



**COVENANT**  
CHRISTIAN ACADEMY



*"...whatever you do, do all to the Glory of God." 1 Corinthians 10:31b*

# **UPPER SCHOOL OF LOGIC AND RHETORIC**

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.

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*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 schooladministered 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 HEAD OF SCHOOL

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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 know 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 provides our students and their parents with an understanding of the Upper School of Logic and Rhetorics' policies and procedures. These policies were developed over many years and while some elements are subject to periodic change to reflect changes in personnel, cultural trends and student needs, the essence of our program remains the same as originally established and intended by Covenant's founders. 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,

*David K. Anastasi*

David K. Anastasi  
Head of School

## SCHOOL CONTACT INFORMATION

<b>Main Office Phone Number</b>	<b>978-535-7100</b>
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## SCHOOL HOURS

Monday through Friday

Office Hours: 7:30am-5:30pm

Classes Begin: 8:00 am

Classes End: 2:45 pm

Extra Help: 2:55-3:25 pm

Athletics: 3:25-5:30 pm

*(Athletics end time will vary based on sport, level, and game schedule)*

## GENERAL CLASS SCHEDULE

8:00–8:45 am	Period 1
8:50–9:35 am	Period 2
9:40–10:00 am	Homeroom / Break / Advisory
10:05–10:50 am	Period 3
10:55–11:40 am	Period 4
11:45–12:30 pm	Period 5
12:35–1:05 pm	Lunch
1:10–1:55 pm	Period 6
2:00–2:45 pm	Period 7
2:55–3:25 pm	Extra Help
3:25pm	Athletics

## 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.



## ADMINISTRATION

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## RIGHT TO CHANGE POLICY

The Covenant Christian Academy Upper 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 USLR Office.

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# **I. ACADEMIC INFORMATION**

In order to receive maximum benefit from the college preparatory education at CCA, students should be attentive and responsive in the classroom. They should plan to study outside of class each evening and in some cases on weekends. Students who discipline themselves to study, and develop the skills to focus and work independently are likely to be successful at CCA and later in college. Following Paul's injunction in Colossians 3:23 "Whatever you do, work at it with your whole being, for the Lord and not for men." CCA expects students to give their school work their best effort as if they were doing it for the Lord.

## **ACADEMIC RECORDS**

Academic records shall be kept on each student and are available for certified staff. Parents may request to review their child's academic records with an Administrator. The records shall contain report card copies, standardized testing scores, and applications.

## **ACHIEVEMENT TESTING**

Achievement tests provide a useful source of information that is helpful in determining individual as well as group needs. Covenant Christian Academy utilizes the following nationally normed test to give students a scale to evaluate their academic achievement on a national level.

**PSAT:** The PSAT is taken by all sophomores and juniors each year as preliminary training for the SAT. The PSAT is also used to select junior students for National Merit Scholarships; thus it is not only helpful practice, but for the bright or gifted student who does well, it can be a means of obtaining recognition for college scholarships.

**SAT AND ACT:** The SAT and ACT tests are college entrance exams. The SAT is offered at our school, and information concerning test dates, locations, and application forms are made available to each junior and senior. Students in the 11th and 12th grade are strongly encouraged to take the SAT and/or ACT both years.

**CLT:** The CLT is a newer college entrance exam specifically designed for students that have been classically educated. While not widely accepted yet, the test is accepted at many Christian and Liberal Arts Schools. For certain students, this may be a good alternative option to the traditional SAT and ACT.

**AP TESTING:** AP (Advanced Placement) exams are offered in various subjects every May. Students enrolled in AP courses are automatically registered for the corresponding AP Exam. AP exam fees are the responsibility of the student and will be collected following the administration of the test. If a student opts to not take an AP exam, they will be charged a re-stocking fee for the exam. Additional AP Exams may be offered by request for an administrative fee of \$150. Registration for the exams occurs in the fall. Students who show advanced aptitude in subjects for which AP tests are available may be encouraged to take that AP Exam, despite not taking an AP class.

## **DETERMINING COURSE GRADES**

The Upper School at CCA grades by the semester. Progress reports are issued halfway through each semester, but semester grades are cumulative. The only quarter grades issued by Covenant are for seniors who will receive quarter grades for Terms 1 and 3 for the purposes of early college applications and graduation honors.: Final Course Grades are determined by the following: 45% semester 1, 45% semester 2 and 10% final exam For those courses without a final exam, semesters 1 and 2 will count as 50% each towards the final grade.

## **ACADEMIC CONCERNS**

Academic Concern reviews will be conducted at the end of every term by the Dean of Academics. Students who meet the expressed criteria will be notified and a letter will be sent home outlining both the action steps and potential consequences if measurable improvement is not made by the next review deadline (9 weeks later). While failure to meet the requirements of one category can result in being moved to the next (see consequences), a student can land in the academic warning or probation category directly if their grades warrant it.



**ACADEMIC WATCH:** This designation is intended to highlight a concern about academic performance in order to put some basic action steps in place for students struggling academically. Once placed on Academic Watch, the designation will not be removed until the semester is over and the grades have improved.

**Condition:** GPA below a 2.0 for a semester or recommended by Dean of Academics

**Probable Actions:** Parent meeting, scheduling extra help, increased communication from teachers

**Consequence:** If improvement not noted over the semester, student moves to Academic Warning category.

**ACADEMIC WARNING:** Students who are failing a course at the progress report mark (Terms 1 and 3) will be placed on Academic Warning. This designation is a step up from the watch category and is for those failing a course at a progress report term (terms 1 and 3). Once placed on Academic Warning, the warning status cannot be removed until the semester has been completed without any failing grades. If at the end of the semester a student continues to have a failing grade, they will be placed on Academic Probation. At that time, a written letter detailing failure and probation policies will be sent to the parents.

**Condition:** Failing grade in one class at the progress report mark

**Probable Actions:** Those listed above plus recommendation for tutoring, both internal and external.

**Consequence:** There must be at least nine weeks of review, during which the student remains on warning.

If the failing grade does not improve by the end of the semester the student will be put on Academic Probation.

**ACADEMIC PROBATION:** Academic Probation is a serious situation for those students who have already been identified under other academic concern categories OR find themselves suddenly failing multiple classes for some reason. After nine weeks on Academic Probation a full review will be conducted by the administration and grade level teachers. This process will include a review of grades, motivation, personal circumstances and general progress to determine whether or not to extend probation, remove probation or to separate the student from CCA.

**Condition:** Failing multiple classes at progress report mark (terms 1 and 3), failing one or more classes at the end of any semester, or consistently low performance resulting in a cumulative GPA below a 2.0.

**Probable Actions:** Those listed above plus bi-weekly tracking by the Dean of Academics. Also, possible removal from extra-curricular activities and/or leadership responsibilities as deemed appropriate by the administration. These prohibited activities could include: athletics, fine art performances, and student leadership positions.

**Consequence:** If the grade/GPA is not improved by the date set by the Dean of Academics, the student's status will come under review. If the student fails one or more classes at the end of the nine weeks which he is on Academic Probation, he could face separation from the school for poor academic performance. A parent meeting will be set to review student performance and to discuss options for moving forward.

On occasion, a student may be accepted to CCA under one of these Academic Concern categories. This is done when reservations exist about the student's ability to perform well at our school. Sometimes this is because of low test scores, poor past performance, or special learning issues. If accepted under one of these categories, the student will have 9 weeks to demonstrate an ability to be successful with the CCA curriculum (a GPA over 2.0).

Once a student has successfully demonstrated this ability, they will be removed from the academic concern status.

**ACADEMIC FAILURE:** A grade of 60 or better is required for passing. For year-long courses, the student passes for the year if the second semester grade, when averaged with the first, results in a year average of 60 or above. Students with a final course grade below 60 in any class (semester-long elective or year-long course) will not receive credit for that course.

In the Rhetoric School, students who have failed three or more classes during a school year will not be permitted to return to CCA. Students who have failed one or two classes may be permitted to return on Academic Probation. With permission from the Dean of Academics, summer school make up can be scheduled at a public high school. However, under no condition will permission be granted to make up more than three credits during the four years of Rhetoric School through summer school course work.

## **AWARDS - END OF YEAR RECOGNITIONS**

At the end of every academic year Covenant holds an Awards & Moving Up ceremony to celebrate the many accomplishments of our students throughout the school year. Awards are given out to recognize student achievement in academics, athletics, fine arts, community service and leadership. At each grade level awards are given in three academic discipline areas (Humanities, Math & Science, and Latin) and two co-curricular areas (fine arts and athletics) at two levels: Outstanding Achievement and Distinguished Effort. Awards are also given to the student in each grade with the highest grade point average for the school year (not multi year cumulative).

Covenant also grants several Major School Awards including:

**The Timothy Award:** This Christian Character award in the Logic School is awarded to an 8th grade student who stands out for his or her strong faith, commitment to prayer, love of worship, and love for the Word of God. Like Paul said to Timothy, "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity."

**The Citizenship Award:** This is awarded to a male and female student in both 7th and 8th grade who consistently display many of the virtues listed in the CCA Portrait of a Graduate as they seek to make the Logic School a better community for all.

**The Azadian Award:** This award is named in recognition of Mrs. Kathy Azadian, Covenant's founding Athletic Director and former Dean of Students, and is given to one student in each Rhetoric School grade that has exemplified the following characteristics:

- School Community Builder — a person who is a strong positive influence on the culture of his or her class and school.
- A person who chooses to be deeply involved in the life of the school and helps others get involved as well — someone who pulls others in.
- A person who jumps in to serve, in the context of the school, to help make events successful.
- A person who champions the vibrant life and Christian values of CCA.

**The Leadership Award:** This award is given to one graduating senior in the Rhetoric School for high quality and demonstrated leadership during their Rhetoric School career.

**The Mauer Award for Comprehensive Excellence:** This award is named in recognition of Mr. Geoffrey Maurer, the founding Dean of Covenant's Rhetoric School, and is given to one graduating senior in recognition of demonstrated, well rounded, and humble excellence characterized by godliness, maturity, and trustworthiness during their Rhetoric School Career.

**Excellence in Visual Fine Arts:** This award is given to one senior in the Rhetoric School in recognition of outstanding and consistent excellence in the Visual Fine Arts during their Rhetoric School career.

**Excellence in Performing Fine Arts:** This award is given to one senior in the Rhetoric School in recognition of outstanding and consistent excellence in the Performing Fine Arts during their Rhetoric School career.

**Coaches Cup:** This award is given to two graduating seniors, one female and one male, for their leadership qualities in athletics, work ethic, high skill level in their sport, and good sportsmanship throughout their Rhetoric School career.

**Cougar All-Star:** This is awarded to any graduating senior that was a 3-season athlete on Covenant Althea teams, all 4 years of Rhetoric School.

**Ovation Award:** This is awarded to any graduating senior that participated in three performing groups every year (both semesters), all 4 years of High School. Eligible groups are Concert Band, Jazz Band, RS Chorus, RS Select Chorus, Worship Band, and Theatrical Performances. Additionally, the Director of Fine Arts may credit a student with one portion of eligibility due to exemplary "above and beyond" service behind the scenes to the Fine Arts department.

*\*Administrators reserve the right to give Major Awards to more than one recipient if it is deemed necessary.*

## **CLASS RANK**

Class Rank for seniors is determined by cumulative GPA earned at CCA and is used to determine Valedictorian and Salutatorian at the end of the third term (the middle of Semester 2). Graduation Honors for graduating seniors are also calculated at the end of the third term.

For the purpose of a year-end academic award, Highest GPA in each class (grades 7-11) is also determined at the end of the third term, but for that specific year only (this is not a cumulative measure).

## **COLLEGE COUNSELING**

Covenant is devoted to making sure our students have the information, resources, and guidance necessary to make well-informed decisions about their future academic pursuits. We know the process of researching and applying to college in high school may seem like an overwhelming task to students and their families. Our goal is to make this process as seamless as possible by providing ample counseling and support.

At Covenant, we believe that the goal of the college search and admissions process is to find an excellent match between students and their chosen post-secondary institution. The process of discovering what makes a “match” includes student self-discovery, identification of personal strengths, interests, and God-given abilities. It is our goal that as students discover these interests and abilities, they are also able to connect them with an undergraduate program that best suits their individual needs. We provide students with a developmental college guidance model that allows them to explore their interests and research post-secondary programs that align with their own, culminating in the college application process. Students, parents, and the College Guidance Counselor work together to make the complex decisions involved in launching a successful college career. We are committed to partnering with your family as you navigate this process and to supporting students in choosing the best fit college or university for the next stage of their academic career.

We employ a variety of tools and methodologies to assist in this process. The College Counselor meets with each student individually throughout his/her career in the Rhetoric School, with specific planning meetings in the junior and senior year. We also host regular college visits on campus by highly regarded institutions. We point students and their families towards a wealth of online written and video resources, and recommend informational workshops, college fairs, and seminars. Juniors take a “College Guidance” course. This course meets for one period per week and focuses on understanding the language of college admissions, standardized test preparation, college essay writing, Naviance training, resume writing, and interview training. The course offers a wealth of practical knowledge about how to succeed in the college admissions process. It is our sincere hope that the process of researching and selecting a college for your student will be a positive one. We look forward to partnering with you during this process. (*see College Developmental Guidance Model on next page*)

## **COLLEGE TESTING**

The PSAT/NMSQT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a great primer for the SAT. PSAT scores are used to identify National Merit Scholars and award merit scholarships. CCA offers the PSAT 8/9 to Grade 9 and the PSAT to grades 10/11 in the fall semester.

The SAT, Scholastic Aptitude Test, is one of the primary college entrance tests offered nationally. Juniors are encouraged to take the SAT in the spring of their Junior Year and fall of their Senior Year. Often the exam administration is hosted on the CCA campus, usually on a Saturday morning. The ACT exam is an equally recognized and regarded college entrance exam. Students are encouraged to explore the option of taking the ACT in addition to or in lieu of the SAT. Students will learn about the benefits of each exam and discuss an individualized plan for testing with the College Counselor.

### **College Developmental Guidance Model:**

#### **Freshmen will:**

Transition to the Rhetoric School and challenging honors-level academics.

Focus on study skills and accessing resources for extra help.

Build relationships with teachers, advisors, and peers.

Join councils, clubs, athletics, fine arts, and other extracurricular involvement.

Receive guidance on course selection for sophomore year based on teacher recommendation and administrative approval.

**Sophomores will:**

Focus on study skills and rigorous honorslevel coursework.  
Build relationships with teachers, advisors, and peers.  
Access resources like peer tutoring, extra help, and enrichment opportunities.  
Continue involvement in extracurricular activities.  
Meet with visiting college admissions representatives.  
Take the PSAT 10 for practice and to look for trends in score data.  
Receive guidance on course selection for junior year based on teacher recommendation and administrative approval.

