheck the returning student for active head lice.

ILLNESS

KEEPING YOUR CHILD HOME

To promote health and well being within the CCA community, the guidelines include, but are not limited to the following:

- In the event of a contagious disease, students should remain home and the school should be notified immediately. The school nurse will determine if the school should enforce student isolation and quarantine pursuant of 105.CMR 300.20.
- Students may not attend school unless all required immunizations mandated by MDPH have been met.
- Students are required to remain home if they have had a fever above 100.0 orally within the past 24 hours. ***PLEASE DO NOT MEDICATE YOUR CHILD FOR FEVER IN THE MORNING AND SEND THEM TO SCHOOL.***
- Students are required to remain home if they have red or pink eyes with crusty and/or yellow/green drainage.
- Students are required to remain home if they have had diarrhea and/or vomiting in the past 24 hours.
- Students are required to remain home if they have an active case of head lice and have not started treatment.

YOUR CHILD MAY RETURN TO SCHOOL

- * When their temperature has been less than 100.0 orally for 24 hours ***WITHOUT THE USE OF FEVER REDUCING MEDICATIONS.***
- * When 3 days have elapsed since the onset of a severe cold or influenza along with the absence of fever, sore throat & persistent cough.
- * When treatment has begun for head lice. CCA reserves the right to for the school nurse or administrator to examine the heads of students diagnosed with head lice upon their return.
- * When they have finished 24 hours of antibiotic treatment for strep throat and are fever-free.

Students with illness or injury that carry physician imposed restrictions on school attendance as well as on gym, recess & sports participation must have their physician submit a written note of excusal and then must also submit a written note of medical clearance in order to return to school and full participation.

Students who have been hospitalized or have visited the Emergency Room should see the school nurse within 2 days of returning to school.

EPINEPHRINE INJECTORS & ASTHMA INHALERS

Epinephrine injectors and asthma inhalers are always available to students during the school day. CCA maintains a school wide plan for addressing life threatening allergic reactions. Food Allergy Action Plans and Asthma Action Plans must be updated each school year by the student's health care provider in collaboration with the parent/guardian and the school nurse. For students with life threatening allergy the parent/guardian is required to supply the school nurse with physician's orders and 2 unexpired epinephrine injectors before or on the first day of school. For students with asthma The parent/guardian is required to supply the school nurse with physician's orders and 1 unexpired inhaler before or on the first day of school. Parents of new students with life threatening allergy or asthma must make an appointment with the nurse at the beginning of the school year for medical consultation and review. Parents of returning students will be contacted by the school nurse via phone.

The Grammar School at CCA is peanut/tree nut sensitive. Food items containing peanuts/tree nuts are not permitted in Grammar School classrooms. Further food restrictions may apply if a particular classroom has a student with a significant allergy/sensitivity to a food item other than peanut/tree nut. CCA maintains a nut-free cafeteria table and microwave for student use.

MEDICATION ADMINISTRATION

Medication in the school setting is highly regulated by the state of Massachusetts. Every effort should be made to schedule prescription medication administration outside school hours. The school nurse has standing orders for the following OTC (over the counter) medications: Ibuprofen, Tylenol, Aquafer, Natural Tears & cough drops for which parents give consent on the Student Medical form completed at enrollment. ALL OTHER MEDICATIONS requiring administration during school hours will require (1) physician's orders (2) parental consent and (3) the medication delivered to the school by an adult in the original pharmacy packaging.

SELF ADMINISTRATION & SELF CARRYING OF MEDICATIONS

The need for self administration and self carrying of medication is reviewed on a case by case basis and is at the discretion of the school nurse in consultation with the parent/guardian and possibly school physician. The student's primary health care provider may also be asked to give consent. Full CCA Medication Administration Policy available on request in the Nurse's Office.

RETURN OF MEDICATION(S)

All expired and unused medications will be returned to parents either as it has expired over the course of the school year or on the last day of school. Medication not picked up within 1 week of the last day of school will be discarded. Parental signature is required to confirm receipt of medication(s).

V. STUDENT LIFE

ACCIDENT AND ACCIDENT REPORTS

Should any student or member of the staff sustain an injury or suspected injury while at school or on school business, they are required to report the accident or injury to the Main Office as soon as possible. The injury will be assessed and assistance in securing appropriate medical attention will be given.

As soon as practically possible, but in no case later than 24 hours following the injury or suspected injury, an accident report documenting the circumstances surrounding the incident is to be completed. Accident Report forms will be kept in the Main Office.

ADDRESS OR TELEPHONE CHANGES

Please notify the office in writing of any changes in address, telephone numbers, emergency telephone numbers, or any changes of email address.

ANIMALS ON CAMPUS

Students should not bring animals of any kind on campus unless given prior permission by a teacher or administrator, and for the express purpose of a class presentation.

BULLYING

What is bullying? Bullying is when someone develops a pattern of saying or doing things to have power over another person. Some of the ways kids bully others are by repeatedly:

- calling them names
- saying or writing nasty things about them
- leaving them out of activities
- not talking to them
- threatening them
- giving dirty looks
- making fun of them - either in their presence or behind their backs
- making them feel uncomfortable or scared
- taking or damaging their things
- hitting or kicking them
- pressuring them into doing things they don't want to do.

Bullying can be done verbally, or physically. Body language can be one of the strongest forms of bullying. Bullying in any form is unacceptable and is not tolerated at Covenant Christian Academy. **(Please see the complete Anti-Bullying Policy in Appendix 2, page 37).**

Please note: CCA cannot control bullying behavior that happens outside of school hours over social media, gaming, texting and other electronic devices. This is a matter that must be dealt with respectfully between parents.

CELL PHONE USE

CCA is committed to a campus where distractions are minimized, face-to-face conversations are prized, and contemplation is possible. We are acutely aware that everyone in our community—administrators, faculty, parents, and students—are drawn continually towards our screens. Calling one another to something richer, we place firm boundaries around the use of electronics during the school day. Electronic devices including, but not limited to, cell phones, iWatches, iPads, laptops, cameras, iPods, and other Internet-accessing devices are not allowed in the Grammar School classrooms and common areas without express teacher permission.

At CCA, we firmly believe in restricting cell phone use for Grammar School aged children. We do not believe children need phones to be successful, engaged, or connected. CCA does not recommend that children receive use of a cellphone at home prior to eighth grade. Research is clear that young children do not have the maturity to manage the barrage of social and emotional challenges that accompany smart phone technology. We encourage you to use great caution as you make personal decisions regarding cell phone use by children under 13 years of age. The addictive nature of such technology and the pressures and challenges of social media are an unnecessary burden and distraction for young children.

