



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

2017 - 2018

## 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 school-administered programs. Covenant Christian Academy does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and a willingness to cooperate with the Covenant Christian Academy administration and abide by its policies.*



## A NOTE FROM THE HEAD OF SCHOOL

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

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

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

Sincerely in Christ,

*Andrea L. Bergstrom*

Andrea L. Bergstrom  
Head of School  
Grammar School Principal

# 2017 - 2018 YEAR AT A GLANCE

For the Upper School of Logic and Rhetoric (7 - 12)

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<b>AUGUST 25</b>	Prefect Retreat
<b>AUGUST 27 - SEPT 3</b>	International Student Orientation
<b>AUGUST 31</b>	Open House / Back to School BBQ
<b>SEPTEMBER 5</b>	First Day of School
<b>SEPTEMBER 5</b>	All School Chapel, 8:15am
<b>SEPTEMBER 8</b>	Rhetoric School La Vida Outing
<b>SEPTEMBER 15</b>	Logic School Whale Watching Outing
<b>SEPTEMBER 19</b>	USLR Back to School & College Info Night
<b>OCTOBER 2</b>	School Picture Day
<b>OCTOBER 5</b>	Early Release: 11:00am
<b>OCTOBER 6</b>	No School: Teacher Professional Day
<b>OCTOBER 9</b>	No School: Columbus Day
<b>OCTOBER 10-13</b>	CTP Testing - Grades 7 - 8
<b>OCTOBER 11</b>	PSAT
<b>NOVEMBER 3</b>	US Parent Teacher Conferences & Jr./Sr. College Info
<b>NOVEMBER 3</b>	US Only - Early Dismissal 11:30am
<b>NOVEMBER 9</b>	All School Veterans Day Assembly, 2:15pm
<b>NOVEMBER 9</b>	Fall Sports Athletic Banquet
<b>NOVEMBER 10</b>	No School: Veterans Day
<b>NOVEMBER 14</b>	Vision Night
<b>NOVEMBER 21</b>	Faith and Family Chapel, 8:15am
<b>NOVEMBER 22-24</b>	No School: Thanksgiving Break
<b>DECEMBER 7-9</b>	Logic School Play Performances
<b>DECEMBER 18</b>	USLR Christmas Concert
<b>DECEMBER 20</b>	All School Christmas Chapel, 10:45am
<b>DECEMBER 20</b>	Early Release 11:30am
<b>DECEMBER 21-30</b>	No School: Christmas Break
<b>JANUARY 1</b>	No School: Federal Holiday
<b>JANUARY 2</b>	Classes Resume
<b>JANUARY 15</b>	No School: MLK Day
<b>JANUARY 16-19</b>	Rhetoric School Semester Exams
<b>FEBRUARY 2</b>	International Festival
<b>FEBRUARY 16</b>	No School: Teacher Professional Day
<b>FEBRUARY 19-23</b>	No School: Winter Break
<b>FEBRUARY 26-31</b>	Senior Thesis Defense
<b>MARCH 1</b>	USLR National Latin Exam
<b>MARCH 16</b>	Winter Sports Banquet
<b>MARCH 22-24</b>	Upper School Musical
<b>MARCH 30</b>	No School: Good Friday
<b>APRIL 2</b>	All School Resurrection Chapel, 2:15pm
<b>APRIL 13</b>	No School: Teacher Professional Day
<b>APRIL 16-20</b>	No School: Spring Break
<b>APRIL 23</b>	Prefect Applications Due
<b>APRIL 30 - MAY 4</b>	USLR Course Registration for 18-19
<b>APRIL 30 -MAY 11</b>	AP Exams
<b>MAY 8</b>	Spring Fest Art Show
<b>MAY 16</b>	USLR Spring Concert
<b>MAY 19-24</b>	US Academic Travel Week (dates vary by class)
<b>May 25</b>	No School: Teacher Professional Day (US Only)
<b>MAY 28</b>	No School: Memorial Day
<b>JUNE 4-6</b>	USLR Final Exams (Gr. 8-12)
<b>JUNE 4-6</b>	8th Grade Threshold Speeches
<b>JUNE 7</b>	US Awards & Moving Up Ceremony
<b>JUNE 7</b>	Last Day of School (11:00am dismissal)
<b>JUNE 7</b>	Make Up Final Exams
<b>JUNE 7</b>	Logic School Scavenger Hunt (afternoon)
<b>JUNE 7</b>	Jr./Sr. Prom
<b>JUNE 8</b>	Baccalaureate, 4:00pm, CCA Gym
<b>JUNE 9</b>	Graduation Day, 10:00am, CCA Gym