**Juniors will:**

Continue community involvement, rigorous academics, and teacher relationships.  
Meet with visiting college admissions representatives.  
Attend college fairs.  
Take the PSAT/NMSQT in the fall.  
Create a Khan Academy SAT practice account using PSAT scores.  
Take College Guidance course throughout the year.  
Spring of junior year, take SAT and/or ACT.  
Meet with the College Counselor for the junior college planning meeting.  
Begin self-assessment work on Naviance.  
Use college and career planning resources on Naviance.  
Make campus visits, build preliminary college lists.  
Prepare for the application process.  
Invite parents to attend a college planning seminar.

**Seniors will:**

Continue community involvement, rigorous academics, and teacher relationships.  
Invite parents to attend Financial Aid seminar.  
Meet with the College Counselor for the individual senior planning meeting.  
Fall of senior year, take the SAT and/or ACT again as needed.  
Finalize college application lists.  
Compile application materials: Transcripts, Letters of Recommendation, School Forms, Resume, College Essay.  
Submit College Applications.  
File the FAFSA.  
Make campus visits.  
Apply for scholarships.  
Make their college decision!

**EXAMS AND REVIEWS**

Students in grades 8-12 take only final exams beginning in the 2023-2024 academic year. While these exams are demanding, they are valuable learning experiences. Not only is the discipline of preparing for these exams beneficial in developing and reinforcing study skills, the preparation also serves as a review of material previously learned.

**Final Exam Review:** At minimum, two class periods for review will be provided prior to final exams. Teachers will provide a review sheet containing information about test format and content that will assist students in their study for the exam.

**Rhetoric School Exams:** Final exams are mandatory for all high school students in core courses. They may also be given, at the teacher's prerogative, in elective courses. While the actual form of the exam is left up to the teacher's discretion, the exam is intended to be comprehensive in skill and theme and weighted heavily in content for semester two. Any material covered in class could be considered appropriate for inclusion on the semester exam; however, the exam will focus on the most important elements that make up the course curriculum and those points which have been stressed during class lectures and discussions.

**Logic School Exams:** Logic School Exams and Tests: Students in grades 7 and 8 will be on the same exam week schedule as the Rhetoric School though they will have a different set of tests/exams depending on grade.

Grade 8—Students in eighth grade will take three final exams. They will take one two-hour exam each exam day and have a study hall for the second exam block.

Grade 7—Students in seventh grade will follow the same exam week schedule as the rest of the USLR but will use those blocks for taking 1 hour unit tests, followed by a study hall for the next test.

No exams will be given prior to the scheduled date. Exam dates are posted on the school's calendar at the beginning of each year. Parents should plan accordingly and make sure that family vacations and trips do not interfere with these posted dates. Students are required to take exams on the date and time scheduled unless they are ill. Students failing to take an exam for reasons other than illness or family emergencies will not be allowed to make up the missed exam.

Seniors in their last semester of school may be exempt from certain exams. See Senior Privileges for details.

**Unit Tests:** Subject tests will be given at the discretion of the teacher to evaluate students' understanding and mastery of a unit of instruction. No more than two tests per grade level may be given in one academic day. An internal test calendar will be used by teachers to ensure only two tests are given per grade level in an academic day.

There could be circumstances that arise where more than two tests must be given in order to accommodate a student's need or the school's schedule. In such cases, permission to give more than two tests per day must be received from the Dean of Academics.

### **EXTRA CREDIT**

Teachers may decide whether or not extra credit points may be earned in their classes. The following guidelines will apply for those classes where extra credit points may be earned:

Extra credit points cannot exceed 5% of the total points possible in any given grading period.

Extra credit points may only be applied while a semester is underway. There can be no extra credit points earned once grades have been posted.

### **EXTRA HELP**

An Extra Help time for students to meet with individual teachers in their classrooms is included in the daily schedule. Immediately after school (from 2:55 - 3:25 pm) teachers who do not have other assigned responsibilities will be in their classrooms and available for student Extra Help. Teachers may require students to attend Extra Help if the teacher deems such a meeting will be academically beneficial. Students are encouraged to use the Extra Help time when teacher assistance is needed.

### **FIELD TRIPS**

The educational program shall include student class excursions and trips under the supervision and instruction of teachers to museums, art galleries, and other places of interest and importance, which, in the opinion of the Dean of Academics, may enhance the educational experience for CCA students. The Dean of Academics shall approve the place to be visited and the method of transportation prior to the announcement of any field trip. All such trips will require the prior written consent of the parents of each student attending. A field trip information sheet containing all necessary information should be sent home with students one week prior to the field trip.

If school transportation is not available to accommodate all of the students, the permission slip will also be used to request parent volunteer drivers, and to determine with whom the student may ride. Students may drive only if they have obtained permission in advance. Students are to return to school in the same vehicle in which they departed, unless arrangements were made beforehand with the sponsoring teacher.

All parents volunteering as chaperones on field trips must fill out the Volunteer Application and consent to a criminal history background check (CORI) and submit them for review to the Main Office. All volunteer drivers must show proof of a valid driver's license, insurance and consent to a driving record check before transporting students. This information will be required to be verified by the Main Office prior to any volunteer participating in a school sponsored field trip or activity.

**No student is to be released to anyone other than his or her parent or guardian unless prior written consent, with a parent or guardian's signature, has been submitted. (This release applies to field trips where a student desires to leave early with a friend or another parent without prior written consent.)**



## **GRADE SCALE**

All grades are recorded as letter grades on the report card and transcripts. Grade Point Averages (GPA) are recorded on a 4.3 scale. Points are earned for each class completed and given a letter value based on the scale listed below:

Letter Grade	Grade Points	Numerical Grade	Letter Grade	Grade Points	Numerical Grade
A+	4.3	99-100	C+	2.3	77-79
A	4.0	93-98	C	2.0	73-76
A-	3.7	90-92	C-	1.7	70-72
B+	3.3	87-89	D+	1.3	67-69
B	3.0	83-86	D	1.0	63-66
B-	2.7	80-82	D-	0.7	60-63
F	0.0	0-59			

## **GRADE POINT AVERAGE**

The grade point average (GPA) is calculated at the end of each semester grading period and is published on the student report card and official transcript.

### **Grade Point Average Weighting**

CCA currently weights the GPA for AP classes only. For Advanced Placement courses a weighted increase of 0.7 will be added to the grade in the class, so a C+ would become a B. Both the letter grade and the GPA will reflect the weighted increase. AP students with any grade in the D-range or below will not receive a weighted increase. Our student management system, Veracross, is programmed to automatically calculate this change so the grade posted on the report card is the student's final grade.

### **Class Weights and GPA Calculation**

Classes are weighted differently based on the number of hours spent in the class.

- For a semester long class that meets four times each week, the "weight" is 0.5.
- For a semester long class that meets two times each week, the "weight" is 0.25.
- For a semester long class that meets once each week, the "weight" is 0.125.
- For a year long class that meets four times each week, the weight is 0.5/semester and 1.0 for the year
- For a year long class that meets two times each week, the weight is 0.25/semester and 0.5 for the year.

An A in a class that is weighted 0.5 has greater value in the calculation of the GPA than an A in a class with a weight of 0.25 or less.

### **Calculating the Cumulative GPA**

In order to calculate the cumulative GPA you must take the GPA earned for each class and multiply it by the credit assigned to that class. Once you have done this for all classes, add the resulting numbers together. Divide this total by the total credit hours. This gives you a cumulative GPA that is weighted according to the credit assigned to each class.

### **Pass/Fail Classes and GPA Calculation**

If a class is pass/fail (P/F), the student receives academic credit for the class, but it does not contribute to the GPA calculation.

### **Transfer Credits and GPA Calculation**

If a student transfers to CCA from another school, or is home schooled, CCA will accept the relevant credits, they will be included on the student's transcript and will count toward meeting the Diploma Credit requirements. However, transferred credits are not included in CCA's cumulative GPA calculation.

## **GRADUATION – DIPLOMA RECOGNITION**

Academic accomplishment is recognized on Covenant Christian Academy diplomas. This recognition is based on the cumulative grade point average of the student at the end of term 3 senior year, as identified below:

Summa Cum Laude: 3.90 or above    Magna Cum Laude: 3.70 – 3.89    Cum Laude: 3.5– 3.69

## **GRADUATION REQUIREMENTS**

To graduate from Covenant Christian Academy, a student must meet the minimum graduation requirements and spend at least their entire senior year at CCA or have special permission from the Head of School and the Board of Directors. Students

must pass all required classes (including the presentation and defense of a Senior Thesis in Rhetoric II) in order to graduate.

### **Credits Required for Diploma:**

Rhetoric and Senior Thesis (1.5)

English (4.0)

Bible (3.0)

History (4.0)

Science (3.0)

Math (4)

Latin/Language (3.0)

Fine Arts (1.5)

Phys. Ed (1.0)

**Total Credits = 25**

## **HOMEWORK**

Homework is an important part of the total educational process and is assigned as deemed necessary for learning.

Of course, class loads and student abilities vary, but the outline of homework load as defined below is an appropriate expectation for an average student attending a college preparatory school. Keep in mind that if a student is taking Advanced Placement classes her homework load will increase based on the number of these courses taken.

### Grades 7 & 8

- 20 minutes per night per class for Grade 7; 25 minutes per night per class for Grade 8.
- Homework will be assigned Monday – Thursday.
- Teachers will attempt to minimize the homework and assessments due on Mondays.
- No homework will be assigned over scheduled holiday breaks.
- Long-term projects will be assigned at least two weekends prior to due date.

### Grades 9 – 12

- 30 minutes per night per class
- Students taking an Advanced Placement (AP) course should expect an additional 30 minutes per night per AP course taken.
- Homework can be assigned Monday – Friday.
- We will make a reasonable effort to minimize homework expectations over major holiday breaks.

CCA desires to be supportive of the Christian home; an effort is made to keep homework balanced with family and church activities. Therefore, the work for the following week will be posted on Google Classroom each Monday. This will allow a student to schedule her time and provide balance with family, church, and school. Test dates, projects and papers will also be listed on Google classroom but will be listed more than a week ahead.

All homework is expected to be the individual work of the student. Copying homework is a form of cheating and will be considered a Major Indiscretion. (See Plagiarism, Page 43)

In case of an excused absence, students are permitted time to make up assignments that were assigned when absent.

However, major projects and research papers that are assigned days or weeks in advance should be turned in on or before the due date in order to receive full credit even in the event of an excused absence. (See Make Up Work Policy)

## **HONORS AND ADVANCED PLACEMENT (AP) CLASSES**

We believe the curriculum, instruction, and expectations of students here at CCA are best aligned with the designation of honors or advanced courses. We offer only one academic track for our core classes, all of which are taught at a rigorous honors level of instruction and workload. We currently offer seven AP classes that complement this rigorous core curriculum - AP World History, AP US History, AP Physics, AP Calculus, AP Latin, AP Biology and AP Studio Art.

Advanced Placement courses must be approved by the College Board; when they are approved they will have “AP” in the title of the course and qualify for a 0.7 GPA boost. AP classes are designed to be college level classes and carry the expectation of more homework (45-60 minutes per day). The Mock AP exam given in school in late April or early May is a 3-hour exam and will count as the student’s final exam in that course. The student will be expected to take the “national” A.P. exam unless advised not to by the teacher. A.P. courses are our most demanding courses and reserved for juniors and seniors (with the

exception of high achieving sophomores recommended to take AP World History). A student must have a B or better in a class in the same discipline taken the year before to be considered for enrollment in an AP class. Students who successfully complete an AP course receive an additional .7 weight on their GPA.

Of note, many students choose to sit for additional AP exams based on their learning in other core classes even though the explicit AP course is not offered at our school. These exams require the student paying a sitting fee of \$150. Students who opt to take an AP class through a College Board approved online provider must contact the Dean of Academics with this information before the start of the academic year in order to receive credit for this course. In such a case, the AP course will be listed on the transcript, but as the course is taken from instructors outside of CCA, the grade will not be calculated as part of the semester or cumulative GPA.

## **HONOR ROLL**

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted at the end of each semester grading period. The following are the two categories that are used in the Upper School of Logic and Rhetoric.

- High Honor Roll GPA of 3.7 or above
- Honor Roll GPA of 3.5 or above

## **INCOMPLETE ASSIGNMENTS**

An Incomplete ("I") may be recorded on a report card when a student has excused absences within the last two (2) weeks of the grading period. An extension of the number of excused absences into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero (0) for any missing assignments.

## **LEARNING DIFFERENCE – ACCOMMODATIONS**

In order for a student to receive a classroom accommodation such as extended time on tests and quizzes, current educational documentation (cognitive ability testing and achievement testing) and/ or current medical documentation must be on file. Current documentation means the testing/evaluation was done within the past 3 to 5 years. This documentation is also important to have if the student plans to apply for extended time on the SAT or ACT.

All documentation must be reviewed by the Director of Academic Support and the Dean of Academics prior to a student receiving accommodations in the classroom. Teachers do not have the authority to approve accommodations. Once a student's documentation is reviewed and approved, the administration will inform the student's teachers. Also, if a physician or other professional needs forms completed by a student's teacher, the forms must be given directly to the Director of Academic Support who will then give them to the appropriate teachers. These forms will then be sent directly to the professional requesting them.

Generally, CCA is willing to grant basic accommodations such as extra time for students in grades 7-10. Once a student reaches the Rhetoric School we like to see a gradual reduction of accommodations over time.

## **MAKE-UP WORK POLICY**

If a student is absent due to illness or an unexpected emergency, he must make up the work missed. Listed below are the specifics in regard to the type of absence and when missed homework must be turned in.

**Excused absences due to illness or family emergency:** A student is given two school days for each day absent to turn in missed assignments. The school days allotted are NOT the number of days in which a class meets, but the number of days in which school is in session.

**Out 1-2 days:** Tests scheduled prior to the absence should be made up upon a student's return to school. That is, students should plan to make up quizzes and tests when they return to school, whether in the class period of the missed content or after school. It is the student's responsibility to check in with the teacher immediately upon their return to coordinate the best time to make up the missed assessment that same day of return.

**Out more than 2 days:** Students out more than two days could have several items to make up and will be given additional time to schedule make-up tests and quizzes with individual teachers. Logic School students should see the Dean of Academics after any absence longer than two days to work on a plan for missing work and making up assessments.