Because cell phones distract from the human interactions that we value, they must be turned off and out of sight when on campus. Parents are asked to communicate with their children through the school offices during the school day and to refrain from texting and calling their children while they are at school. Students may voluntarily place their phones or other devices in a designated place in the main office or in personal backpacks to avoid temptation during the day. CCA is not responsible for lost or missing cellphones. Students have access to the Main Office phone when granted permission by a teacher or administrator.

- Grammar School students are not permitted to use phones or other devices during Morning Care or After Care, or in the hallways/lobby before or after school.
- Students may check for pertinent text messages from parents or call parents briefly after school in the main office only.
- Students may not engage in recreational use of a phone or device including, but not limited to internet use, gaming, or social texting.
- Students wishing to use before and after school time to study and complete homework should be prepared to do so without the assistance of an electronic device.

Cell phones are NEVER to be taken into the restrooms or locker rooms at any time. Students found engaging in unauthorized use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email, social media, or other electronic devices will be subject to serious disciplinary action. Any electronic device used without permission will be stored in an administrative office until the end of the day. After a first offense, confiscated devices will need to be retrieved by a parent. Repeated offenses may result in disciplinary action, including detention or suspension.

Covenant Christian Academy is not financially or legally responsible for lost, stolen or damaged phones, or for the improper use of cell phones by students, in violation of school policy. Parents / guardians are responsible for ensuring their student understands, and is in compliance with, Covenant's Grammar School cell phone use policy, and for any consequences that arise due to non-compliance.

CONFIDENTIALITY STATEMENT

Reasonable effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

FIRE SAFETY

The School considers fire safety an issue of great concern. Therefore, the School expects adherence to School rules and to Massachusetts statutes related to fire safety. For reasons of safety, the School prohibits:

- the use of extension cords unless they are UL-approved power strips with circuit breakers.
- any unauthorized use of fire (e.g., cigarettes, incense, candles, firecrackers, etc.).
- tampering with fire prevention devices (smoke detectors, fire extinguishers, fire alarm pulls, etc.).
- propping open of fire doors in corridors, stairways or in common areas.

Violations of these regulations may lead to a discipline response.

FUNDRAISING

While many groups desire to raise funds for worthy causes, it is the school's desire to minimize fund raising events on campus. In an effort to not be seen as giving preference to one group over another, we will actively restrict fund raising events to those specifically related to the mission and vision of CCA. Outside organizations will be restricted from raising funds on the CCA campus. This is not intended to be a judgement of legitimacy or value of those organizations, but rather to maintain a campus environment free from other organizations solicitation efforts. Any fund raising that will be done at CCA must be approved by the Head of School prior to its implementation. Special consideration will be given to efforts that our students are involved with personally.

GRIEVANCE PROCEDURES

If a person has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15-17. The principles given by Jesus include:

- Go to the person in question privately.
- Go to those in the correct line of authority over that person only after you have spoken to the person in question.
- Do everything with the purpose of building up and not tearing down.
- The normal order of authority in the Grammar School that one should follow is: Teacher or Staff person, Principal, Head of School, and then Board of Directors. The Board of Directors is the final school authority. If a grievance is brought before the Board, all parties involved should provide a written statement addressing the complaint, steps that have been taken, suggested steps for resolutions, and if appropriate, suggested procedures for preventing recurrences in the future.
- After the Board of Directors has considered all information provided, the Board will in a written statement offer their decision. All parties shall be informed of the decision and must abide by the decision. No further appeal process is possible.

LOCKERS

Students in Grades 5 and 6 will be issued lockers at the beginning of the school year. Students are expected to follow the following guidelines related to locker use:

- At all times the lockers shall be recognized as the property of CCA and not the private property of the student.
- Lockers are to be kept neat and clean;
- Lockers may not be decorated on the exterior.
- NO glitter, confetti, stickers, paint, or anything with an adhesive back are allowed inside the locker.
- Locks may not be used.

LOST AND FOUND

Please see the Main Office Manager for the location of the Lost and Found. Please **label** your child's clothing so that they can be promptly returned **and check the closet regularly**. All unclaimed items are donated to a charitable organization at the end of each quarter.

LUNCHES AND SNACKS

Lunch: Students may bring their lunch or buy a lunch entree from available vendors. Information on ordering will be sent home via The Current (weekly email newsletter) and available on the website. Refrigeration is not available for lunch items brought from home. The location of lunch for the Grammar School will be determined by available guidance and may occur in the cafeteria or in the classroom. Classrooms will not have microwaves available for student use and there will only be limited microwave availability in the cafeteria. Students are allowed to re-heat (**not cook**) lunch items contained in a microwave "safe" container in a microwave oven, given that the item can be warmed up in **less than 90 seconds**. ***Cooking of frozen meals will not be permitted.***

Snacks: Students should bring a healthy snack every day. No peanuts or tree nuts are permitted in classrooms or common spaces other than the cafeteria.

PARENT CONNECTION

As CCA parents, not only do you want the best education for your children but we know that you value being a part of the greater school community. To that end, Covenant's parents' group, called *Parent Connection*, provides all the ways for parents to participate in the life and future of Covenant. It is a very exciting time in the life of the school, and we are so glad that you will be a part of all that is happening here. Leadership positions are available for the *Parent Connections* committee, so we ask you to consider whether you might serve in this important capacity this year.

One of the ways the *Parent Connection* will be involved this year is in the area of school and classroom events. The *Parent Connection* coordinates several school-wide events through the year (a detailed list will be provided at Back-to-School Night in September). If you would like to take a more central role in coordinating any of these events, please contact the Principal.

RECESS

All recesses are held outdoors unless specified by the office because of inclement or extremely cold weather. Students will play outside when the temperature reads 20 degrees or greater. All students are required to participate in recess.

Please remember to send appropriate outerwear for recess. Gloves/mittens and a hat and/or scarf are a necessity on cold days. When there is snow on the ground, young children must wear snow pants if they want to play in it. Boots are needed for snow and mud. **Students are required to go outside for recess even if they are not dressed appropriately.**

Recess Rules:

- No fighting, wrestling or rough play.
- No playing with sticks or sharp objects.
- No student is to leave the playground/field area or go into the parking lot at any time without permission.
- No throwing of sticks, snowballs, rocks, ice, or other hard objects
- Skateboards, roller blades, and sledding equipment should not be brought to school.
- No climbing up slides or jumping from high equipment
- No running or rough-housing on the play structure

SCHOOL SAFETY

The school practices fire and emergency drills. In addition, building evacuation and emergency information is posted in each classroom, and emergency numbers are posted by each outside phone line. Teachers on duty in the playground or field at recess and or gym maintain contact with the school office via cell phone. As part of our school safety, CCA also maintains a locked building during the school day hours. A buzzer system with a camera exists at the front entrance to the school for the office staff to identify individuals prior to opening the door. All visitors during the school day are required to sign in and out in the main office and wear a visitor tag. The school has a “Parent Alert” phone broadcasting system in place to notify all parents/guardians in the event of a school emergency. For important details pertaining to Covenant’s emergency drills and ALICE protocol, please see Appendix 3: Standard Response Protocol & ALICE Protocol.