*Our best efforts and careful planning have gone into the preparation of this years calendar. However, CCA reserves the right to make changes as necessary. The most current version of the calendar can always be found on our website.*

## SCHOOL HOURS

*Monday through Friday*  
Office Hours: 7:30am-5:30pm  
Classes Begin: 8:00 am  
Classes End: 3:05 pm  
Extra Help: 3:10-3:30pm M,T,Th,F  
Clubs: 3:10-3:40pm M,T,Th,F  
Athletics: 3:20-5:30pm  
(Athletics end time will vary based on sport, level, and game schedule)

## GENERAL CLASS SCHEDULE

8:00 - 8:10 am	Homeroom
8:15 - 9:05 am	Period 1
9:10 - 10:00 am	Period 2
10:00 - 10:10 am	Morning Break
10:15 - 11:05 am	Period 3
11:05 - 11:25 pm	Rhetoric School Lunch
11:05 - 11:55 am	Logic School Period 4
11:30 - 12:20 pm	Rhetoric School Period 4
12:00 - 12:20 pm	Logic School Lunch
12:25 - 1:15 pm	Period 5
1:20 - 2:10 pm	Period 6
2:15 - 3:05 pm	Period 7

## SCHOOL CONTACT INFORMATION

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<b>Main Office Phone Number</b>	978-535-7100
<b>Main Office Fax Number</b>	978-535-7123
<b>Main Office Email</b>	office@ccamail.org
<b>School Website</b>	<a href="http://www.covenantchristianacademy.org">http://www.covenantchristianacademy.org</a>
<b>Nurse's Office</b>	978-535-7137

## 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 main office.*

# 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. Students have a responsibility to God, their parents, their teachers, and themselves to be the best students they can be inside and outside the classroom.

## ACADEMIC RECORDS

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Academic records shall be kept on each student. They shall be 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

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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.

**CTP:** The Comprehensive Testing Program is a rigorous assessment for high achieving students in areas such as reading, listening, vocabulary, science and mathematics. Students in Grades seven (7) and eight (8) take this achievement test in the fall of each year.

**PSAT:** The PSAT is taken by all freshman, 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.*

**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 Add/Drop period of Semester 1. Additional AP Exams may be offered by request for an administrative fee of \$150. Registration for the exams usually occurs early in February. 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. In these cases a faculty mentor will work with the student to prepare for the specifics of that AP exam.

## DETERMINING COURSE GRADES

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Semester long course grades are determined by the academic work done in that semester including a final exam worth 15%-20% of the semester grade. *(continued on next page)*



Year long course grades are determined by the following formula:

Semester 1 = 50%

Semester 2 = 50%

## ACADEMIC WARNING

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Students who are failing a course at the mid-semester review will be placed on Academic Warning. However, students who have extremely low grades or fail more than one course at the mid-semester review may be placed directly on Academic Probation.

Once placed on Academic Warning, the warning status cannot be removed until a full nine (9) weeks of work has been completed without any failing grades. If at the end of the nine week period a student continues to have a failing grade, they will be placed on Academic Probation.

A written letter detailing failure and probation policies will be sent to the parents.

## ACADEMIC PROBATION

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Students who receive a failing grade after being on Academic Warning in one or more classes will be placed on Academic Probation. Student's placed on Academic probation are given the next nine weeks to bring their grades to passing. If a student fails one or more classes at the end of the nine weeks in which he is on Academic Probation he will face probable separation from the school for academic poor performance. The student's grade level teachers and administration will review grades, motivation, progress, etc., to determine whether or not to extend probation, remove probation, or to separate the student from CCA.

Students on Academic Probation may be barred from participation in extracurricular school functions, including athletics, fine arts performances, and student leadership activities.

A letter will be sent to the parents reminding them of the policy on failing. The intent of this letter is to encourage an appropriate response by the student to improve his grades.

*Occasionally a student will be accepted to CCA on Academic Probation. 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 on Academic Probation, the student has one nine week period to demonstrate that he can perform at an acceptable level at our school. Once a student has successfully demonstrated that ability, he will be removed from Academic Probation.*

## ACADEMIC FAILURE

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A grade of 60 or better is required for passing. Students with grades below 60 in semester-long electives will not receive credit for the elective class. In full year classes, students who have a semester average below 60 in a class are automatically placed on academic probation for the remainder of that class. The student can only pass the year-long class if the second semester grade, when averaged with the first semester's grade, results in a year average of 60 or above.