**\*\*Make-up and/or missing work is a student's responsibility.** Any assignment not turned in or test not taken within the school day allowance will receive a zero or late work penalties as described below.

**Pre-Arranged Excused Absences:** A student must turn in all homework prior to leaving on a planned absence or turn in all homework the day he/she returns from a planned absence. Students are to meet with each teacher prior to their absence to determine if the work is to be completed prior to leaving or on the day of their return. Based on the length and type of absence, teachers may adjust the assignment parameters to accommodate the student while still meeting the course objectives. All tests missed must be taken within two days of a student's return and scheduled at the convenience of the teacher. It is the student's responsibility to contact the teacher to schedule make-up tests. Any assignment not turned in or test not taken within the daily allowance will receive a zero or late work penalties as described below.

**Partial Day Absences:** When a student misses a portion of a day due to a doctor's appointment, illness, or planned absence, they are expected to turn in all assignments for all classes that meet that day in the designated folder by the USLR entrance. No extra days will be given. Any assignment not turned in on the day of a partial absence will receive late work penalties as described below. Students who miss an assessment due to a partial day absence should plan to take the assessment after school (if the morning was missed) or the following day (if the afternoon was missed).

**Unexcused Absences:** If a student has an unexcused absence, missed homework due on the day of the absence will result in a zero and cannot be turned in or made up for a grade. Quizzes can be made up for a maximum of 50% credit if completed on the first day back from an unexcused absence. Students with an unexcused absence are able to make up a test, or turn in a major paper or project with a 10% penalty per day late.

## **NATIONAL HONOR SOCIETY**

Students in grades 10-12 who meet the minimum 3.5 cumulative GPA requirement are eligible to apply for the CCA Chapter of NHS. Eligible students who choose to complete the selection process must submit the Candidate Profile form by the published due date. Candidates are also encouraged to submit a letter of recommendation from a faculty or non-family member who knows the student well.

Final selection is made by a vote of the five-member Faculty Council, a selection committee appointed by the Dean of Academics. The guidelines for selection are based upon a candidate's outstanding performance in the areas of scholarship, service, leadership, and character. As a Christian school, CCA also considers a student's commitment to faith and spiritual growth as it is manifest throughout the four areas considered for membership. Candidates who are not selected will be notified in writing. Candidates selected for induction will be notified and invited to attend the NHS Induction Ceremony. Eligible students may opt-out of the selection process by submitting the NHS Selection Process Opt-Out Form to the Chapter Advisor. Students who choose to opt-out, or who are not selected may re-enter the selection process again the following year if they maintain the minimum GPA required for eligibility.

## **NAVIANCE**

Naviance is a college career planning platform and curriculum. With Naviance, students in grades 9 - 12 have the ability to discover their personal strengths and interests, explore possible careers and fields based on their interests, research colleges and universities with incredible research tools, and determine what steps come next in achieving these goals. Each student and parent in grades 9-12 will be given a Naviance account with registration code that allows you to access the site. Some of the advantages of using Naviance are:

- It allows students to use the Common Application Form to apply to several colleges at once
- It allows teachers to upload recommendations and send them to several colleges at once.
- It allows students and parents to explore college options, what colleges are looking for, financial aid and scholarship options and other resources
- It provides a convenient platform for electronically planning for, tracking and storing documents related to the college search and process.

## **PORTRAIT OF A GRADUATE**

Covenant faculty members explored and answered a fundamental question: What virtues do we want to develop in our students throughout their time as Covenant students, beginning in Pre-Kindergarten all the way through 12th grade? The answer is found in our Portrait of a Graduate. In partnership and conversation with one another across divisions and departments, faculty members helped create the aspirational vision shared below. The process helped surface and affirm important character traits that fully articulate what we seek to develop in our students.

Our "Portrait of a Graduate" vision connects directly to Covenant's mission, our beliefs, our values, our unique school culture, and our program with an emphasis on the development of enduring virtues that will serve our students throughout their lives. The Portrait of a Graduate is an important touchstone for the community, something we will use for years to come as we shape the broad strategic future of the school and in our daily work with students.

### **Graduates of Covenant Christian Academy should consistently practice and display:**

**Wisdom:** Knowing the truth, discerning the good, desiring the beautiful, doing what is best.

**Humility:** Honesty and peace about one's abilities, frailties, and place in the world.

**Joy:** Driven by delight, peaceful regardless of circumstances.

**Compassion:** Knowing the value of all people, cultivating a just and flourishing community.

**Eloquence:** Speaking the truth convincingly and beautifully.

**Righteousness:** Directing all effort toward the glory and purposes of God.

**Tenacity:** Working with diligence, failing with optimism, overcoming obstacles with patience.

## **PROGRESS REPORTS & PARENT TEACHER CONFERENCES**

It is essential that parents partner with teachers in tracking student progress so that students can benefit from the attentiveness, feedback, and instruction of all the adults in their lives. Teachers will keep their grades updated in Veracross and they will also occasionally send emails to provide updates on student performance. There will also be a parent-teacher meeting in the fall to facilitate a face-to-face conversation between teacher and student. Written Progress Reports will be delivered in Family Portal at the end of terms 1 and 3.

Parents are invited to schedule in-person meetings with teachers at other times during the school year by contacting the Dean of Academics or teacher directly. CCA believes that strong communication between teacher and parent will lead to strong growth in the life of a student.

## **PROMOTION POLICY**

The transition, both academically and behaviorally, between certain grades is difficult at times. Although the school takes great care in preparing students for these grade changes, there are times when the school may feel that certain students who have struggled academically in the lower grade will not be able to handle the increased workload and independent study needed at the higher level. If this is the case, the school may request that alternative school options be considered where students will be able to find more academic success. This would also apply for a student who has had consistent behavior problems. In either case, this request may be made even if the student is not on Academic Warning or Probation.

## **VERACROSS – SCHOOL INFORMATION SYSTEM**

Covenant Christian Academy uses Veracross as our Student Information System (SIS). Veracross is a secure, cloud-based system designed for private schools like ours. It helps manage everything from academics and enrollment to billing and school communication—all in one place.

Veracross provides personalized "portals" for parents, students, and faculty. Through the Parent Portal, you can easily access your child's schedule, grades, report cards, attendance, health information, tuition billing, school news, and more—all from your computer or mobile device. You'll also find helpful tools like progress reports, missing assignments, and the School Family Directory.

Parents set up their Veracross account during the admissions process. Upper School students will receive their own Veracross login, linked to their school email, to help manage their classes and assignments. Login information for new students will be shared during the first week of school. Links to the Parent and Student Portals are also on the PARENTS page of our website.



## **REPORT CARDS**

Electronic report cards are issued at the end of Semesters 1 and 2. Parents will receive their student's report card by email. At the end of the year, printed report cards will be sent home.

## **SCHEDULING and ADD/DROP POLICY**

Each spring, the Dean of Academics and Registrar will assist students in scheduling their classes for the following year. Schedule changes made after that time are subject to class availability and space.

**Add/Drop Policy:** Students may make course changes, with parental permission and the approval of the Dean of Academics. These course changes may be made, with required approvals, during the first week of the semester. AP classes may be dropped within the first 2 weeks of the semester. Students wishing to add or drop a course must obtain a form from the Dean of Academics.

## **STANDARDIZED TESTING**

CCA participates in standardized testing once an academic year for our Grammar School students as well as for students in Grades 7 and 8. These tests are given in the spring and compare content specific, curriculum-based performance to the more conceptual knowledge base found in reasoning tests. Standardized tests, while they have their flaws, do provide helpful data to our teachers and families, especially for comparison purposes from year to year. Students in Grades 9, 10 and 11 participate in PSAT testing in the fall and therefore do not participate in the spring testing.

## **STUDY HALL / FREE PERIOD**

Students in grades 7-11 will be assigned to study halls; students in grade 12 will be given "free periods" to manage their time as they see fit, as long as they maintain good academic (2.0 or above with no F's) and behavioral standing. A senior who is not in good academic or behavioral standing or who is not using his or her time well, will be assigned to a study hall until the next marking period or a time set by the USLR Principal or Dean of Academics to review the status of the academic work or behavior.

## **TAKING COURSES OUTSIDE OF CCA**

Once students are enrolled at Covenant Christian Academy, students may not take courses outside of our school in order to replace a CCA course. Our practice is that students may only take classes at other high schools if:

- They failed a class and need to make it up over the summer in order to be promoted to the next grade level.
- The Dean of Academics has determined that the class desired absolutely cannot fit into the student's schedule.
- They obtain special approval by the Dean of Academics to transfer in a course that CCA does not offer.

## **TEXTBOOKS**

The school provides printed material or textbooks for all courses. These books, unless otherwise indicated, are considered school property and students should give due care to see that they are returned in good order. Books that are lost, stolen, or damaged will result in a fee to replace or repair the book.

## **TRANSCRIPT REQUESTS**

Transcript requests must be made by filling out the Transcript Request Form, obtained from the USLR Office, the Director of College Guidance, or the Registrar. Transcript requests that are related to college applications should be submitted to the Director of College Guidance directly. Transcript requests for all other purposes should be submitted to the USLR Office.

***Please note that Transcripts are official school documents and are not released directly to students or families.***

Transcripts must be submitted by the school directly to the receiving institution or program in order for them to remain official documents. Transcript requests should be made at least two weeks ahead of any deadlines.

Final transcripts are automatically sent by the school to students' matriculating schools.

## **TRANSFER OF CREDITS**

When a student enters into the Rhetoric School having taken high school courses prior to their enrollment the following guidelines will apply when those credits earned outside CCA are transferred to their Rhetoric School transcript.

**CCA Logic School:** A CCA Logic School student who completes a Rhetoric School level course will receive credit toward his Rhetoric School Graduation Requirements. The course, along with the student's grade, will be posted on the student's Rhetoric School Transcript. However, the grade will not be calculated into his Rhetoric School GPA.

**Home School:** Credits earned through home school courses will be posted on the student's transcript and the student will receive credit toward her Rhetoric School Graduation Requirements. The course will be listed and a "P" for passing will be placed on the transcript. The grade will not be calculated into her Rhetoric School GPA.

**Accredited Schools – Student in Rhetoric School:** Credits earned from another accredited school while the student is in Rhetoric School will be posted on the student's transcript and the student will receive credit toward her Rhetoric School Graduation Requirements. The course, along with the student's grade, will be posted on the transcript. The grade will not be calculated into the cumulative Rhetoric School GPA.

**Non-Accredited Schools – Student in Rhetoric School:** Credits earned through a non-accredited school must be approved by the Dean of Academics. Those credits approved will be posted on the student's transcript and the student will receive credit toward his Rhetoric School Graduation Requirements. The course will be listed and a "P" for passing will be placed on the transcript. The grade will not be calculated into his Rhetoric School GPA.

## **TUTORING & EXTRA HELP**

All teachers will make a reasonable effort to assist students when they fall behind or encounter academic difficulties. In this situation a student should inform his teacher of this need so the teacher can arrange a time before, during, or after school to give extra help. An Extra Help period is built into each school day to facilitate this student-teacher interaction. The school or teacher does not charge for this extra help and it should not be confused with outside tutoring. Faculty members are asked not to tutor students for financial compensation. However, at times, permission to do so will be granted by the administration when it is deemed appropriate or necessary for the student's success.

Note: A teacher MAY NOT tutor a student for money if the student is assigned to a section of that class taught by that teacher. Often there are upper level students with a mastery of a lower level course (such as Algebra 1) who are willing to tutor. If this option is considered, the Dean of Academics will partner with the Academic Prefect who runs the Peer Tutoring Program to find an appropriate peer tutor for the specific student seeking academic help. However, once the name has been provided, it is the parent's or student's responsibility to pursue scheduling a time and place for such tutoring.

## **VALEDICTORIAN AND SALUTATORIAN**

The student with the highest GPA at the end of the third term of the senior year will be declared to be the "Valedictorian" and the student with the second highest GPA will be declared to be the "Salutarian." In order to be considered for either award, a student must have attended Covenant Christian Academy for at least five semesters, including the entire senior year. Students must also be current in all class work and must be attending CCA fulltime. Finally, when comparing two students, both the average of their four full years of high school and their mutual time at CCA will be calculated. If both averages are equal, there will be co-valedictorians and no salutarian.

## **WITHDRAWAL OF A STUDENT**

If a student withdraws before the end of the school year, that student and his or her parents begin the process by informing the USLR Principal of their decision. They will then be given a withdrawal checklist from the USLR Principal. Once all of the steps have been completed, including returning books, athletic uniforms, cleaning out locker, picking up any medications from the nurse, and paying all outstanding tuition to the Business Office, then the student's file can be updated and the transcripts can be released. The USLR Principal will sign off on the withdrawal checklist when all items have been completed.

## II. ATTENDANCE INFORMATION

### ABSENCES

When a student will be late or absent from school, the parent/guardian should log into the Veracross Parent Portal and submit a "Student Attendance Change" before 8:00 AM. Please use the notes field to make the reason as clear as possible, in situations that warrant. The USLR Office will call home if additional details about the absence are needed. Attendance updates should be submitted each day a student is absent.

**Select a date**  
Wednesday, Aug 20

**Request a change to:**

☒ Attendance ☐ Multi-Day Absence  
☐ Transportation From School

**What is the reason for this request?**  
Student is Sick

**What will Auldyn's status be on Wednesday, Aug 20th**

☒ Absent ☐ Leave Early  
☐ Arrive Late ☐ Leave Early & Return

*Additional information for the Office.*

**SUBMIT**

**Select a date**  
Wednesday, Aug 20

**Request a change to:**

☒ Attendance ☐ Multi-Day Absence  
☐ Transportation From School

**What is the reason for this request?**  
Running Late

**What will Auldyn's status be on Wednesday, Aug 20th**

☐ Absent ☐ Leave Early  
☒ Arrive Late ☐ Leave Early & Return

**Late Arrival Time:**  
9:00 AM

*Additional information for the Office.*

Our car wouldn't start this morning. My neighbor is going to come give us a ride. We should be there by 9am.

**SUBMIT**

### 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 through Parent Portal as a "Student Attendance Change"

**Select a date**  
Wednesday, Aug 20

**Request a change to:**

☒ Attendance ☐ Multi-Day Absence  
☐ Transportation From School

**What is the reason for this request?**  
Doctor's Appointment

**What will Auldyn's status be on Wednesday, Aug 20th**

☐ Absent ☐ Leave Early  
☐ Arrive Late ☒ Leave Early & Return

**Leave Time:**  
10:15 AM

**Return Time:**  
11:30 AM

*Additional information for the Office.*

Annual Physical.