STATEMENT ON BIBLICAL SEXUALITY

As an institution of Christian education, Covenant Christian Academy aspires to provide an educational environment that fosters both personal and spiritual growth and academic preparation. The Academy strives to welcome and respect all students and to encourage all students to live a life consistent with Scripture and alignment with our Statement of Faith and biblical values.

Covenant Christian Academy believes that God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect the image and nature of God. God has established marriage as a lifelong, exclusive relationship between one man and one woman and therefore all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; 1 Cor. 6:9-10, 15-20; 1 Tim. 1:8-11; Jude 7).

The Academy holds that the term “biological sex” means the condition of being male or female, is determined by a person’s chromosomes, and is identified at birth. Because the Academy is committed to the traditional biblical understanding of human sexuality and gender identity, the Academy requires students and all other community members to use any facilities (e.g.: locker rooms, bathrooms) and to take part in Academy activities (e.g.: prom, student trips, athletics, fine arts) according to their biological gender.

We recognize our obligation before God to love all persons, understanding such love in the context of God’s revealed truth. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31)

TELEPHONE USE (Office Phone)

Students are allowed to use the telephone in the office with permission from the office staff or teachers only. Students will not be allowed to call home to ask parents to bring missing school work, textbooks, detention notices, or supplies. After school arrangements should be communicated with students prior to the beginning of the school day.

VISITORS

All visitors must check into the Main Office and receive a visitor badge (nametag). All guests are to abide by the same rules of conduct as students during their visit. The modest standard of the dress code will apply. The building is not open to visitors after school hours except for interscholastic or public events, or unless permission has been granted by the administration.

WEBSITE

The school's website may be viewed at: www.covenantchristianacademy.org. You can find the latest update of this handbook on Ren Web, accessible from our website.

VI. DISCIPLINE POLICY

Covenant Christian Academy desires to partner with parents to educate students academically, spiritually and socially. Crucial to this process is an orderly atmosphere at school which reduces distractions and fosters learning. Important to maintaining this atmosphere is the encouragement that comes from positive reinforcement for behavior that is in keeping with stated expectations as well as a clear and consistent policy for addressing student behavior that is inconsistent with the expectations expressed in the Grammar School Behavior Contract. All matters of discipline are subject to the discretion of the faculty and staff and implemented in consultation with the administration when necessary. This discipline policy pertains to all school-sponsored events, whether on or off of school property.

GENERAL RULES

Students are informed of the following expectations at the beginning of the school year.

- Students are expected to conduct themselves in accordance with the expectations expressed in the Grammar School Behavior Contract. Primary among these is respect for God, all school authorities, and for peers. Taking personal responsibility to do what one knows is right, giving one's best effort, and striving for honesty in relationships are also crucial to building strong character and a good learning environment. Please see the Behavior Contract above for a full description of our expectations for student behavior.
- It is important for students to be in dress code at all times unless special notice has been given. This includes wearing the official CCA gym uniform on days when your child has physical education.
- For safety reasons, running is not allowed inside the school building; this rule is school-wide.

- Gum chewing is not allowed inside the school building.
- Playground, Lunchroom, Curriculum Specials: Because of the nature of the activities that take place in certain areas of the school, special behavior guidelines are required. These guidelines will be posted in the appropriate areas and taught to students. It is important for all students to follow them.
- Field Trips and other Off-Site Functions: Students are expected to comply with the guidelines set forth by the school in all school-related activities that take place off school grounds. Students participating in any behavior that endangers their own safety or that of others will report to the Principal or a school administrator and their parents will be notified.

Not Permitted: Knives, matches, radios, TVs, small electronic communication devices including but not limited to cassettes, cassette players, CDs, CD players, MP3 players, ipods, pagers, palm pilots, video games, electronic games, and toy (or real) guns are not allowed on school property or at school-sponsored events. Media items such as CDs, DVDs, videos, etc. must be pre-approved by the classroom teacher and be brought in for the benefit of the entire class. Cellular phones may not be used during class or in any other academic setting during the school day.

DISCIPLINE IN THE CLASSROOM

Each classroom teacher establishes guidelines for classroom behavior which are based on school policy. These are communicated to the students and parents. Each teacher also implements a system of classroom management which includes both positive reinforcement for behavior that is consistent with classroom guidelines and intervention and consequences for behavior not in keeping with stated expectations. The consequences vary according to the age of the student and the seriousness of the behavior.

The general approach to discipline consists of:

- Addressing disruptive behavior with the student.
- Intervention to redirect the student.
- An established immediate consequence if the behavior continues.
- A visit to the Principal if the disruptive behavior continues after the above steps have been taken.
- A parent contact either in person, through a note home or a phone call by the teacher and/or principal.
- Removal from the classroom if the disruptive behavior patterns continue.
- The issuing of a Blue Slip Discipline Notice for patterns of disruptive and inappropriate behavior or for misbehavior deemed by the teacher or administration to be serious or flagrant: Blue Slips may affect a student's enrollment in school (see below) and are intended to inform students and parents of an incident or pattern of behavior that must be addressed for deliberate and/or repeated misbehavior, and, if the behavior is not corrected, possible suspension and expulsion from the school (see below).

At the start of each year, children will actively participate in the adoption of classroom rules and consequences. Teachers seek to implement logical consequences with their students to instill responsibility for their choices and actions. Logical consequences may include, but are not limited to, the **removal, forfeiture or abbreviation of participation in a specific activity, the loss of a privilege, and/or the requirement to make retribution.** Logical consequences will be implemented in a firm, but kind and respectful manner. It is CCA's goal to model and nurture Christian character by encouraging the development of moral character and self-control through choices, privileges, and consequences.

BLUE SLIP DISCIPLINE NOTICES

Disciplinary interventions and consequences are viewed as an essential and positive aspect of a comprehensive educational program. Blue Slips are issued after daily interventions have failed to change

a negative pattern of behavior or when an infraction is deemed serious enough for this immediate consequence. The consequences for multiple blue slips are as follows:

First Blue Slip:	Parents notified.
Second Blue Slip:	Mandatory conference with Principal, parent/s and student.
Third Blue Slip:	1 day in-school suspension from school.
Fourth Blue Slip:	1-3 days at-home suspension from school.
Fifth Blue Slip:	Expulsion from school.

MISBEHAVIOR OF A SERIOUS NATURE

Intentional vandalism, cheating, stealing, seriously inappropriate language, threatening others, fighting, or any other action deemed serious in the discretion of the school, will result in a visit to the Principal's office, an immediate Blue Slip, and a phone call to the parent. The school takes seriously all complaints of bullying behavior and harassment: verbal, sexual, or physical.