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 principal, 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.

## ACADEMIC TRAVEL WEEK

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Academic Travel Week (ATW) is an opportunity for CCA students to take their learning on the road and experience learning outside of the traditional classroom. Special trips are tailored for each class and they allow for special hands-on learning experiences and exceptional class bonding opportunities. These trips have been among the highlights of the year for CCA students.

Each trip has a cost per student that ranges from \$600-\$1,000. Families are informed of this cost in September and payments are collected each month from October through April until the balance is paid. By spreading the cost out, most families have found they can afford to give their children these special experiences.

If for any reason a family chooses NOT to send their son or daughter on an ATW trip, that student will be given a curriculum project to complete during the week that they are under their parents' supervision. They will be held responsible for the alternative academic assignments and must submit those to their ATW trip leader on the first school day after ATW.

## CLASS RANK

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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 quarter marking period of Semester 2.

For the purpose of a year-end academic award, Highest GPA in each class (grades 7-12) is also determined at the end of the third quarter marking period of Semester 2, but for that specific year only (this is not a cumulative measure).

## COLLEGE COUNSELING

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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.

Covenant firmly believes that the college admissions process is about finding “good matches” between students and post-secondary institutions. No matter how highly ranked or regarded an institution is, if it’s not a good match for an individual student, he/she will likely not succeed there. In order to ensure a successful match, students must embark on a process of self-discovery, identifying their personal strengths, interests, and God-given abilities. They must identify their own learning and social needs, and consider the financial ramifications. Through this 4-year process, students will gain independence, learning how to make complex decisions that will have long-term consequences for them academically, spiritually, socially, emotionally, and financially. We are committed to partnering with your family as your student navigates this important process. We have found that this is most successful when there is close communication and cooperation between the 3 major parties involved in the decision making (students, parents, and the College Counselor) and when each approaches the process with open-mindedness, honesty, intelligence, and sometimes, a sense of humor.

We employ a vast array 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. 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 Admissions Process” course. This course meets for one period per week and focuses on SAT-prep, College essay writing, Naviance training, resume writing and interview training. The course requires no homework, but 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.

**FRESHMAN**

- Begin to identify interests and strengths - take Naviance interest survey.
- Take challenging courses and work to get good grades
- Get involved in Extra-Curricular activities
- Think of service opportunities you would like to be involved in.
- Take PSAT 8/9 exam (1st practice)

**SOPHOMORE**

- Identify academic and leadership goals
- Begin list of top colleges
- Attend college fairs
- Take PSAT exam (2nd practice)
- Get involved in a service project or mission trip.

**JUNIOR**

- Take “The College Process” course: SAT Prep, college essay writing, Naviance training
- Take the SAT
- Complete resume for Guidance Counselor
- Visit Colleges you may be applying to
- Write rough draft of college essay

**SENIOR**

- Link Common App to Naviance
- Fill out registration info in Naviance
- Ask teachers to write letters of recommendation
- Take SAT and Subject Area SAT’s
- Parents should register for FAFSA
- Form list of “Colleges I’m applying to”
- Request Transcripts be sent
- Submit applications on time

**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. CCA offers this test to Juniors 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.

**EXAMS AND REVIEWS**

One of the most beneficial exams that students take in high school (grades 9-12) is the semester exam. 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 review over material previously learned.

**Semester Exam Review:** One of more class periods for review will be provided prior to semester exams. Teachers will provide a review sheet containing information that will assist students in their study for the exam.

**Semester Exams:** Semester exams are mandatory for all high school students in core courses. They may also be given, at the teacher's prerogative, in elective and non-core courses. While the actual form of the exam is left up to the teacher's discretion, the exam is intended to be comprehensive. Any material covered in class during the semester should 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.

Students in eighth (8<sup>th</sup>) grade will be introduced to taking semester exams at the end of the second semester of their eighth grade year.

**No semester exams will be given prior to the scheduled date.** In the event that a student has been scheduled to take two Semester Exams at the same time, the school will determine the best solution to ensure the student is not put at a disadvantage and may result in one of the exams being taken early. Semester Exam dates are posted on the school's calendar (on the website and on Ren Web) 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 Semester Exams on the date and time scheduled unless they are ill. Students failing to take a Semester Exam for reasons other than illness or family emergencies will not be allowed to make up the missed Semester Exam.