**SUBMIT**

### Pre-Arranged Absences

Parents who know their student(s) will be away from school for one or more days must fill out a Student Logistic Request through the Parent Portal at least **SEVEN DAYS** prior to the absence. The initial request should be made through the "Student Attendance Change" form on the Parent Portal.

Following the submission of the "Student Attendance Change" form, the process is as follows:

1. The USLR Principal will receive a notification and communicate if the absence will be excused or unexcused.
2. The student will pick up a paper copy of the Absence Request form in the USLR Office.
3. The student will get the form initialed by all teachers.
4. The student will return the form to the USLR office for processing at least **THREE DAYS** prior to the absence.

Our goal is to minimize the number of unexcused absences for students during a CCA school year. At the same time we recognize that parents sometimes have to make plans that are best for their family whether the absence is excused or not. This process allows students to adequately prepare for any absences and allows teachers to properly document and support students who will be missing school.

The Commonwealth of Massachusetts and CCA agree that the following constitute a list of excused absences.

An **EXCUSED ABSENCE** includes:

- Documented illness or injury
- College Visit
- Co-curricular Enrichment Activities (Athletics or Fine Arts)
- Major religious observances
- Bereavement / family funeral
- Family wedding
- Court appearance

### **Unexcused Absence**

Absences for reasons other than the above list are considered unexcused and qualify as truancy. The Commonwealth of Massachusetts and CCA agree that the following constitute a list of unexcused absences.

An **UNEXCUSED ABSENCE** includes:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor
- Family trips or vacations
- Non-emergency family situations
- Truancy & skipping class

**Consequences:** Academic penalties will be assessed for any work due during an unexcused absence. Homework, quizzes and in-class work will receive a "0"; Tests and papers (major assignments) will receive a 10% penalty for each school day they are not submitted after a student returns to school. For example, a test taken on the day the student returns to school will receive a 10% penalty; if it is taken the second day then it will receive a 20% penalty, and so on. It will be the student's responsibility to get all class work for the day missed and to turn in these assignments on the assignment's original due date or receive a grade reduction as prescribed by the "Make up Work Policy." In cases where a student is determined to have purposely cut a class to avoid taking a test or turn in a paper, the USLR Principal will apply the policy for skipping class.

### **Excessive Absences / Fail Policy**

Excessive absences can be a determining factor in student promotion to the next grade level. ***If the number of absences during a given school year exceeds 10% in a given class, the student may not receive credit for that course.*** College Days, Field Trips, Athletic competition, and other school related absences DO NOT count toward the 10% day limit. Any other excused or unexcused absences ARE included.

Special consideration may be given to students in either of the following categories:

- **Extended illness** - Requires documentation from a physician that will be placed in the student's record.
- **Extenuating circumstances** - Circumstances resulting from unplanned or unique family situations. These situations will require consultation with the Dean of Academics and/or the USLR Principal.

### **ABSENCES - LATE ARRIVALS WITH CO-CURRICULAR PARTICIPATION**

Covenant Christian Academy believes that our co-curricular activities are a part of the school day and should not be seen as independent of the attendance policies of the school. Therefore, the following policies will apply:

- A student who arrives to school after the third period of the day will not be allowed to participate in or attend co-curricular practices, performances, athletic competitions, or school activities and social events that school day. A student that arrives after 11:00 am with a dated note from a doctor (or another necessary appointment) will be excused and allowed to participate.
- Students who leave during the school day due to illness will not be allowed to return to the school the same day and participate in or attend co-curricular practices, performances, athletic competitions, or school activities and social events that school day.
- A student who receives an unexcused absence will not be allowed to participate in or attend co-curricular practices, performances, athletic competitions, or school activities and social events that school day.

## **ATTENDANCE RECORD**

A student's attendance is recorded per class period. Class attendance is kept in each class and recorded on Veracross. A student's attendance can be viewed at any time by logging into Veracross.

## **CHECK OUT PROCEDURES**

Parents who need to take their student out of school during regular school hours need to contact the USLR Office prior to the time the student is to be checked out. Office personnel will arrange to have the student taken out of class once a parent has come to the office to pick up the student. A student will not be allowed to leave class and wait for their parents or dismiss themselves. Once the parents' permission has been verified, students may check out through the USLR Office.

Parents are to report to the USLR Office (or Main Office if also picking up Grammar School students) to check their children out from school and should AT NO TIME go directly to a classroom to check out a child.

Students who drive themselves must check out at the USLR Office. Parent permission for the dismissal needs to be communicated to the USLR office before the dismissal by phoning the office or by emailing [tricia.curtis@ccamail.org](mailto:tricia.curtis@ccamail.org).

## **ILLNESS DEFINED**

- Students are expected to remain at home when they exhibit the following conditions:
- A temperature of 100 degrees or more. The temperature must be normal for 24 hours, without the use of antipyretic medication, before the student may return to school.
- General conditions such as a discharge from the nose or eyes, cough, sore throat, nausea or vomiting, earache, headache, diarrhea, undetermined rash or scaly patches over any part of the body, intense itching, or open draining lesions. The student must remain home when there is a possibility of infecting others.
- Presence of any communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. This list is not exhaustive, but these are the more common diseases, which require medical treatment.

If, in the judgment of the school nurse, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The Nurse's Office has limited facilities and cannot serve as a "holding area" for students who should be at home.

## **TARDINESS**

**Tardy To School:** A student not in his or her first-period class when the 8:00 am bell rings is considered tardy to school. An excused tardy will be given in some instances of inclement weather, accidents, emergencies, medical issues, etc., as determined by the USLR Office. Tardies for all other reasons, including daily traffic, will be unexcused. A school bell will ring at 7:50 am to notify students that they have ten (10) minutes to report to class.

**Tardy To Class:** A student not in the classroom at the scheduled beginning of the period is considered tardy to class. All tardies to class, apart from excused medical or emergency reasons as determined by the administration, will be recorded as unexcused by the teacher and recorded in Veracross.

**Consequences For Being Tardy:** Students will receive a written warning after 5 unexcused tardies in a term. After 8 unexcused tardies the student will meet with the USLR principal to discuss the reasons why the student is struggling to arrive on time to their classes, to collaborate in creating a plan to prevent the pattern of tardiness, and, if necessary, to discuss potential consequences.

Arriving tardy to school will be treated separately from being tardy to class. When a student arrives tardy to school 5 times in a term, parents will be notified. If a pattern of tardiness continues, parents will be contacted for either a phone conversation or an in-person meeting.



## **SCHOOL CLOSINGS AND DELAYED OPENINGS**

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

1. The school's website will clearly state on the homepage if school is cancelled or delayed.
2. Our cancellation listing will be shown on Channels 4 (WBZ), 5 (ABC) and 7 (WHDH). However, parents always have the option of keeping children home or picking them up early if they feel more comfortable. In that case, parents will be asked to sign out their children at the USLR office.
3. A text message and email message will be sent to all school families and staff by 6:30AM.

**Delayed Openings:** When school is delayed, please do not bring your children to school until 10 minutes before the specified new start time.

### III. STUDENT LIFE INFORMATION

#### **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 USLR 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.

#### **ADVISORY**

The Advisory Program seeks to build and strengthen culture at CCA by providing a place for learning and culturebuilding that complements our academic program. Advisors act as guides and advocates in academic affairs, ensuring that every student at CCA has individual support throughout their Logic and Rhetoric school years. Advisory groups are split according to gender and are mixed grade (grades 7 and 8 in the Logic School and grades 9 through 12 in the Rhetoric School). These groups meet regularly throughout the year and are an important way to grow peer and student-staff relationships in a meaningful way.

#### **AFTER SCHOOL**

All USLR students in grades 7–12 will be dismissed from school at 2:45 pm at the conclusion of the school day. Please see below for specific details and policies.

##### **Logic School Students**

- AfterCare is not offered for Logic School students. The expectation is that students and their parents will determine where the student will be and what the student will be doing.
- LS students may be dismissed at any time after 2:45pm, but must coordinate with parents regarding pick-up time and location.
- LS Students staying past 2:45 pm must be in an approved after-school location.
- If there is no activity planned, between 3:15 and 3:30pm, the student should head down to the bench by one of the USLR offices. These are the only places that we will look for a student when a parent arrives. Students are NOT to be wandering the halls.
- LS students are allowed to go to an athletic contest with parental consent – we will no longer require a parent to go with the child to the game.
- All students must be off campus by 5:30 pm.
- No PAAC door pick-up available between 2:45pm-3:30pm.

##### **Rhetoric School Students**

- Rhetoric School students may dismiss themselves at any time after 2:45 pm, but must coordinate with parents regarding pick-up time and location.
- RS Students staying past 2:45 pm must be in an approved after-school location.
- Student drivers going to an off-campus Athletics practice or game may only drive themselves and/or siblings.
- All other students must ride on the CCA van or with approved parent drivers.
- RS Students may pick up younger siblings in the Logic School or Grammar School and walk them to the parent's car or drive them home if they are an approved driver.
- All students must be off campus by 5:30 pm.
- No PAAC door pick-up available between 2:45pm-3:30pm.

##### **Athletics Pickup**

- Parents and Student Athletes are expected to communicate regarding pick-up times, whether it be a normal practice day or a game day. Our Athletic Director and coaches do their best to predict arrival times on campus after away games, but it is the parents' responsibility to be here to pick up students on time.
- LS Students participating in Athletics need to be released directly to parents or approved drivers and cannot dismiss themselves.
- Students that are repeatedly picked up late will incur a late fee and may experience a team consequence (such as not being allowed to travel to the next away game with the team). Please make backup plans with other parents who are approved drivers in case you get held up.

### **Ride Sharing (Uber, Lyft, etc.)**

- Please be advised that it is against the law for the school to release a minor to the care of a ride-share driver.
- While your family may be comfortable making use of these services in your private lives, we cannot allow a student to leave school in an Uber, unless they are 18 years old.
- Additionally, Lyft and Uber policies state - ***"A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride."***

### **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. Failure to comply with this policy may lead to disciplinary action.

### **AUTOMOBILE POLICY**

Students are permitted to drive to and from CCA, and to park in approved parking spaces. Driving is a privilege and not a right. Students who abuse this privilege by driving recklessly on or near the campus will have this privilege revoked. **Students are not permitted to go to their cars during school hours without permission.** On-campus speed limits will be strictly enforced and violators will not be permitted to drive on campus.

CCA expects students to comply with the Massachusetts State "No Texting While Driving Law". The law states that all drivers are prohibited from texting while driving. This means drivers cannot use any mobile telephone or handheld device capable of accessing the Internet to write, send, or read an electronic message including text messages, emails, and instant messages or to access the Internet while operating a vehicle. The law applies even if the vehicle is stopped in traffic, or in a parking lot.

USLR students with driving privileges are asked to proceed through our school parking lot with great caution and at very slow speeds. As a Pre-Kindergarten through grade 12 school, there are many little children walking through the parking lot both before and after school.

First time violators will receive a suspension of driving privileges of one (1) to four (4) days. A second violation involving speeding or reckless driving will be an automatic five (5) day suspension of on-campus driving privileges and a third offense will result in a 30 day suspension.

Students seeking a driver's permit may need proof of being a student at CCA. This request can be made to the Registrar through email ([registrar@ccamail.org](mailto:registrar@ccamail.org)).

### **CELL PHONE AND TECHNOLOGY 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 toward our screens. Calling one another to something richer, we place firm boundaries around the use of electronics during the school day.

Electronic devices include, but are not limited to, cell phones, iPads and tablets, smartwatches, cameras, iPods, headphones, earbuds, speakers, and other internet-accessing devices. These items are not allowed during the school day without express teacher permission. **Cell phones must be turned into the grade-specific cell phone lockers before 8:00 am and must remain there until 2:45 pm or upon dismissal.** Students who leave school early for off-campus lunch/free periods or an off-site appointment may bring their phone with them.

Any electronic device used without permission will be stored in the USLR Principal's 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.

**Cell phones are NEVER to be used in the restrooms or locker room at any time.** Students found taking pictures or videos in a restroom or locker room or having shared inappropriate materials via phones, email, social media, or other electronic devices will be subject to serious disciplinary action.

Parents are asked to communicate with their children through the USLR Office during the school day and should refrain from

texting and calling their children while they are at school. Upper School students are also welcome to use the USLR Office phone to call parents during the school day.

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 complies with Covenant's cell phone use policy and for any consequences arising from non-compliance.

## **CHAPEL**

The purpose of chapel is to affirm our corporate identity as a Christian Community that is part of the larger body of Christ. Our chapel times are where we gather together as a community to grow in our understanding and knowledge of God, to expand our understanding of scripture and Christian truths, and to corporately express our gratitude to God through encouragement of the saints, fellowship of the believers and expressions of worship. Chapel meets on Wednesdays, and parents are welcome to attend.

## **CLUBS**

A variety of clubs are available for students to choose from each year. Clubs in general are only limited by the imagination of students who wish to join and teachers who are willing to be club sponsors. Some basic guidelines for club activities are as follows:

- There must be teacher or parent sponsors who must attend all club meetings.
- The club should prepare a simple charter stating the purpose of the club.
- Clubs may charge reasonable dues to cover basic expenses; however, if a fundraising activity is planned it must be approved by the USLR Student Life Coordinator.

## **COMMUNITY**

The Upper School (Grades 7-12) meets on Fridays during the last period. This is a wonderful time to participate in games, activities, and service projects, develop friendships, and engage with others across the Upper School. USLR students compete in games and activities as part of the House Cup (see "House System").

## **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.

## **DISPUTE RESOLUTION**

The following procedures, based on Matthew 18, are geared toward the student being the major player in conflict resolution. Along with developing our character in a way pleasing to God, reconciliation is a major goal of the discipline policy at CCA. Our priority is to have the students, parents, and staff members reconcile with God and then with others when problems or disputes arise. Reconciliation requires that we face our problems. In confronting discipline issues, we begin to build character and deepen fellowship with God and others. In order to have unity at CCA, it is important that each member of our community follow God's procedure for handling disputes as taught in Matthew 18:15-19.

**Step #1** - If a student has a complaint about a student, staff member, or other CCA family member, he/she should first go directly to that person, in private, to resolve the issue. Do not use the class setting as a time to vent frustrations. Ask for a time to meet with a teacher or student. Pray and clearly communicate areas that are causing problems.

**Step #2** - If the student is unable to resolve the matter after step one is complete, then he/she should go to his/her parents and ask them for help. Students should only ask for parent intervention after they have completed step one. The parents should then contact the parents of the other student (if it is a student to student issue) or contact the staff member involved.