Suspensions begin the next full school day. Academic work missed due to suspension will receive a grade of "0."

The administration reserves the right to suspend a child for a serious infraction without prior blue slips being issued.

Expulsion/Withdrawal of Students: Certain behaviors and attitudes which constitute misconduct may warrant expulsion. The administration retains the sole discretion to determine whether the expulsion is warranted.

In some situations, the administration may request that parents withdraw their child from CCA. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Student expulsions, including both the date and the circumstances prompting expulsion, become part of the student's permanent record and are noted on his/her report card and in his/her student file. In the case of expulsion, all direct questions from subsequent schools will be answered with truth and candor.

General Discipline Issues: Students who have a significant discipline record or demonstrate a **pattern** of disrespect for faculty, staff, other students, and/or school rules and policies may not be invited to return for the following academic year.

Academic/Behavioral Probation: A student may be placed on either academic or behavioral probation when performance in either area is consistently below school standards. The length of probation shall be determined by the administration in consultation with school personnel. During the probationary period, the student's performance will be evaluated on a regular and frequent basis. At the beginning and end of the probation period, a conference will be held including school personnel, parents, and when appropriate, the student. At this conference, it will be determined that the student may be:

- Released from probation depending upon satisfactory progress;
- Retained on probation;
- Recommended by the administration for direct intervention or evaluation
- Administered other actions, as required.
- Recommended for a different school placement in certain and specific cases.

NEW STUDENT PROBATION

All new students entering Covenant Christian Academy will be placed on academic and behavioral probation for a period of two months in order to demonstrate their ability to acclimate to the CCA learning

environment. Parents will be informed of any difficulty a child is experiencing prior to the end of this probationary period.

PARENTAL AGREEMENTS

Parental Partnership Agreement

Parents or the legal guardians, who choose to enroll their children at Covenant Christian Academy, and students who attend Covenant Christian Academy, are agreeing to abide by these and other basic biblical values derived from historical Christianity. Parents understand and agree that the Academy will teach these principles and biblical values.

Admission and Continuing Enrollment Agreement

The Academy will accept students who are willing to abide by the School's philosophy of education, Statement of Faith, and student life and conduct policies. Acceptance to, and continued enrollment at, the Academy is contingent upon the parents and student(s) agreement to abide by these principles and biblical values. On occasion in which the atmosphere or conduct within a particular home or the activities of the parent or student are counter to or in opposition with the biblical lifestyle the Academy teaches and believes, the Academy reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student.

Christian Dispute Resolution Agreement

As Christians we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private within the community of Christians (See Matthew 18:15-20; 1 Corinthians 6:1-8). Thus, we covenant and agree that any controversy or claim brought against Covenant Christian Academy, its Directors, Officers, Administration, Faculty or Staff shall be settled first by non-binding mediation and, failing that, by arbitration in Essex County, Massachusetts in accordance with the rules and procedures of the Christian Legal Society's conciliation services, or similar dispute resolution service at the sole discretion of Covenant Christian Academy's Board of Directors.

Grammar School Behavior Contract

Mark 12:28-31 Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Love your neighbor as yourself. There is no commandment greater than these."

Covenant Christian Academy's Christian and Classical philosophy of education provides the basis for the behavioral expectations we set for all students. Jesus expressed the critical role that teachers play in setting student expectations when he says: "A student is not above his teacher . . . It is enough for the student to be like his teacher". Plato, the ancient Greek philosopher who is also called the father of education, captured the same idea when he said: "From the time they are very young, children should be taught to love what ought to be loved, and hate what ought to be hated." In keeping with this idea, Classical education advocates for constantly and consistently setting before the students the "Ideal Type" or the way that is right, true, and good.

The Academy desires to engender an atmosphere both inside and outside of the classroom that cultivates learning and facilitates growth in character. As an important means to this end, we set forth the following core values and expectations for all students in pre-Kindergarten through grade 6. We present it in the form of a behavior contract (agreement) made between the Academy and its students with the support of parents.

RESPECT: 1 Peter 2:17 "Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king."

I will respect my teachers by giving them my full attention and being quick to do all that he/she asks me to do without grumbling or complaining. I will not deliberately interrupt or interfere with my teacher's ability to teach the class.

I will respect my classmates by not intentionally interfering with their ability to learn. That means I will refrain from acting out, clowning around, monopolizing the teacher's attention, or doing anything else that would make it hard for others to pay attention.

I will respect all adults by conducting myself in a manner that displays courtesy. I will make eye-contact when greeting them, address them appropriately by title and name, and wait patiently before speaking if they are in conversation with others.

I will respect all school property and personal belongings of others by asking permission before using something and taking care of it just as I would if it were my own.

RESPONSIBILITY: Galatians 6:9 "Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers."

I will be responsible to do that which I know is right without needing to be reminded. When in doubt, it's my responsibility to find out what is expected of me so that I may do it.

I will take my job as a student seriously. I will take the initiative to carry out the responsibilities that all students accept. I will:

- follow classroom rules and routines
- complete assigned class work and homework on time
- do my part to take care of our classrooms and school building

- respond with immediate obedience to all teachers and staff members.

EFFORT: Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

I will give my teacher my best effort and refuse to be content with mediocre work. I will work hard to experience the joy and pride that come with a job well done.

I will also make every effort to understand what it means to know God by faith and to develop positive relationships with my peers and my teachers.

TRUTHFULNESS: Proverbs 12:22 “The Lord detests lying lips, but he delights in those who are truthful.”

I will strive for honesty by telling the whole truth and accurately representing all matters to my friends, teachers, and parents - even when telling the truth may result in unpleasant consequences for me.

I will come forward with the truth when I observe injustice, even when it is more convenient to keep quiet.

I will strive to be wise and to live according to the truth of Christ by upholding the principles and values of a Christian lifestyle.

KINDNESS: Ephesians 4:32 “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

I commit myself to being kind toward all my classmates, fellow students, and adults at the school. I will not, therefore, deliberately harm them with my words and/or actions, including my facial expressions and body language.

I will try to make sure that my other classmates are not left out of group games and activities, both in the classrooms and on the playground and I will try to resolve my disagreements with others peacefully. If I don't know how, I will ask an adult for advice or help.

I will choose to not hold grudges against others. I will also choose to forgive others who have wronged me instead of choosing to wrong them back. When I become aware of wrong I have done to others, I will seek their forgiveness.

I will not bully others.

All students will be asked to review this contract with their parents and sign a copy of the following statement:

I understand that my teachers will implement logical and appropriate consequences if I choose to act in ways that do not uphold these core values. I understand that my teacher may ask me to leave the classroom at anytime if I continue to misbehave after being corrected. If my behavior continues, I understand that my parents and my principal will work together with my teacher to change and improve the situation by implementing appropriate consequences.