**Step #3** - If the student and parents fail to reach an acceptable solution to the conflict, then they should notify the administration, through the USLR Principal. At that point, meetings will be held with the administration and the concerned parties to try and reach an agreeable solution.

## **DRIVING PERMITS**

Students or families needing documentation from the school for the purposes of submitting applications for programs outside of school or for driving permits must submit those requests in writing (email: [tricia.curtis@ccamail.org](mailto:tricia.curtis@ccamail.org)) to the School Registrar **two weeks ahead of any deadlines. Same-day requests cannot be processed.** The school provides documentation in the form of letters of good standing and enrollment confirmations as well as official transcripts. Official Transcripts must be submitted institution to institution to be considered official. The school does NOT issue work permits - these must be obtained from the students' local school district superintendent's office or high school guidance office.

## **ELECTRONIC RESOURCE POLICY**

Covenant Christian Academy believes that students need to be proficient users of information, media and technology, to succeed in a digital world.

### **Computer and Network Resources**

CCA reserves the right to prioritize the use of, and access to, the school network. All use of the network must support education and research and be consistent with the mission of Covenant Christian Academy.

#### **Acceptable network use by CCA students and staff includes:**

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- The online publication of original educational material, curriculum related materials and student work;
- Appropriate citation of sources from outside the classroom or school;
- Staff may use the network for incidental personal use in accordance with all CCA policies and guidelines
- Connection of any personal electronic device is subject to all guidelines in this document.

#### **Unacceptable network use by CCA students and staff includes, but is not limited to:**

- Personal gain, commercial solicitation or compensation of any kind;
- Use incurring liability or cost to CCA;
- Support or opposition for ballot measures, candidates, or any other political activity;
- Hacking, cracking, vandalizing;
- Introducing viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;
- Unauthorized access to other CCA computers, networks and information systems;
- Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to CCA network.

All personal computers, tablets and mobile phones must have the current CCA SSL Security Certificate installed to connect to the school's network. Instructions for installing the certificate can be found on the Parent tab of the school website.

We strongly recommend that all personal computers, tablets, and phones connected to the school's network have working anti-virus protection with up-to-date virus definitions.

Disconnecting or moving school-owned computers, cables or related equipment interferes with the ability of others to use this equipment and is considered an act of vandalism. When working on school-owned computers, you may not delete, modify or add to installed software or hardware, preference files or other configurations.

Unmanaged wireless access points pose a security threat to the network as a whole and you are not permitted to run a wireless access point, be it stand-alone or integrated within your computer. You may use only the Internet Protocol (IP) address assigned to your computer or device by the school's server. Under no conditions may you manually assign your computer's or device's IP address.

Passwords for computer and network resources are private to each individual; they uniquely identify a person as well as identify a person to others. You are responsible for all use made of your account, network storage or Internet access. You may not allow anyone to use your password to access any computer or network resource and you must diligently guard your passwords. Using another person's password, or attempting to discover it, is an integrity violation and may be regarded



as theft. Should you discover someone's password accidentally, you must notify the person immediately so that it may be changed.

CCA shall not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, or service interruptions for any reason. CCA shall not be responsible for unauthorized financial obligations resulting from the use of, or access to, CCA's computer network or the Internet.

## **Internet Safety**

### **Personal Information and Inappropriate Content**

- Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about other individuals on any electronic medium.
- No student pictures or names shall be published on any class, school or CCA web site unless the appropriate permission has been verified according to CCA policy or through the CCA Media Release form.
- If students encounter dangerous or inappropriate information or messages, they should immediately notify the appropriate school authority.

### **Filtering and Monitoring**

Filtering software is used on all networks at CCA to block or filter access to content that is obscene or objectionable and all child pornography in accordance with the Children's Internet Protection Act (CIPA). The determination of what constitutes "obscene" or "objectionable" material is a decision that is solely within the discretion of CCA administration. Parents should note that internet content accessed through a cell phones cellular network is not able to be filtered through our software.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves;
- Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass CCA's Internet filters, or to conceal Internet activity are prohibited;
- Proxies, https, special ports, modifications to CCA browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content is strictly prohibited;
- CCA shall provide appropriate adult supervision of Internet use during the school day;
- Parents should provide deliberate and consistent monitoring of student Internet use at home and on mobile devices;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, shall make a reasonable effort to monitor the use to ensure that student use conforms to the mission and goals of CCA; and

## **Copyright**

Downloading, copying, modifying, duplicating and distributing software, music, sound files, movies, images, written, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. In some instances, the duplication and distribution of materials for educational purposes may be permitted under the Fair Use Doctrine of the United States Copyright Law (Title 17, USC), but that is the exception rather than the rule. Accordingly, CCA students and staff must not engage in any such duplication or distribution of copyrighted materials without the prior written permission of the copyright owner, unless CCA has approved such activity as being in compliance with the educational "Fair-Use" policy. Of course, this policy does not prohibit the customary use of brief quotations of copyrighted materials with appropriate citation. By uploading or posting any materials to the CCA network, the CCA student or staff doing so represents that he or she has the necessary permissions to do so. CCA reserves the right to prevent access to, take down, or delete any materials that CCA believes may infringe the rights of a copyright owner or is otherwise unlawful. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

## **Network Security and Privacy**

### **Student Data is Confidential**

CCA staff shall maintain the confidentiality of electronic student data in accordance with the Family Education Rights and Privacy Act (FERPA).

## **No Expectation of Privacy**

CCA provides the network system, and Internet access as a tool for education and research in support of CCA's mission. CCA reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user has an expectation of privacy when using CCA's network. CCA reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Massachusetts.

## **Disciplinary Action**

All users of CCA's electronic resources are required to comply with CCA's policy and procedures. Violation of any of the conditions of use explained in this policy document are subject to disciplinary action consistent with CCA discipline policy and at the sole discretion of CCA.

## **Device Security**

CCA maintains an on-site internet filtering software package. This program automatically filters all student access to the internet, with the exception of content accessed through a mobile device over a cellular network.

## **EMERGENCY SCHOOL CLOSING**

In case of inclement weather or other happenings requiring the school to close, parents will be notified by email and text through Veracross. In addition, school cancellations will be posted on Channels 4 (WBZ), 5 (ABC), and 7 (WHDH), the school website, and social media channels. (See "School Closings").

## **EMERGENCY RESPONSE PLAN**

The CCA Emergency Response Plan will be implemented in the event of a natural disaster, or other crisis, which directly affects the campus. Parental notification by telephone, email and/or radio is part of this plan and other technologies may be used as they become available. Please listen carefully to any instructions that are provided as some conditions may require parents to come to the campus as soon as possible, while other circumstances may direct you to other locations.

## **EVENT REQUEST PROCEDURE**

Representatives from Upper School student organizations who desire to sponsor an event either for fun or to raise funds for an approved project should follow the following procedures:

- Submit an Event Request Form to the USLR Student Life Coordinator within three (3) weeks of the proposed event date.
- After the preliminary event and calendar approval, the student must obtain chaperones. At least one chaperone must be a faculty member. General guidelines are 1 chaperone to every 8 students.
- If needed, the student will work with the teacher/chaperone to arrange transportation.
- Once transportation and chaperones have been established, the USLR Student Life Coordinator will give final approval.
- After the USLR Student Life Coordinator's approval, the student may advertise the event.

## **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.

## **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.

## **HEALTH AND MEDICAL SERVICES**

A registered nurse is on duty 8:00am 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 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).

## **HOUSE SYSTEM**

Students in grades 7–12 are placed in one of four houses named after Martin Luther King Jr., William Wilberforce, Corrie Ten Boom, and Mother Teresa Bojaxhiu. These houses serve as a major connecting point for students across the USLR where they can develop relationships, serve together, and participate in games and activities that count towards the House Cup. New students and rising 7th graders are assigned to houses based on perceived interests and abilities to create houses that are diverse and evenly sized. Siblings are placed in the same house and students remain in the same house throughout logic school and rhetoric school.

## **LEADERSHIP OPPORTUNITIES**

### **Prefect Program (Grade 12)**

CCA's Prefect Program gives senior student leaders an opportunity to serve in nine key areas of USLR student life. Students apply during junior year and are selected to serve for senior year and lead corresponding councils.

- Admissions Prefect: promotes the CCA culture inside and outside of the school; shares that culture with prospective students and their families at Admissions events and when hosting visiting students.
- Athletics Prefects: promotes the virtues of athletic participation in boys' and girls' Athletics and helps to organize and run effective athletic events at CCA.
- Chapel Prefect: promotes spiritual growth in the student body and during weekly chapel services and beyond.
- Classical Roots Prefect: promotes thoughtful and faithful stewardship of God's creation here at CCA and cultivates the Classical Roots garden and program.
- Fine Arts Prefect: promotes the virtues of participating in the visual and performing arts and helps to organize and run effective arts events at CCA.
- Global Community Prefect: promotes diversity, cultural sensitivity, and engagement in the school by organizing the International Festival and similar celebrations of our diversity.
- Hospitality Prefect: promotes a positive school culture and makes meaningful connections with grammar and middle school students.

Helps ensure school spaces are clean, cared for, and welcoming.

- STEM Prefect: encourages passion for STEM fields and aims to educate and inspire CCA students on STEM topics.
- Student Activities Prefect: promotes the social life of the school community. Plans, advertises, executes, and cleans up school sponsored activities on and off campus.

### **Prefect Councils (Grades 9-12)**

Students may apply to serve under the leadership of a school prefect listed above. Depending on a student's academic standing, they may be allowed to serve on one or more councils. Serving on a prefect council is the best way to gain experience in servant leadership and develop the experience necessary to become a Senior Prefect in the future.

- Admissions Council: students who can give tours, host visiting students, and represent the school well.
- Athletic Prefect Council: students who want to promote and assist in furthering athletic activities at CCA and promoting school spirit.
- Chapel Council: students that want to contribute to the spiritual life of the school.
- Classical Roots Council: students interested in thoughtful and faithful stewardship of God's creation here at CCA. Participate in the Classical Roots garden and program.
- Fine Arts Council: students who want to promote and assist in furthering Fine Arts activities at CCA.
- Global Community Council: students who enjoy exploring other cultures and promoting diversity; American partners of International Students as well as international students themselves.
- Hospitality Council: students interested in promoting a positive school culture and making meaningful connections with grammar and middle school students. Maitre D's help ensure school spaces are clean, cared for, and welcoming.
- STEM Council: students who enjoy STEM subjects, want to learn more about what is happening in STEM fields worldwide, and organize fun & educational events for CCA students at both the grammar school and USLR levels.
- Student Activities Council: students who love organizing and participating in fun social activities.

### **National Honor Society (10-12)**

Students that have been inducted into the National Honor Society are eligible to apply for positions of President and Vice President. National Honor Society members lead by example in areas of Scholarship, Service, Leadership, and Character. Each NHS member is charged with leading students to participate in a service project each year.

### **LOCKERS**

Students 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 be decorated. The school reserves the right to require students to remove decorations when deemed inappropriate.
- Decorations must be ones that can be easily cleaned up at the end of the day. Balloons, crepe paper, and streamers are acceptable.
- NO glitter, confetti, stickers, paint, or anything with an adhesive back are allowed.
- Students are not to decorate the outside of their lockers for identification.
- Birthday decorations are to be removed at the end of the day.
- Athletic recognition for sports players may remain on the lockers during that athletic season.
- Locks are available to Upper School students through the school, but are not required. If a student desires to use a lock they must use a lock checked out by the USLR Student Life Coordinator. Private locks are not acceptable.

### **LOST AND FOUND**

The school maintains a lost and found closet. A student may stop by the office before and after school, or during lunch to look into the lost and found. Items not claimed by the end of a grading period will be donated to a local charity periodically.

### **LUNCHES**

Students are not allowed off campus for lunch except with a parent or as described in the "Senior Privilege" section of this handbook (page 41). While microwave ovens are available for reheating foods in grades 7-12, we would ask students and parents to limit the microwaves to reheating food (under 90 seconds) and NOT for cooking frozen foods or meals. Our lunch time is limited and long cooking times means that students often run out of time to eat because they are waiting in the microwave line. Thank you for helping us ensure an adequate lunch time for all students. Parents who wish to take their son/daughter out for lunch are welcome to do so. Parents must check out their student first through the USLR Office. However, if parents wish to take their son or daughter's friends out with them, those friends must provide the USLR Office with written permission from their parents indicating they are aware of the event. Parents should remember that our lunchtime is limited. Students failing to report to class on time following an off campus lunch will be marked tardy.



## **RIGHT TO SEARCH POLICY**

Covenant Christian Academy reserves the right, at the sole discretion of the administration, to search at any time, with or without probable cause, all lockers, automobiles, backpacks, handbags, gym bags, and any other items which contain or may contain personal belongings, while on the school property, or off the property when on a sanctioned Covenant Christian Academy event.

## **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 gym or out on the field maintain contact with the Main Office via cell phone or walkie talkie. 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 Main 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 propping of exterior doors is strictly prohibited. For important details pertaining to Covenant's emergency drills and ALICE protocol, please see Appendix 3: Standard Response Protocol & ALICE Protocol.

## **SENIOR PRIVILEGES**

Covenant Christian Academy believes in preparing students for college life and the responsibilities that go along with it. Therefore, seniors will be given "Senior Privileges" which will allow for a greater degree of personal responsibility and freedom. These privileges may be revoked, in part or in whole, by the USLR Principal based on a senior's attendance, discipline, or academic conduct or record.

Parents of seniors must sign the "Permission to Participate in Senior Privileges" form before their student will be allowed to participate in the "Senior Privileges" (The Registrar will provide this form in early September). The Senior Privileges are as follows:

**Free Periods:** Seniors may use their free periods on campus in designated student spaces. If they have off-campus permission from their parents (signed form turned in to the Registrar), they may sign out and leave campus during these free periods.

- If a senior's GPA falls below 2.0 or includes a grade of "F" in any class, he or she may be supervised by the Study Hall proctor rather than be given a free period. Behavioral issues, including too many tardies, may result in losing the privilege of a free period.
- For free periods and lunch off campus, students are required to conduct themselves according to the standards of the school at all times; drive in a safe manner at all times; and return for their classes on time. Failure in any of these areas will result in the revoking of off campus free period and lunch privileges.

**Off Campus Lunch Privilege:** Seniors may go off campus for lunch. Students are to select a lunch location in close proximity to the school and are not allowed to take underclassmen off campus for lunch.

**Final Exam Exemption:** A senior will be exempt from taking the final exam when he/she has a combined average of A- or above for second semester. Final exam exemption can be revoked by the Dean of Academics or USLR Principal in the case of excessive absences.

## **SOCIAL MEDIA NETWORK POSTINGS**

Students who participate in social media networks, or make use of Apps such as Instagram, SnapChat, TikTok, etc. are responsible for their postings of comments and/or pictures. If the school is made aware of a posting that constitutes bullying, disrespect to individuals, profanity, inappropriate pictures, harassment, etc. the student will be subject to the appropriate discipline no matter the time or place in which the posting occurred.

## **SNOWBALL THROWING**

Students may not throw snowballs on campus unless it is a part of a faculty supervised activity on the athletic fields. Throwing snowballs around the school building can result in harm to persons and property and may result in disciplinary consequences.

## **TEXTING**

Students who use text messaging will be responsible for their communications, comments and/or pictures. If the school is made aware of a text that constitutes bullying, disrespect to individuals, profanity, inappropriate pictures, harassment, etc.

the student will be subject to the appropriate discipline no matter the time or place in which the texting occurred. Use of proximity based Chat Room and Messaging Apps that allow anonymous comments and interactions, or use of an alias, are prohibited on the CCA campus at all times. (i.e. YikYak, Kik, etc).

## **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 standard dress code will apply.

Buildings are not open to visitors after school hours except for interscholastic or public events, or unless permission has been granted by the administration. Students who invite friends to activities at school or school functions should inform them that they will be expected to maintain the same standards of behavior and dress as a CCA student. Visitors not meeting those standards of conduct will be asked to leave. In some cases visiting students may be required to bring a permission slip signed by a parent (Dances in grades 9-12).

## **WORK PERMITS**

Covenant Christian Academy does not have the authority to issue work permits for our students. To obtain a work permit, students need to contact the administrative offices of their local public school districts to inquire about the process for their town. This information is often found on the school district website.

## IV. STUDENT ACCOUNTABILITY SYSTEM

*For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.* Hebrews 12:11

### **INTRODUCTION**

#### **Philosophy of Discipline**

CCA seeks to uphold its mission to “nurture Christian faith and character” with integrity. The intent of discipline at Covenant Christian Academy is redemptive. Disciplinary consequences should help students learn to make wise choices and replace negative patterns of behavior with positive ones. Our desire in setting boundaries and outlining consequences for misbehavior is that our students will recognize how each individual has a responsibility to the wider school community to make it a safe place of collective flourishing.

#### **Respect for Self**

Foundational to our philosophy is the belief that each individual is made in God’s image. We are concerned that our students understand the need to care about themselves spiritually, intellectually, emotionally, and physically. This care includes learning accountability in terms of one’s academic and community commitments, as well as handling relationships with trust, humility, and dignity. It also extends to maintaining one’s health responsibly and living with integrity in all circumstances.

#### **Respect for Others**

The logical extension of respect for oneself is to extend this respect to others in the community, including parents, faculty, staff, and fellow students. Courtesy and civility are virtues we encourage as foundational building blocks of our community life.

#### **Respect for Property**

As members of the CCA community, we have the privilege of caring for the school property, spaces, materials, and supplies as an extension of our care for others. The school expects cleanliness in the cafeteria, our classrooms, our lounges and public areas, and the picking up of one’s own trash on campus. Respect for property also includes intellectual property so we avoid plagiarism, whether the source is another person or AI.

### **DISCIPLINARY PROCEDURES**

At CCA, we have high expectations for student conduct whether in the school or a school related activity. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school.

A teacher’s or administrator’s request for a student’s attention or behavior modification should be responded to immediately and respectfully. For minor violations, teachers will give verbal warnings to immediately correct classroom behavior. If the behavior persists, the student will be sent with a written warning to meet with the USLR Principal. If an after-school detention is issued parents will be notified and the student will serve the detention on the same day as the violation.

In the case of a major violation (see below), the USLR Principal will have a meeting with the student to gain a better understanding of the situation and context. A meeting may then take place with the student and their parents, along with any other relevant party. The USLR Principal will then make a determination of the outcome and assess consequences.

In all cases, the school reserves the right to discipline according to the severity of the offense or mitigating circumstances. The school also reserves the right to contact parents or guardians of students over the age of 18 when the school believes it is necessary. In the event a student is found to have committed acts which constitute a crime under Massachusetts State or Federal Law, the school reserves the right to separate the student and will cooperate with local law enforcement when necessary.

## **CONSEQUENCES –**

*“Not A Hammer To Nail, But A Chisel To Shape”*

### **Detention**

There are two types of detention - lunchtime detentions and after-school detentions. Lunchtime detentions will be served in a designated classroom or office where a student will eat quietly and remain for the duration of the lunch period. Students in lunch detention will not be able to attend any clubs or council meetings during lunch, but may bring reading material or homework to work on. After-school detentions will be 30-60 minutes in length, typically after school on the day of the violation. These detentions take precedence over all other school-related activities and commitments. The detention time is for reflection on one's conduct or behavior and may include community service.

### **Restitution**

Restitution, or reimbursement for loss, damage, or injury, is a part of Biblical justice. It demonstrates acceptance of personal responsibility in cases of carelessness or neglect. Restitution builds trust and community and is a necessary part of reconciliation. Appropriate restitution will be made a part of every decision where it applies.

### **In-School Suspension**

In-school suspensions will be served on campus for the academic day assigned by the administration. During the in-school suspension, the student will do schoolwork at a monitored desk during the normal school hours. A parent conference will also be a mandatory part of this consequence.

### **Out-of-School Suspension**

Suspensions from school will be served off campus for one or more academic days. If a student is under off-campus suspension, the days suspended will be considered as unexcused absences. Procedures for make-up work for unexcused absences will then apply (see page 19). While serving an out of school suspension, students are not permitted on CCA's campus or at a CCA athletic or school event.

### **Disciplinary Probation**

Based on a student's disciplinary record, the Administration may place a student on Disciplinary Probation. Disciplinary Probation places the student on notice that should the student be involved in another serious violation of the school's Honor Code, or if a pattern of negative behavior continues, it will likely result in expulsion from the school. Students placed on Disciplinary Probation will meet periodically with the USLR Principal and/or another administrator for both accountability and support. Disciplinary Probation remains in effect for one calendar year from the date the student is placed on Disciplinary Probation. The goals of the probationary period will be recorded in writing and discussed with the parents when the status is assigned.

### **Expulsion**

Expulsion is the most severe consequence to be exercised at CCA. It is recommended only after all previous forms of discipline have been exercised, and the problem(s) persist(s) or when the offense is by its very nature one which even in a single act creates a situation which the school finds untenable or presents a threat to the emotional, psychological, or physical safety of its staff or students. Whether or not a situation presents a threat (emotional, psychological, or physical) to staff or students is determined at the sole discretion of the administration.

Offenses deemed expellable may result in immediate out-of-school suspension pending an investigation by the school's administration. In no case will the student be allowed on campus or at any school-related activity (on or off campus) pending termination of the investigation. Once a student is expelled, the student is not permitted on school grounds or at any school activities. There may be instances, determined at the sole discretion of the administration, where student misconduct warrants immediate expulsion. The school retains the right to amend, discontinue, or vary from these procedures without prior notice. Tuition and student account payments are always the financial responsibility of each family. That responsibility continues in the event a student is expelled. Tuition refunds, transfers, or payment refunds are not considered.

In all cases, Covenant administration reserves the right to change, amend, or vary from written policies and procedures. Covenant administration also reserves the right to administer consequences as it sees fit. In the event that parents disagree

with decisions made by Covenant administration, they may write a letter of appeal to the Head of School. The Head of School will review the appeal and make a final decision.

## **AMNESTY POLICY**

As a way of supporting and encouraging students to live healthy and faithful lives, CCA has developed an amnesty policy to encourage Godly living and reconciliation to the community standards. Students who have engaged in behaviors outside of the Honor Code, and who are seeking to change those behaviors, will have the opportunity to access our support network rather than going through the regular disciplinary process. Issues of special concern may include such things as use of alcohol, drugs, pornography, or inappropriate sexual behavior. The following guidelines should be followed:

- Requests for amnesty should be made to the USLR Principal or the Head of School. This would include sharing about the behavior and an expressed desire to receive help and move towards growth.
- Requests must precede any disciplinary confrontation and investigation resulting from behaviors outside the Honor Code.
- The USLR Principal will work with the student and their parents to provide supportive and appropriate assistance for accountability and growth.

## **DISCIPLINARY OFFENSES – MINOR AND MAJOR VIOLATIONS**

### **MINOR VIOLATIONS**

**Consequence:** Written warning, detention(s), suspension.

CCA recognizes that students, at times, make choices that display a lack of proper judgment or respect for the Honor Code and that some conduct issues or responses have an effect on both the individual and the community as a whole. The appropriate consequences for minor violations are detention(s) and suspension(s). These consequences bring to the student's attention this area of poor judgment and encourage the student to make wise choices in line with CCA's behavioral expectations. Repeated minor violations may be treated as a major violation.

Detention will be served as assigned. If the student is an athlete, recognize this will be letting the team down by not being at practice/game in a timely manner. Practices and games are not an excuse to miss serving detention. As a student-athlete, this means that responsibility as a student takes precedence over everything else.

### **Examples of Minor Violations** *(Repeated minor violations may be treated as a major violation)*

#### **Respect for Self**

- Dress code violation (See Page XX for more details)
- Cell phone violation (See Page XX for more details)
- Improper postings on social media networks (bullying and/or harassment of any kind is treated as a major violation)

#### **Respect for Others**

- Tardiness (see "Tardiness" on page 22 for more details)
- Disruptive talking in class
- Unkindness towards another student
- Inappropriate language
- Roughhousing
- Public displays of affection

#### **Respect for Property**

- Chewing Gum
- Food in any unauthorized area
- Messes on or around lockers
- Littering
- Misuse of school spaces, materials, or supplies

### **MAJOR VIOLATIONS**

**Consequence:** In-School Suspension, Out-of-School Suspension, or Expulsion

CCA recognizes that some students may make choices which show a serious disregard for the Honor Code and that these choices have a serious effect on the individual's personal character and the life of the community as a whole. The appropriate consequences for such major violations will be a minimum of in-school suspension and may result in expulsion. Patterns of

behavior which individually would qualify as a minor violation, will be deemed as a major violation subject to consequences as determined at the sole discretion of the administration.

## **Examples of Major Violations**

### **Respect for Self**

- Skipping class
- Leaving school without permission
- Lying and deliberate deception
- Plagiarism, cheating, and/or copying another's work
- The use, possession, or distribution of alcohol, drugs (including marijuana in any form), drug paraphernalia, tobacco products, and/or vaporizers or e-cigarettes (vaping).
- The misuse or distribution of prescription drugs

### **Respect for Others**

- Blatant disrespect of or towards faculty and staff
- Defiance or profanity to, at, or around school authority
- Prejudice or discrimination based on race, ethnicity, gender, or sexual identity. Examples include, but are not limited to: racial slurs, jokes, teasing, and/or belittling comments
- Any form of harassment, including: joking, gestures, innuendo, touching
- Bullying, slander, or verbal threats (in-person or online)
- Physical Fighting
- Viewing or exposing others to pornography, sexting
- Bringing weapons on campus (including, but not limited to: knives, guns, BB-guns and Airsoft guns)
- Any serious violations of the law

### **Respect for Property**

- Vandalizing or misusing school property and other students' property
- Stealing from school personnel, school buildings, parked cars, or students
- Passing off another's work as your own
- The use or possession of fireworks or explosive devices
- Pulling a fire alarm or tampering with fire or safety equipment

## **Investigation, Process of Determination**

Covenant reserves the right to take whatever time and employ whichever means necessary to determine its course of disciplinary action. The investigatory process may include, but is not limited to, faculty and student interviews, request for written statements, review of security camera footage, review of correspondence such as text messages or letters. Covenant reserves the right to search students' lockers, backpacks, personal belongings, and vehicle with or without cause and without forewarning.

## **DISCIPLINARY OFFENSE WHILE ON A SCHOOL TRIP**

If a student breaks a major school rule while on a school trip or school-sponsored function he or she may be sent home at the parent's expense and subject to further disciplinary action.

## **ADDITIONAL NOTES**

### **Bullying**

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, ethnicity, religion, gender, age, class or disability).

### **Cell Phone And Technology 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 toward our screens. Calling one another to something richer, we place firm boundaries around the use of electronics during the school day.



Electronic devices include, but are not limited to, cell phones, tablets, smartwatches, headphones, earbuds, speakers, and other internet-accessing devices. These items are not allowed to be used during the school day without express teacher permission. Cell phones must be silenced/turned off and placed in the provided cell phone lockers between 8:00 am and 2:45 pm.

The only two classes which will consistently allow student device use are College Guidance for juniors and Rhetoric II for seniors. Teachers may occasionally ask students to bring a device as an aid for a specific activity, but normal day-to-day schooling will not make use of electronic devices. Use of a laptop during study hall may be allowed but must be approved by the study hall proctor on any given day. Seniors may use laptops during free periods in approved spaces with screens visible.

Any electronic device used without permission will be stored in the USLR Principal's office until the end of the day. After a first offense, confiscated devices will need to be retrieved by a parent and will result in disciplinary action.

Cell phones are NEVER to be used in the restrooms or locker room at any time. Students found taking pictures or videos in a restroom or locker room or having shared inappropriate materials via phones, email, social media, or other electronic devices will be subject to serious disciplinary action, including suspension, or expulsion.

Parents are asked to communicate with their children through the USLR Office during the school day and should refrain from texting and calling their children while they are at school. Upper School students are also welcome to use the USLR Office phone to call parents during the school day.

Covenant Christian Academy is not financially or legally responsible for lost, stolen, or damaged phones, smartwatches, laptops, or any other form of personal technology or for the improper use of said technology by students. Parents/guardians are responsible for ensuring their student understands and complies with CCA's cell phone and technology use policy and for any consequences arising from non-compliance.

### **Drugs, Alcohol and Tobacco**

The use, possession, or distribution of alcohol, drugs (including marijuana in any form), drug paraphernalia, tobacco & nicotine products, and/or vaporizers or e-cigarettes (vaping) are strictly prohibited. The misuse or distribution of prescription drugs is also strictly prohibited.

### **Plagiarism**

Everyone who submits written work in the school must be the author of that work. When students use language, thoughts, ideas, or expressions originating with others, they must make clear what is theirs and what is not. Anyone who knowingly offers as their own what is in fact someone else's work participates in a form of cheating and the work submitted will receive a grade of zero ("0") and be considered a major indiscretion with corresponding consequences.