COVENANT
CHRISTIAN ACADEMY

GRAMMAR SCHOOL

Uniform and Dress Code for Students in Kindergarten through Grade 6

Frequently Asked Questions

May students wear any color pictured in the Lands' End Catalog? No. Only approved school colors and styles may be worn.

Does Phys. Ed clothing need to be purchased from Lands' End? Yes. However, athletic shorts may be purchased at CCA for older students.

Do the people at LE know what styles and colors we can purchase? Yes. Lands End is familiar with our dress code requirements.

How can my student try clothes on for size? Yes, at the Lands' End store in Burlington, MA.

What happens if students are out of dress code? Parents of students in Grades K-6 will be contacted and required to bring approved school uniform clothing immediately, if there are not extra uniform pieces available from our swap storage. In Physical Education class, students without required gym uniform will not be allowed to participate and will consequently receive a grade penalty.

The dress code cannot cover every possible situation, therefore the school administrators' discretion will prevail in all matters pertaining to dress code.

Introduction and General Information

Studies have shown that uniform school clothing improves student performance. It also engenders an atmosphere of respect, reduces the distraction of peer fashion pressure, and promotes school spirit. For these reasons, Covenant Christian Academy has adopted a School Uniform for Grammar School students, Kindergarten through Grade 6.

Lands' End is our official uniform dress code provider. Purchasing all uniform items from Lands' End is strongly recommended to ensure compliance with CCA's dress code policy. Pants, shorts, or skirts purchased from the uniform lines at Gap, Old Navy, and Target must be non-distinguishable from the Lands' End products, in color, cut, length and style. Please note that trendy styles, including but not limited to, skinny-legged or cargo-style pants or shorts, are not allowed.

Lands' End

The items listed on CCA's School Store on www.landsend.com are the only approved uniforms for CCA students. Students are only allowed to wear the styles and colors listed. While other colors and styles are offered by Lands' End, they should not be purchased for use as a school uniform. Lands' End will embroider the school logo on required items for an additional fee. **Our preferred school number is 900029372 and our logo ID is 0581497K.** Clothing can be ordered at www.landsend.com.

*The guideline for all types of dress, including during all school events, is that it must be **modest** and not draw undue attention to any one part of the body. Students will be expected to be in proper attire as outlined in the standards of dress. Students not in proper attire will be removed from classes or the school event until such time as they are able to comply with the standards of dress as outlined.*

OUTERWEAR

Uniform outerwear items listed for sale on Lands Ends website may be worn over approved school uniforms. Please note, if students are wearing any of these items, they must be dressed in an approved uniform shirt underneath.

Additional Uniform Guidelines

Regular Daily Attire – Grades K-6

The School Uniform regulations apply for student attire from Monday to Friday. Students are required to be in proper attire during school hours, unless other attire has been approved. Students are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the principal.

Under the Uniform: Long sleeve t-shirts or turtlenecks of any color may NOT be worn under short sleeve uniform polos. If students are cold, they should wear a long sleeve shirt, an approved sweater or an approved fleece over short sleeve polos. Girls are encouraged to wear bike shorts under dresses and skirts.

Pants and shorts are to be clean and neat, hemmed and without tears or holes.

Socks: Girls may wear only white, khaki, black, navy blue or gray leggings, tights and socks. Boys may wear solid white, khaki, black, navy blue or gray socks.

Shoes: While there is no uniform footwear, students should wear comfortable dress shoes, casual shoes or sneakers. Dress sandals (flats) with heel straps are allowed. Students may NOT wear beach sandals (flip flops), Crocs, work boots, or impractical styles including, but not limited to, high heels, open clogs or platform shoes.

Hooded sweatshirts are not permissible.

Jackets are not to be worn during the academic day.

Hats and bandanas may not be worn inside.

Hair should not be unnaturally colored, including streaks of color or unnaturally colored highlights.

Headbands: Animal Ear, Unicorn Horn and other distracting headband styles are not permitted to be worn to school.

Bathing Suits: Girls are required to wear modest, one-piece bathing suits at all CCA sponsored events requiring swimming attire.

Spirit Wear t-shirts and sweatshirts may only be worn on Fridays.

Any clothing items, backpacks, notebooks or related items with statements, signs, or symbols that are inappropriate or offensive will not be permitted.

Physical Education Attire – Grade K - 6

Grammar School students should wear the standard gym uniform to school on their appointed gym day. Students must wear the Lands End gym uniform consisting of a gray t-shirt (with logo), and blue gym shorts or sweatpants. Gym sweatshirts are optional. Students are also required to wear non-marking sole athletic gym shoes of their choosing. Students will occasionally be taken outside for gym class, so they should be prepared with sweat pants and a fleece or sweatshirt for cooler days.

Note to Parents

Parents are encouraged to teach their children to live happily and submissively within the dress code guidelines. Nitpicking criticism, to which any set of rules is susceptible, creates a spirit of unrest in children. We want to prevent the dress code from becoming a major issue at Covenant Christian Academy. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. Any special clothing needs for a student may be brought to the attention of the administration for consideration.

Parent Agreement

I realize that meaningful support from parents is necessary for my child to take full advantage of Covenant Christian Academy. As a full partner in my child's education, I will cooperate in helping my son/daughter to uphold the school's behavioral, academic and spiritual expectations and values.

Since the proper attitudes and actions expected in the school must first be practiced and formed inside the home, I will do everything in my power and influence to enable my child to grow into fuller maturity through my home, church, and school involvement. I acknowledge that my participation in the life and mission of the school is essential to my child's success, and agree to uphold and to support the mission and goals of the school.

I understand that the school reserves the right to implement the discipline policies stated in the Parent/Student Handbook, at its discretion, for specific infractions of the school rules, for a spirit of insubordination injurious to the atmosphere and goals of the school, or where lack of parental involvement and support warrant said measures.

I understand that the school reserves the right to review the status of a student's enrollment throughout the school year to determine ongoing admissibility and that acceptance at the school in a prior year may not guarantee acceptance for any future academic year.

I further understand that the school reserves the right to update, amend, or change its policies from time to time at its discretion and as it sees fit.

I understand that should the identity of either parent or guardianship change, it is my own responsibility to have a corrected Parent Agreement signed and delivered to Covenant Christian Academy.
Grammar School Handbook 2022 - 2023

Parents and Students:

I have read this 2021-2022 Grammar School Handbook and the included Grammar School Behavior Contract and agree to comply with its policies.

(Parent Signature)

(Date)

I understand that I play an important role in my education. In all these things I commit myself to learning through practice, with the help of God, my teachers, my classmates, and my parents, what it means to "Love my neighbor as myself".