Examples of plagiarism include the following:

- Copying another's work
- Quoting from a textbook or other source without quotation marks and without citing those sources
- Copying a paragraph and changing a few words
- Paraphrasing someone else's work without citation
- Cutting and pasting statements from any digital source without citation
- Using ChatGPT (or anything similar) to generate content and presenting this as one's own work

### **Pornography**

Any sexually explicit, non-academic item brought on campus for personal or public use will be considered a major violation of CCA's Honor Code. Exposing others to pornography and physical or emotional abuse is even more serious. Both may result in a suspension or separation from school.

### **Public Display of Affection & Sexual Relations**

Public displays of physical affection between students are not appropriate at school or school-sponsored events. Students should refrain from holding hands, kissing, or any other display of romantic affection, as we want to preserve a community where all feel included and comfortable at all times. Repeated violations will result in disciplinary action.

We believe the Bible teaches that all sexual activity outside the covenant of marriage is sinful and, therefore, ultimately destructive to the parties involved. As a Christian academic community and in light of our institutional mission, members of the CCA community are expected to follow the teachings of Scripture concerning matters of human sexuality, and institutional decisions will be made in light of this position. Depending on the student's previous disciplinary record or other mitigating circumstances, the school reserves the right to suspend or separate any student in major violation of this policy.

### **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)

### **RIGHT TO SEARCH POLICY**

Covenant Christian Academy reserves the right, at the sole discretion of the administration, to search at any time, with or without probable cause, all lockers, automobiles, backpacks, handbags, gym bags, and any other items which contain or may contain personal belongings, while on the school property, or off the property when on a sanctioned Covenant Christian Academy event.

Covenant Christian Academy, as determined by the administration, reserves the right and authority to govern and rule concerning all other matters not listed here regarding improper behavior by students and discipline while representing the school.

## **V. PARENTAL EXPECTATIONS**

### **CHANGE OF ADDRESS**

Change of address or telephone number should be reported to the Main Office as soon as the change is made. It is important that the office records contain the correct information at all times.

### **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 Upper School of Logic and Rhetoric that one should follow is: Teacher or Staff person, Dean of Academics, USLR 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.

### **PARENT CONFERENCES**

A mandatory Parent Teacher conference is scheduled each fall. One parent or guardian of each student is required to meet with their students' teachers in order to discuss student progress.

Additional parent conferences are encouraged and may be scheduled by parents, teachers, or administrators upon request. Parents desiring a conference should contact the teacher through email or phone to determine a convenient time for the meeting. Parents should also identify the topic for the conference in order for the teacher to have time to collect papers or tests related to the reason for the conference. Please read the section titled "Suggestions for Helping Students" below prior to scheduling a parent conference. At the Upper School level we may require the student to attend the parent conference as well.

### **PARENT VOLUNTEERS**

Because our school desires to be in partnership with the Christian home, parents are encouraged to play an important part in the school community. Each parent is encouraged to become involved in his/her student's lives at CCA and to participate in some of the volunteer projects available. The Covenant Parent Connection offers parents an opportunity to get involved. While many parents choose to be involved at the school regularly, we encourage every parent to try and assist with at least one activity during the school year. Opportunities are available in athletics, prayer support, social activities, and school organizations.

All parents volunteering as chaperones on field trips must fill out the Volunteer Application, consent to a criminal history background check (CORI), and submit them for review to the Main Office. All volunteer drivers must show proof of a valid driver's license, insurance, and consent to a driving record check before transporting students. This information will be required to be verified by the Main Office prior to any volunteer participating in a school sponsored field trip or activity.

### **SUGGESTIONS FOR HELPING STUDENTS**

#### **Grievances**

If your student has a concern or complaint regarding a specific teacher, coach, or administrator, it is essential that the initial communication be with that teacher, coach, or administrator. When a student brings a complaint home, take the time to advise him as to how to approach the teacher, coach, or administrator to begin the resolution of the conflict. This training or advice will give the student a wonderful opportunity to learn the skill of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblical/relational way. (Matthew 18)

We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. First and most importantly, our young people begin to take responsibility for resolving conflict in a Biblical and mature way. This training and experience is one of the most valuable tools we can give them as they prepare to enter

the adult world. We need to be very careful that we do not attempt to “solve their problems” for them at this age, but simply advise and counsel them in learning how they can best solve their own conflicts. As they face these situations and see resolution, it will give them a confidence and independence which truly builds self-esteem and responsibility. It is a critical stage in their development, which calls for restraint, prayer, and counseling from parents and sensitivity in listening and problem solving on the part of teachers. Secondly, faculty members learn how they can improve as teachers and better meet the needs of students.

In summary, as a Christian community, we are committed to handling concerns, complaints, and conflicts as Biblically as possible. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear inherent to the resolution of differences. Certainly this can be a valuable education and spiritual lesson for our young people, which gives them the confidence to be responsible and sensitive problem solvers in their world.

### **Computer & Phone Use**

- Good Internet and technology habits are learned. They are not intuitive. Our stewardship of the Internet and technology at school should be reinforced with good habits at home. We encourage parents to establish rules for Internet use at home consistent with rules at school.
- Covenant Christian Academy encourages the use of filtering tools to assist in ensuring a wholesome Internet experience at home as well as at school.
- Placing your PC in a common room with the screen generally visible and establishing reasonable use and time limits help ensure a positive Internet experience on the home front.
- Prioritizing legitimate homework and research ahead of games and entertainment is also a good practice.
- It is recommended that students keep their cell phones in a separate location from where they sleep so that sleep is not disrupted.
- More helpful suggestions can be found in Andy Crouch’s *The Techwise Family*, Jonathan Haidt’s *The Anxious Generation*, or from the USLR Principal.

### **Dress Code Compliance**

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 administrators 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.

### **TELEPHONE CALLS, MESSAGES, PACKAGES**

- Phone calls should be made before school, during lunch, or after school, but not during class periods. Office phones are not to be used by students except when authorized by the Administrative Assistant or a teacher.
- If a student is ill and needs to go home, the nurse or Main Office Administrative Assistant will contact the parent. If other emergencies require that parents be contacted during class time, the office staff must approve the phone call.
- Students are not to be called out of class nor will a class be interrupted for phone calls or messages of a nonemergency nature.
- Messages, lunches, books, packages, gifts, or forgotten assignments brought to the Main Office will be delivered to a student between classes or at the end of the day as time permits.
- The school phone system includes a voice-mail capability. If a teacher is unavailable to take your call, you will be directed to a teacher’s voice-mail in order to leave a message.

### **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; I 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.

At Covenant Christian Academy, we strive to set standards that promote excellence in academics, conduct and appearance. Our dress code is based on the principles of modesty, neatness, and appropriateness. We believe that a dress code encourages good behavior and that physical appearance is important and influences attitudes within a community.

The guideline for all types of dress, 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.

## VI. UNIFORM AND DRESS CODE INFORMATION

At Covenant Christian Academy, we strive to set standards that promote excellence in academics, conduct and appearance. Our dress code is based on the principles of modesty, neatness, and appropriateness. We believe that physical appearance and self-image are closely related, and a dress code encourages good behavior. Appearance influences students' attitude toward themselves, others, their school, and their responsibilities.

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. Students are required to be in proper attire during school hours unless other attire has been approved. Students not in proper attire will receive a written warning and may be removed from classes (or a school event) until they are able to meet the guidelines listed below. Parents may be asked to bring an appropriate change of clothing to the school for their child. Repeated violations will lead to a detention and additional consequences if necessary.

### **SCHOOL OF LOGIC–Uniform and Dress Code for Students in Grades 7 & 8**

Students are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the USLR Student Life Coordinator or USLR Principal.

**Standard Uniform** is required on Monday, Tuesday and Thursday.

**Chapel Uniform** is to be worn on Wednesday.

**Spirit Attire** is optional, and may be worn on Fridays.

**Professional Attire** will be required from time to time for various special school events.

See below for a full description of each of the above, along with information regarding ordering school uniforms through Land's End.

#### **Standard Uniform: Monday, Tuesday, Thursday**

- Lands' End is our official uniform dress code provider and approved uniform items can be seen and ordered at [www.landsend.com](http://www.landsend.com). Our preferred school number is 900029372 and our logo ID is 0581497K.
- Once you find CCA on the Lands End website, only approved uniform items and colors will be displayed. While other colors and styles are offered by Lands' End, they should not be purchased as a school uniform.
- Lands' End will embroider the school logo on required items for an additional fee.
- Pants, shorts, or skirts purchased from the uniform lines at Gap, Old Navy, and Target must be nondistinguishable from the Lands' End products, in color, cut, length and style.
- Skirts, dresses, and shorts must be no more than 5" above the knee when standing.
- Please note that trendy styles, including but not limited to, skinny-legged, jogger-style or cargo-style pants or shorts, are not allowed.

#### **Chapel Uniform: Wednesday**

##### **Girls**

- White Oxford shirt with CCA logo
- Land's End "Top of Knee Chino Skort" in khaki (tan) or navy; or khaki (tan) or navy pants.
- Black or brown dress shoes. Sneakers, flip flops or other casual footwear may not be worn.

##### **Boys**

- White Oxford shirt with CCA logo and a blue and gold CCA tie (available on Land's End)
- Khaki (tan) or navy pants (see Land's End Standard Uniform above)
- Black or brown leather dress shoes with a matching black or brown belt. Sneakers, flip flops or other casual footwear may not be worn.

#### **Gym Uniform**

- On days that Logic School students have gym class, students will be required to bring and change into a gym uniform. Students must change out of the gym uniform before returning to class for the remainder of the day.
- The gym uniform consists of a gray t-shirt with the school logo and blue shorts, sweatpants or track pants.
- Gym sweatshirts are optional. Approved items are available for purchase on the Lands End website. Other styles and colors are prohibited.
- 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.



### **Spirit Wear (optional): Friday**

- Students in grades 7 and 8 may participate in Spirit Wear Fridays by wearing any official CCA Spirit wear. Students that do not wish to participate in Spirit Wear on Fridays should default to the Standard Uniform.
- Students may wear T-shirts, sweatshirts, hoodies, etc. from a CCA sports team, House, club, class, musical group, theatre production, etc.
- Pants, jeans or shorts are to be clean and neat, trimmed and without tears or holes and are to be worn pulled up to the waist. Shorts should be the standard uniform shorts.
- No leisure, lounge, sports, or exercise clothing (leggings, warm-ups, athletics shorts, etc.) are to be worn.
- Any CCA jacket or sweatshirt may be worn as outerwear, but the shirt underneath must meet the shirt requirements of Spirit Wear.
- Shoes: Casual shoes, sneakers, or comfortable dress shoes may be worn. Students may not wear open-toed sandals, beach sandals (flip flops), Crocs, work boots, moccasins, bedroom slippers or impractical styles.
- Approved "Dress Down" days default to Spirit Wear guidelines with exceptions being named i.e. pajama day, color day, etc.

### **Professional Dress: Special Events**

There are times in the life of a school when more professional attire will be expected. Events such as school presentations, serving as a representative of CCA at an admissions or outside event, where a higher level of dress is appropriate. In such cases, a student may be asked to meet the Professional Attire guidelines listed below.

#### **Girls**

- A dress, collared shirt or blouse (short or long sleeve) should be worn.
- Camisoles, shirts, or tank tops, if worn under a blouse, must have a modest neckline.
- Dresses or blouses with shoulder straps less than 2" wide should be worn with a dress sweater or blazer.
- A dress, skirt, or dress slacks should be worn.
- Skirts and dresses must be no more than 5" above the knee when standing.
- Shoes should be dress shoes. Sneakers, flip flops or other casual footwear may not be worn.

#### **Boys**

- Collared shirt with a tie or bow tie should be worn.
- Shirts must be buttoned up and tucked in all day.
- Sport coats/blazers are optional, but at times may be required.
- Dress pants, khakis or slacks must be worn with a dress belt.
- Shoes should be leather dress shoes. Sneakers, flip flops or other casual footwear may not be worn.

### **Additional Uniform Guidelines**

- Under the Uniform: Students may not wear T-shirts with logos that are visible underneath uniform shirts. 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. Girls must wear white or flesh colored undergarments under white, or light colored, tops. Leggings may only be worn under a dress, shorts or skirt.
- Over the Uniform: Uniform outerwear items listed on [landsend.com](http://landsend.com) and 1/4 zip pullover with the CCA Athletics (Cougar Logo) or CCA Logo (shield) available on the School Store may be worn over the standard uniform and chapel uniform. Non-CCA jackets are not to be worn during the academic day.
- CCA Hooded Sweatshirts may only be worn on Fridays with Spirit Wear
- Jean style pants (defined as denim, stretch denim, back pockets sewn on the exterior of the pant, or rivets visible), joggers, cargo pants and shorts do not meet the expectation of the chapel uniform.
- Gym shorts or sweatpants are not considered part of the standard Uniform and are only to be worn for gym class.
- Pants and shorts are to be clean and neat, hemmed and without tears or holes.
- Shoes: While there is no uniform footwear students should wear comfortable dress shoes, casual shoes or sneakers. Students may not wear open-toed sandals, beach sandals (flip flops), Crocs, work boots, or impractical styles including, but not limited to, high heels, open clogs or platform shoes.
- Hats and bandanas may not be worn inside the school building.
- Body Embellishments: Gauges, and facial piercings (other than additional ear piercings) are prohibited.
- Inappropriate or offensive statements, signs, or symbols are not permitted on any clothing, backpacks, notebooks or related items.
- Bathing Suits: At a CCA sponsored event where swimsuits are allowed, girls are required to wear modest one-piece bathing suits or tankini's and boys may not wear "Speedo style" bathing suits.

## **SCHOOL OF RHETORIC—Uniform and Dress Code for Students in Grades 9 - 12**

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 USLR Student Life Coordinator or USLR Principal.

**Professional Dress** is required on Monday, Tuesday and Thursday.

**Chapel Attire** is required on Wednesdays for Chapel, and will be required from time to time for other special school events.

**Spirit Attire** may be worn on Fridays.

See below for a full description of each the above, along with guidelines for events, such as Prom.

### **Professional Dress: Monday, Tuesday, and Thursday**

#### Girls

- A collared shirt or blouse (short or long sleeve), or dress cotton shirt must be worn.
- T-shirts, tank and racerback tank tops, spaghetti straps, and strapless tops are not permitted.
- Tops must cover undergarments completely (front and back), must not be too tight, must cover the midriff, and the neckline must not display cleavage.
- White or flesh colored undergarments must be worn under white or light colored shirts.
- Dress sweaters or blazers may be worn over a Professional Dress top.
- Pants, jeans or shorts are to be clean and neat, trimmed and without tears or holes and are to be worn pulled up to the waist. Shorts must be no more than 6" above the knee when standing.
- Skirts and dresses must be no more than 5" above the knee when standing. Tightly fitted, tube-style dresses are not permitted.
- Leggings may only be worn under a dress, shorts or skirt.
- Shoes: Casual shoes, sneakers, or comfortable dress shoes (heel height must be 2 inches or less) may be worn.
- Students may not wear open-toed sandals, beach sandals (flip flops), Crocs, work boots, moccasins, bedroom slippers or impractical styles.