(Student Signature)

(Date)

DRESSES & JUMPERS



OUTERWEAR (may be worn in class)



SHIRTS



SWEATERS



PANTS



SHORTS



SKIRTS



GYM DAY ONLY



SHIRTS



School Uniform Kids Short Sleeve Interlock Polo Shirt



School Uniform Kids Short Sleeve Tailored Fit Interlock Polo Shirt



School Uniform Kids Long Sleeve Interlock Polo Shirt



School Uniform Boys Short Sleeve Oxford Dress Shirt



School Uniform Boys Long Sleeve Solid Oxford Dress Shirt

SWEATERS



School Uniform Boys Cotton Modal Zip Front Cardigan



School Uniform Boys Cotton Modal Button Front Cardigan



School Uniform Kids Cotton Modal V-neck Sweater



School Uniform Kids Cotton Modal Sweater Vest

PANTS



School Uniform Boys Iron Knee Wrinkle Resistant Chino Pants



School Uniform Boys Iron Knee Blend Plain Front Chino Pants



School Uniform Boys Elastic Waist Pull-On Chino Pants



School Uniform Boys Tailored Fit Blend Iron Knee Plain Front Pants

OUTERWEAR (may be worn in class)



School Uniform Kids Cotton Modal Sweater Vest



School Uniform Kids Full-Zip Mid-Weight Fleece Jacket



School Uniform Kids Lightweight Fleece Quarter Zip Pullover



School Uniform Kids Quarter Zip Pullover



School Uniform Kids Active Track Jacket

SHORTS



School Uniform Boys Wrinkle Resistant Chino Shorts



School Uniform Boys Plain Front Blend Chino Shorts

GYM DAY ONLY



School Uniform Boys Short Sleeve Essential T-shirt



School Uniform Boys Short Sleeve Active Gym T-shirt



School Uniform Boys Long Sleeve Essential T-shirt



School Uniform Kids Crew Sweatshirt



School Uniform Kids Jogger Sweatpants



School Uniform Kids Active Track Jacket



School Uniform Kids Active Track Pants



School Uniform Boys Mesh Athletic Gym Shorts

APPENDIX II

Christian Academy Anti-Bullying Policy

Covenant Christian Academy expects its students to uphold the rights and wellbeing of others. Impinging on the wellbeing of others or violating the rights of others is therefore unacceptable. As a school community, CCA prohibits bullying, physical or verbal assault, hazing, abuse, cruelty, or any sort of harassment (on the basis of race, religion, gender, age, class or disability), and regards such acts as serious discipline offenses. These rules pertain regardless of the medium, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, Web forums or other online sites. In addition, the School will not tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Students knowingly in the presence of these rule violations add support by their presence and may also be held accountable.

Bullying and cyber-bullying are prohibited in our school building, on school grounds, or in school-related activities. Bullying and cyber-bullying are also prohibited on school buses and other vehicles owned, leased or used by the School, and through the use of technology or an electronic device owned, leased, or used by the School. We will investigate promptly all reports and complaints and take prompt action to end that behavior and restore the student's sense of safety.

In addition, bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if the bullying creates a hostile environment at school for a targeted student; infringes on the well-being of a targeted student at school; or materially and substantially disrupts the educational process or the orderly operation of the School.

Statutory Definitions of Bullying

Massachusetts Anti-Bullying Law (signed May 3, 2010) defines bullying as:

“repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.”

Please note that a “hostile environment” exists when conduct is sufficiently severe or pervasive that it materially interferes with a student's educational experience.

Cyber-bullying is defined by the same statute as:

“bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a Web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.”

In addition, the law prohibits retaliation against any person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information pertaining to bullying. “Retaliation” means any form of intimidation or harassment directed against any such person.

Reporting Bullying or Retaliation; Assistance and Support

Students: Any student who feels that he or she or any other student has been the victim of an action of bullying or retaliation is strongly encouraged to report the matter promptly to the Grammar School Principal. Student reports of bullying may be made anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action, up to and including dismissal.

Parents/Guardians: The School urges the parents or guardians of a student who is the target of bullying or of a student who has witnessed or otherwise has relevant information about bullying or retaliation to promptly notify the Grammar School Principal. Furthermore, any parent or guardian who has witnessed or otherwise has relevant information about bullying or retaliation or feels that any student has been the victim of an action of bullying or retaliation is strongly encouraged to report the matter promptly to the Grammar School Principal. Such reports of bullying or retaliation may be made anonymously, although the School is prohibited from taking any disciplinary action against a student solely on the basis of an anonymous report.

Faculty and Staff: All administrators, teachers, and staff—every person who is employed by the School in any capacity—must immediately report any single action of bullying or retaliation that the person witnesses or otherwise becomes aware of to the Grammar School Principal. Faculty and staff may not make reports under this policy anonymously. An employee who knowingly makes a false accusation of bullying or retaliation or who fails immediately to report an instance of bullying or retaliation of which they are aware shall be subject to disciplinary action, up to and including dismissal.

Assistance: The Grammar School Principal is available to assist anyone needing support in reporting bullying.

School Response to Allegations of Bullying or Retaliation

Once any allegation of bullying or retaliation is received, an investigation of the charge will be conducted by the Grammar School Principal and the Administration. The nature and extent of the investigation will depend upon the circumstances. The Grammar School Principal will conduct an impartial investigation of the complaint. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the Grammar School Principal may choose to consult with other teachers and/or the School's health professionals.

Following interviews and any other investigation undertaken, as the School deems appropriate, the Grammar School Principal will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated.

Notification

If the Grammar School Principal determines that bullying or retaliation has occurred, she will take the following actions:

- Notify the parents or guardians of the victim and, to the extent consistent with state and federal law, notify them of any action taken to prevent any further acts of bullying or retaliation.
- Notify the parents or guardians of the alleged perpetrator(s).
- Assess the victim's need for protection and take appropriate steps as necessary to restore a sense of safety for that student.

- Within a reasonable period of time following the determination of bullying or retaliation and the implementation of the remedial and/or disciplinary action, and periodically thereafter throughout the remainder of the year, check-in with the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If additional supportive measures are needed, the Grammar School Principal or designee will work with appropriate school staff to implement those measures immediately.

Response

If the Grammar School Principal determines that bullying or retaliation has occurred, that any other element of the policy set forth in this plan has been violated, or that any other school rule has been violated, the Grammar School Principal will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented.

When necessary, the following steps may be taken:

- Refer perpetrators, victims and family members of such students for counseling or other services as appropriate.
- Take appropriate disciplinary action, which may include any form of discipline that the School imposes for other violations of its rules and policies, up to and including dismissal. It is important to note that stricter standards of behavior may apply under Covenant Christian Academy's Behavior Contract in order that we may prevent inappropriate verbal and/or physical conduct before a student has been subjected to bullying as it is defined under current Massachusetts law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.
- Notify local law enforcement if the Head of School believes that criminal charges may be pursued against a perpetrator. Depending on the nature of the conduct, bullying may involve, for example, the crimes of stalking; making threats; harassment; or making harassing, annoying or molesting electronic communications. In addition, retaliation or threats of retaliation may involve, for example, the crime of witness intimidation.
- Notify the appropriate administrator of another school if an incident of bullying or retaliation involves a student from that school.

The Head of School (in conjunction with the Grammar School Principal) retains final authority in all disciplinary proceedings and decisions at Covenant Christian Academy. In most cases where there are violations of the policy as set forth in this plan, the Head of School (in conjunction with the Grammar School Principal) will retain jurisdiction to make final decisions and carry out remedial action without resort to the school's disciplinary system.

For all reports of bullying or retaliation, the Grammar School Principal will keep a file of the report, the investigation, and any steps taken in response to a finding of bullying or retaliation.

Notification and Training

The School will provide written notice of this plan to students and parents/guardians at least annually. Relevant portions of the plan will be included in the Student Handbook.

The School will provide training on this plan for all faculty and staff at least annually. The training at a minimum will include a review of the reporting obligations for all faculty and staff and the processes that the School will follow in response to a report of bullying or retaliation. The plan will be included in the employee handbook.

Reviewing and Updating This Plan

The plan will be updated at least once every two years. In connection with that update, the Head of School will be responsible for reviewing the plan, reviewing the file of reported incidents of bullying or retaliation in at least the preceding two years, and undertaking such other steps as may be appropriate to evaluate the effectiveness of this plan and the School's compliance with the plan and any laws or regulations relating thereto.

Conclusion

This plan is intended (1) to prevent bullying or retaliation among our students, (2) to encourage students and their parents to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other school policy; and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

XI. STANDARD RESPONSE PROTOCOL & ALICE PROTOCOL

Covenant Christian Academy employs the ALICE protocol, in conjunction with Raptor Technologies, in response to and management of all safety and security issues on campus. Covenant has also adopted The "I Love U Guys" Foundation's Standard Response Protocol. This protocol adds clarity to incident responses which may or may not include evacuation.

Please read the information below, paying special attention to the Parent Response section, as that governs the response of our parent community to each incident. Strictly adhering to the Parent Response ensures that our campus is free and clear for first responders, lines of communication are open, communication is accurate, and our student reunification process is efficient.

The last section contains information pertaining to our grade-level ALICE training.

Standard Response Protocol

The Standard Response Protocol describes Covenant's response protocol in 5 ways, with each triggered through Raptor:

1. Hold
2. Secure
3. Shelter
4. Lockdown
5. Evacuate

Hold

Used when it is deemed unwise for students to be in the hallways. For example, a contractor performing work at CCA suffers an injury and requires medical attention. We want to clear the hallways to shield children from the injury and give first responders as much room as necessary to respond.

CCA Response:

- Students clear the hallways and remain in their area or room until "All Clear."
- Within classrooms it is "business as usual."
- Students are accounted for by the teacher through Raptor.
- An email to Parents will be sent that afternoon communicating the reason for the "Hold," with as much detail as we can provide.

Parent Response:

- If you want to dismiss your child, you will have to wait until the "Hold" is released..

Other than first responders, no one is allowed to enter or exit the building during a "Hold." Again, the purpose of this is to shield students from the incident and allow clear passage for first responders.

Secure

Used when there is a situation outside of the building, such as a traffic accident, or medical emergency. Similar to "Hold," the intent is to shield students from a particular situation occurring outside of the building.

CCA Response:

- All students return inside the building.
- Business as usual, including passing periods.
- An email to Parents will be sent that afternoon communicating the reason for the "Secure," with as much detail as we can provide.

Parent Response:

- If you want to dismiss your child, you will have to wait until the "Secure" is released.

Other than first responders, no one is allowed to enter or exit the building during a "Secure." Again, the purpose of this is to shield students from the incident and allow clear passage for first responders.

Shelter

Used to respond to a weather event such as severe storm, tornado, Hazmat.

CCA Response:

- Evacuate to shelter area as determined by Covenant.
- Students are accounted for by their teacher using Raptor.
- Remain in the shelter area until "All Clear."
- Most likely, an email to Parents will be sent that afternoon communicating the reason for the "Shelter," with as much detail as we can provide.

Parent Response:

- No specific response protocols. If any special response is necessary, for example changes to dismissal times/process/location, that will be communicated by Covenant.

Other than first responders, no one is allowed to enter or exit the shelter area or building during "Shelter."

Lockdown

Used as part of Covenant's ALICE protocol in response to a threat of violence inside of the school building.

CCA Response:

- Every classroom and office is locked, blinds drawn, lights turned off.
- First responders are notified.
- Faculty and students accounted for using Raptor.
- CCA Community Communication:
 - An alert will be sent as soon as possible, with as much information as is responsible, via Covenant's "Parent Alert." This is the same system we use to communicate a delayed opening, or school cancellation.
 - Continue to pay attention to those alerts as that will be the primary means of communication with our Parent community during an incident.

Parent Response:

- Do not call the school
- Do not come to the school
- We realize that everything in you will want to call the school and arrive at the school, but we must keep the school phone lines clear and campus clear for first responders.

Other than first responders, no one is allowed to enter or exit the building during "Lockdown."

Evacuate

Used to move faculty and students away from the building and off campus to one of our two reunification sites.

CCA Response:

- In any and all evacuation situations, students are directed to travel to one of two evacuation sites, where we will conduct student reunification with Parents. Maps of each location are provided below.
 - Primary Site: Community Covenant Church – 33 Lake Street, Peabody
 - Secondary Site: West Church – 27 Johnson Street, Peabody
- Secondary site used only if Primary site is unavailable.
- Parent Alert will contain information as to which site students are located at.
- Students are accounted for through the Raptor system.

Parent Response:

- Travel to the evacuation site noted in Parent Alert to be reunified with your student.

Covenant Reunification Process:

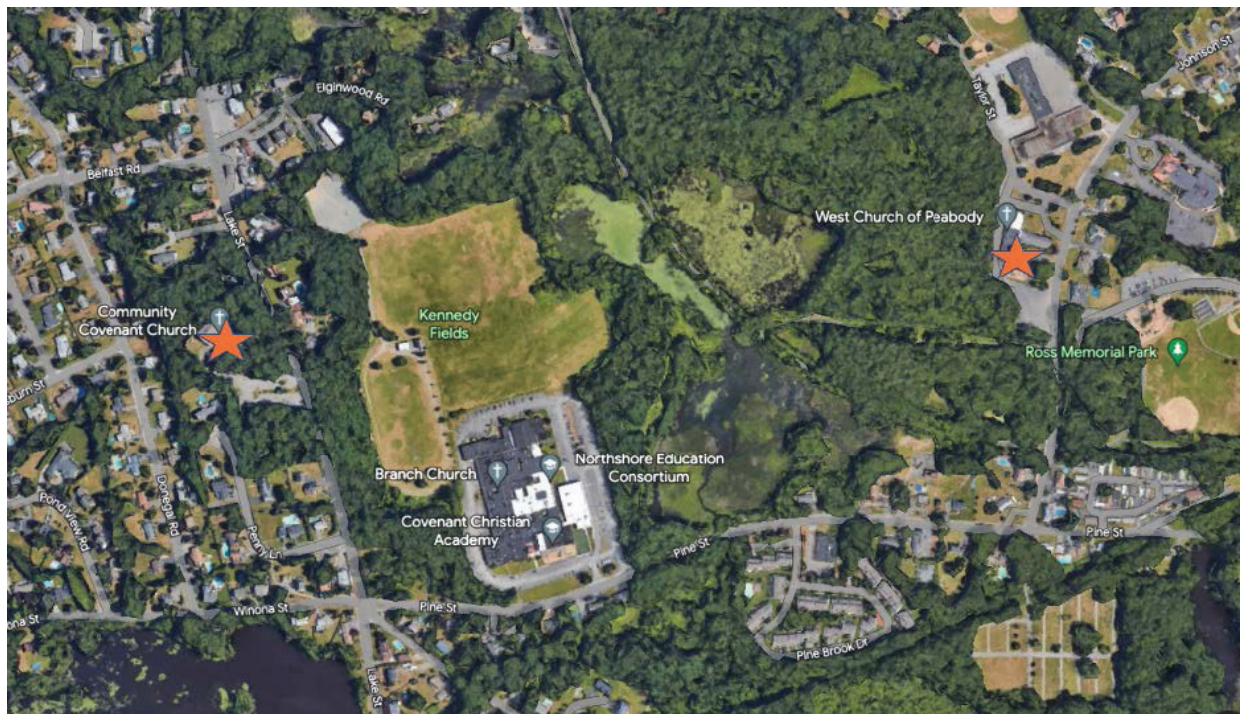
Used to reunite students with Parents after an incident which necessitated evacuation from school and campus.

- ***Please note, anyone on the approved driver list is able to pick-up.***
- Process is facilitated through the Raptor system, with a backup system in place should the Raptor system be unavailable.
- Upon arriving at reunification site, Parents should:
 - Move to the area designated as “Parent Check-In.”
 - Have photo identification ready to present.
- After check-in, Parents will be escorted to the “Parent Holding Area” area where they will await reunification.
- Parents and students will then be reunified in a “Parent/ Student Reunify Area” where
- Parents must show photo identification again and will sign as proof of reunification.

Both of Covenant’s reunification sites are equipped with WiFi, signage, backup communication devices, backup systems for manual processing, first aid kits, water, and snacks for students. As quickly as we can mobilize, we will also have first responders and trained trauma specialists available.

Our effort and aim is to create as orderly and efficient of a process as possible, with students and parent support available. Parents can partner with Covenant by following this process and not subverting it, as that will cause confusion and potential delays reuniting families.

Evacuation and Reunification Locations



Additional Resources:

The “I Love You Guys” Foundation: <https://iloveguys.org/>

ALICE Navigate 360: <https://www.alicetraining.com/our-program/alice-training/k12-education/age-appropriate>

Grade-level ALICE Training

Please remember, the goal of Covenant's drills and training is not to incite fear, but instill confidence. Covenant draws its training from multiple sources and in conjunction with Peabody Police Department, to create age-appropriate training which informs, equips, and empowers.

PreK - 6th Grade Training:

- Goal of this age-level training is to reinforce how important it is to listen to their Teacher's instructions in the event of an emergency and give them an overview of an evacuation to familiarize them with the process.
- Training will be age appropriate by grade.
- There is no incident-level detail (i.e. "active shooter") covered.
- The initial training will be classroom instruction and subsequent drills will have the same look and feel of our traditional lockdown drill and fire drill.
- Similar video to the training: <https://www.youtube.com/watch?v=f1dBrGZDU0>

7th - 12th Grade Training:

- Goal of this age-level training is to reinforce how important it is to listen to their Teacher's instructions in the event of an emergency and give them a detailed overview and working knowledge of the ALICE protocol.
- Incident-level detail (i.e. "active shooter") is used as it pertains to the ALICE protocol.
- Students at this age-level play a role in the employment of ALICE and, in the event of an incident, may be required to make life-saving decisions.
- Training does not include any graphic images or discussions.
- Select students will participate in an initial, instructive drill which illustrates the components of ALICE in our small gym, in front of the USLR. Mock perpetrator will be dressed as the Covenant Cougar "Nikos," and have a blue Nerf gun. The purpose of the drill is to involve the audience of students, add levity to a difficult subject, and see the ALICE protocol acted out.
- Subsequent drills will have the look and feel of traditional lockdown and fire drill, but will reinforce ALICE protocols through teacher instruction during the drill.

OUR STATEMENT OF FAITH

There is one God, the Creator and Sustainer of all things, infinite in being and perfection. He exists eternally in three Persons: the Father, the Son, and the Holy Spirit, who are of one substance and equal in power and glory.

The sixty-six canonical books of the Bible as originally written were inspired of God, hence free from error. They constitute the only infallible guide in faith and practice.

Man and woman, created in the image of the Triune God, through disobedience fell from their sinless state when tempted by Satan. Their rebellion plunged the entire human race into a state of sin and brought upon it the condition of spiritual and eternal death from which salvation comes only by the grace of God, through faith, on the basis of the work of Christ and by the agency of the Holy Spirit.

The eternally pre-existent Son was conceived by the Holy Spirit and was born of the Virgin Mary as Jesus Christ, in whom divine and human natures were united in one Person, both natures being whole, perfect and distinct. To accomplish salvation, He lived a sinless life and died on the cross as the sinner's substitute, shedding His blood for the remission of sins. On the third day He rose bodily from the dead. He ascended to the right hand of the Father where He performs the ministry of intercession. He will come again, personally and visibly, to complete His saving work and to consummate the eternal plan of God.

The Holy Spirit is the third Person of the Triune God. It is He who regenerates all who believe in the saving work of Christ. By justification, He gives believers a right standing before God: by sanctification He enables them to live a holy life: by glorification He brings to perfection the work of salvation in them.

God wonderfully and immutably creates each person male or female. These two distinct, complementary genders together reflect His image and nature. God established marriage as a lifelong, exclusive relationship between one man and one woman and therefore all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin.

Those who have repented of sin and turned to God with childlike faith in the Lord Jesus Christ are accountable to God to live lives characterized by hatred of sin; to exhibit the fruit of the Holy Spirit; and to contribute by word and deed to the universal spread of the Gospel.

At the end of the age the bodies of the dead shall be raised. The righteous will enter into full possession of eternal bliss in the presence of God, and the wicked will be condemned to eternal death.

Challenging Minds in the Classical Tradition.

Discovering Talents in Every Student.

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