#### Boys

- A collared shirt (short or long sleeve) must be worn. If a button up shirt is worn, the shirt needs to be buttoned up to the top 1-2 buttons. T-shirts and tank tops are not permitted.
- Sport coats/blazers may be worn over a collared professional dress shirt.
- V-neck or quarter-zip dress sweaters may be worn over a professional dress shirt, though crew neck dress sweaters may be worn without a collared professional dress shirt underneath.
- Pants, jeans or shorts are to be clean and neat, trimmed and without tears or holes and are to be worn pulled up to the waist. Shorts must be no more than 6" above the knee when standing.
- Shoes: Casual shoes, sneakers, or comfortable dress shoes may be worn. Students may not wear open-toed sandals, beach sandals (flip flops), Crocs, work boots, moccasins, bedroom slippers or impractical styles.

### **Chapel Attire: Wednesday and Special Events**

#### Girls

- A dress, collared shirt or blouse (short or long sleeve) must be worn.
- Tops must cover undergarments completely (front and back), must not be too tight, must cover the midriff, and the neckline must not display cleavage.
- Dresses or blouses with shoulder straps less than 2" wide must be worn with a dress sweater or blazer.
- A dress, skirt, or dress slacks should be worn. Tightly fitted, tube-style dresses are not permitted.
- Skirts and dresses must be no more than 5" above the knee.
- Shoes should be dress shoes. Open-toed dress shoes are allowed with Chapel attire. Heel height must be 2 inches or less and no high heels in the PAAC. Sneakers, flip flops or other casual footwear may not be worn.

#### Boys

- A collared shirt with a tie or bow tie must be worn.
- Shirts must be buttoned up and tucked in all day.
- Sport coats/blazers are optional, but at times may be required.
- Dress pants, khakis or slacks must be worn with a dress belt.
- Black or brown dress shoes must be worn. Sneakers, flip flops or other casual footwear may not be worn.

### **Spirit Wear (optional): Friday**

- Students in grades 9 through 12 may participate in Spirit Wear Fridays by wearing any official CCA Spirit wear. Students that do not wish to participate in Spirit Wear on Fridays should default to the Professional Dress code.
- Students may wear T-shirts, sweatshirts, jackets, etc. from a CCA sports team, House, club, class, musical group, theatre production, CODA trip, etc.
- Pants, jeans or shorts are to be clean and neat, trimmed and without tears or holes and are to be worn pulled up to the waist.
- No leisure, lounge, sports, or exercise clothing (leggings, warm-ups, athletics shorts, etc.) are to be worn.
- Any CCA jacket or sweatshirt may be worn as outerwear, but the shirt underneath must meet the shirt requirements of Spirit Wear or Professional Dress.
- Shoes: Casual shoes, sneakers, or comfortable dress shoes may be worn. Students may not wear open-toed sandals, beach sandals (flip flops), Crocs, work boots, moccasins, bedroom slippers or impractical styles.
- Approved "Dress Down" days default to Spirit Wear guidelines with exceptions being named i.e. pajama day, color day, etc.

### **Additional Dress Code Guidelines**

- CCA Hooded Sweatshirts and Crewnecks may only be worn on Fridays with Spirit Wear.
- Outerwear: 1/4 zips with a CCA Cougars logo may be worn over Professional Dress tops. Non-CCA fleece jackets (1/4 zip or full zip) may also be worn over a Professional Dress top during colder months.
- Jean Style Pants (defined as denim, stretch denim, back pockets sewn on the exterior of the pant, or rivets visible), black jeans, joggers, cargo pants and shorts do not meet the expectation of "dress pants or slacks" for chapel attire.
- Undershirts should not have logos that are visible underneath Dress Code shirts.
- Clothing should not contain visible large branding or art. A small logo is permitted.
- Hats and bandanas may not be worn inside the school building.
- Hair should not be unnaturally colored, including streaks of color or unnaturally colored highlights.
- Facial Hair is to be well-trimmed and neat.
- Body Embellishments such as gauges and facial piercings (other than traditional ear piercings) are prohibited.
- Inappropriate or offensive statements, signs, or symbols are not permitted on any clothing, backpacks, notebooks or related items.
- Bathing Suits: At a CCA sponsored event where swimsuits are allowed, girls are required to wear one-piece bathing suits or tankini's and boys may not wear "Speedo style" bathing suits.

### **Prom and Dance Attire – Grade 9 - 12**

- Dresses must not show cleavage, midriff, or have slits in the hem higher than 6" above the knee.
- Dresses must be no more than 6" above the knee if wearing a short dress.
- Tightly fitted, tube-style dresses are not permitted.
- Boys must wear a suit or tuxedo.
- All guidelines also apply to the dates of CCA students.
- If there is a question as to the appropriateness of the dress, bring the dress in or email a picture to show a teacher. Don't risk being asked to leave a CCA dance.

### **Note to Parents**

CCA appreciates parents partnering with us in the dress code. Students are expected to comply with the dress code and parents are expected to monitor compliance before their children leave home. While we are not interested in being the "clothes police," it is extremely important that we have consistency in our dress code to help contribute to a positive educational environment. Thank you for your help and cooperation.

## VII. ATHLETIC AND PHYSICAL EDUCATION INFORMATION

At CCA we are dedicated to giving our USLR students a challenging yet rewarding and enjoyable experience through athletics. We believe participation in athletics is beneficial to students physically, mentally, socially and spiritually, and therefore see athletics to be an important part of the total educational program at CCA. Our coaches are experienced and bring a love for their sport to the program, and they prepare their players to compete with Christ-like character in an environment of hard work and fun. Athletics at CCA is not only for the exceptional athlete, but for the beginner as well; and we believe that's why the school enjoys such a high rate of student participation. Registration for each season takes place approximately 4 weeks prior to the beginning of the season.

At the Logic School level we offer the following teams: boys soccer, girls soccer, boys basketball, girls basketball, and track to our 7th-8th grade students. Sports teams available to the RS students include: girls soccer, boys soccer, girls volleyball, coed cross country, girls basketball, boys basketball, girls softball, coed ultimate frisbee, and coed track and field. As interest develops for additional sports teams, we are happy to add them to our list of offerings. Varsity girls teams compete in the Independent Girls Conference (IGC), and varsity boys teams participate in the Mass Bay Independent League (MBIL). Both leagues are under the authority of the New England Preparatory Schools Athletics Association (NEPSAC).

### **Participation Requirement: Logic School**

During each year of Logic School, all students are enrolled in a full year of Physical Education, meeting 1x per week. In addition, seventh grade students also participate in at least one season of athletics each school year. Logic School sports seasons are approximately eight weeks long and typically meet for games or practices 3-4 days per week. Students who wish to petition for an exemption from this requirement due to physical ability or involvement in a non-CCA athletic extracurricular activity should contact the Athletic Director for an Exemption Request Form.

### **Participation and Eligibility Requirements: Rhetoric School**

To be academically eligible to participate on a varsity sports team, students must not be failing a class. If at the halfway mark in the semester it is determined that a student is failing a class, they may continue to participate, but will be given a two week probationary period to bring their grade up. If after two weeks the failing grade remains, the student will be ineligible to participate in athletics for the remainder of the semester.

CCA's physical education requirement (1 credit) for graduation can be met through participation in athletics. Each season of participation is equal to .5 credits. Students who must be exempted from this requirement (due to physical inability) should contact the Athletic Director for an Exemption Request Form. Students who are involved with a non-CCA athletic extracurricular activity who wish to earn credit for that activity should contact the Athletic Director. Varsity sports seasons are approximately 10 weeks long and typically meet for games or practices 5 days per week.

Please See Page 54 for the NEPSAC Code of Ethics and Conduct.

## VIII. FINE ARTS EDUCATION INFORMATION

Creativity . . . it's a simple yet profound word that not only describes a process one experiences in the world of fine arts, but perhaps more importantly expresses a deeper way human beings connect with one another, the world around them, and ultimately with God—the Master Creator. At CCA, the Fine Arts is a large part of what we do each day. We believe that participation in Fine Arts is important to rounding out the education of a student. Our staff, both full and part time, are highly qualified in their areas and complete their teaching with the utmost excellence.

Registration for Musical Ensembles takes place at the beginning of the school year, but students can join an Ensemble at the 2nd Semester as well. Registration for Instrument and Vocal lessons begins in August, but students can begin lessons at any point during the school year by contacting the Director of Fine Arts.

Students may sign up and audition for Theatrical Productions a few weeks prior to the start of rehearsals.

At the Logic School level students can participate in the following Fine Arts experiences: LS Chorus, LS Worship Band, USLR Concert Band, USLR Jazz Band, USLR String Ensemble, LS Play, USLR Musical (every other year).

Experiences available to Rhetoric School students include: RS Chorus, RS Select Chorus, RS Worship Band, USLR Concert Band, USLR Jazz Band, USLR String Ensemble, RS Play/USLR Musical (every other year).

Additionally, CCA offers the following Fine Arts Electives: Music and Media, Modern Music, Theory and Composition, History of American Pop Music, Drawing I and II, Painting I and II, Ceramics, Advanced Art, AP Art, Intro to Design, Advanced Design, Acting, Devised Performance, Theater Arts 1, Theater Arts 2, and Theater Tech.

### **Participation Requirement: Logic School**

During each year of Logic School, all students are enrolled in a full year of Art and Drama, which each meet once a week. Students must also complete their performance requirement by participating in any one of the following: Logic School Music Class, Logic School Play, USLR Musical (bi-annual), Logic School Chorale, USLR Concert Band, or USLR Jazz Band.

### **Participation Requirement: Rhetoric School**

During a student's high school career, student's are required to earn 1.5 credits in Fine Arts. Students can earn credits in any of the following ways: Classroom Elective in Art, Music or Drama (1 semester=.25 credit hours), Participation in any Ensemble (1 semester=.25 credit hours), HS Play (.25 credit hours), USLR Musical (.25 credit hours).

### **Instrumental Lessons**

Students at all grade levels have the option of taking private lessons on any of the following instruments: piano, voice, violin, flute, clarinet, saxophone, trumpet, trombone, euphonium, percussion. Lessons are scheduled during school if a student is participating in USLR Concert Band and before or after school if a student is taking instrument lessons for their own benefit. Lessons are scheduled on a first come, first served basis beginning in the summer, but students can register for lessons at any point during the school year. All students participating in instrumental lessons have the opportunity to perform at any of three recitals scheduled by the Music Department throughout the school year.

## IX. COVENANT 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 USLR 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 USLR 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 USLR 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 USLR 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 USLR 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 USLR Principal and the Administration. The nature and extent of the investigation will depend upon the circumstances. The USLR 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 USLR 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 USLR Principal will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated.

### **Notification**

If the USLR Principal determines that bullying or retaliation has occurred, he 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 USLR Principal or designee will work with appropriate school staff to implement those measures immediately.

### **Response**

If the USLR 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 USLR 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 Honor Code 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.

4. 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 USLR 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 USLR 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 USLR 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.

## **X. NEPSAC: CODE OF ETHICS AND CONDUCT**

As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what “fairly played” means and to provide guidelines for NEPSAC athletes, coaches, officials and spectators alike to follow.

### **Proper Conduct and Good Sportsmanship**

At the heart of this matter lie several terms which are often hard to define - yet no more important task confronts teachers and coaches than to set standards which are fair and honorable. Throughout this Code, when such terms as “proper conduct” and “good sportsmanship” are mentioned, they refer to such standards as these:

1. Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
2. Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Honor visiting teams and spectators as your own guests and treat them as such. Likewise, yourself behave as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn especially to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

### **Purpose of Athletics In Our Schools**

Athletics exist primarily as an essential part of the student’s full education. As an educational process, they serve these purposes:

1. To teach and instruct students in the rules, fundamentals and skills of various individual and team sports; to provide physical training and physical outlet for adolescent energy.
2. To provide healthy competition and cooperation within and between schools, thus inculcating in each student the best principles of good sportsmanship.
3. To develop the other aspects of good sportsmanship that will best serve each student’s education.
4. To maintain the spirit of true amateur competition.

### **Middle School Spirit of Competition**

Along with the rules for middle school play, coaches should play with a good spirit of competition. The NEPSAC Code of Ethics provides the framework on which all game behavior should be based. Beyond that, middle school coaches should intentionally make the game a positive experience for everyone involved - players on both teams, coaches, officials and spectators. This means taking a leadership role with your team and setting standards of behavior. Running up the score, keeping a press on in a basketball game when the outcome is clearly evident, putting your starters in as a group when the score is already lopsided, and continuing a run and gun style of play rather than emphasizing passing and a set offense, all represent examples of coaching strategy which do not meet the intended spirit of middle school competition.

### **Guidelines For Coaches**

1. Coaches shall remember that school athletics are primarily part of each student’s education, not a goal in themselves. Coaches shall use athletics to help each student achieve the standards listed above.
2. Coaches shall assist each student toward developing his or her fullest potential in athletics.
3. Coaches shall remember that the behavior of a team can reflect the coach’s own manner, attitudes, temper and approach to athletics, and shall conduct themselves in a way which brings credit to themselves, their team, their school and their sport.
4. Coaches shall be responsible not only for coaching their teams, but also for running games, dealing fairly and properly with officials, meeting before and after games and visiting coaches and players, and maintaining an objectivity and sense of balance commensurate with good sportsmanship. Coaches shall in particular preserve the tradition of shaking hands after games and matches.

### **Guidelines For Players**

1. Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.

2. They shall comply fully with the rulings of the officials In no way, either by voice, action or gesture, shall they demonstrate their dissatisfactions with the decisions made.
3. Players will not deface property or remove equipment of any kind from their own or another school.

### **Guidelines For Paid Officials**

1. Officials shall arrive at school well in advance of game time, making themselves available to coaches and other officials, and shall be prepared to start the game on time.
2. They shall, in dress, conduct, and knowledge of the game rules, advance the objectives of this Code of Ethics and Conduct.
3. They shall bring understanding and patience to situations that involve young players who err through lack of skill, experience, and maturity.

## 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

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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.**

**Building Relationships in a Supportive Community.**

**Rooted in Christian Faith.**



**COVENANT**  
CHRISTIAN ACADEMY

***Dedicated to Excellence. Anchored in Truth.***