Seniors, in their last semester of school, may be exempt from semester exams. See [Senior Privileges](#) (Page 35) for details. If a senior is exempt from the second semester exam she is not required to attend the classes review days.

**Subject 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 are 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 principal.

## EXTRA CREDIT

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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

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An Extra Help time for students to meet with individual teachers in their classrooms is included in the daily schedule. Immediately after school, from 3:05 - 3:30pm) 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

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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 Principal, may enhance the educational experience for CCA students. The Principal 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

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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	97-100	C+	2.3	77-79
A	4.0	93-96	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

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The career 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 for Honors and AP

CCA offers two types of Honors courses: Honors (Accelerated), and Advanced Placement. Semester grades for all Honors (Accelerated) courses will receive a 0.3 weighted increase; for instance a grade of C+ will be raised to a grade of B-; a grade of A will be raised to an A+, although the numerical grade remains unchanged. 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. A.P. students with any grade in the D-range or below will not receive a weighted increase. Our student management system, Renweb, 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 Final Adjusted GPA

In order to calculate the final adjusted GPA you must take the GPA earned, multiply it by the “weight” assigned that class, add all the classes together and divide that total by the total weight (which for CCA is 4.0).

Below is an example. On the left is the information provided for students and parents on a report card. On the right is the calculation that RenWeb performs to arrive at the correct, weighted GPA, behind the scenes.

- This example 10th grade student is in two honors classes, Honors Algebra II and Honors Latin. RenWeb weights these two grades by adding 0.3 to the GPA, making the final weighted GPA for those classes 4.0. (See the green outlined boxes below). While a 92 on the grade scale is an A-, the honors weight bumps the A- to an A, and that is recorded on the report card.
- To arrive at the Adjusted Final GPA for each class, multiply the Weighted GPA by the assigned Class “Weight”. You can see this calculation has been done for each class in the far right column in the RenWeb chart.
- To calculate the Adjusted Final GPA for the Semester, total up the Adjusted Final GPA from each class (the purple outlined box in the example below - 14.85), Divide this number by the weight scale total (4.0) and you arrive at the final GPA (the orange box in the example below - 3.96).

REPORT CARD VIEW		BEHIND THE SCENES IN REN WEB					
Grade	Grade	Class	Average	Unweighted GPA	Weighted GPA	Class “Weight”	Adjusted Final GPA
Bible 10	A-	Bible 10	92	3.7	3.7	0.5	1.85
British Lit	A+	British Lit	93	4.3	4.3	0.25	1.075
World History	A	World History	94	4	4	0.5	2
Algebra II (H)	A	Algebra II (H)	92	3.7	4	0.5	2
Chemistry	A-	Chemistry	92	3.7	3.7	0.5	1.85
Latin III (H)	A	Latin III (H)	92	3.7	4	0.5	2
Art Elective	A+	Art Elective	98	4.3	4.3	0.25	1.075
Music Elective	A+	Music Elective	97	4.3	4.3	0.25	1.075
Theater Elective	A	Theater Elective	95	4	4	0.25	1.0
<b>Semester 1 GPA</b>	<b>3.96</b>	<b>Totals</b>			36	3.75	14.85
		<b>Semester 1 GPA</b>					3.96

## 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

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To graduate from Covenant Christian Academy, a student must meet the 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.

### GRADUATION – DIPLOMA RECOGNITION

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Academic accomplishment is recognized on Covenant Christian Academy diplomas. This recognition is based on the cumulative grade point average of the student as identified below:

Summa Cum Laude: 4.0 or above    Magna Cum Laude: 3.75 – 3.99    Cum Laude: 3.5– 3.74

## GRADUATION REQUIREMENTS

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Credits Required for Diploma:

Rhetoric and Senior Thesis (1.0)	Math (3.0)
English (4.0)	Latin/Language (3.0)
Bible (3.5)	Fine Arts (1.5)
History (3.5)	Phys. Ed (2.0)
Science (3.0)	Academic Electives (3.5)
Total Credits = 28	

## HOMEWORK

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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 Honors or 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 evaluations 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 will 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, out of class work will be posted on RenWeb one week in advance. This will allow a student to schedule her time and provide balance with family, church, and school.

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, Page 17)

## **HONORS, SCHOLAR CONTRACTS, AND ADVANCED PLACEMENT (AP) CLASSES**

As a Classical Christian School that is focused on preparing students for the top colleges and for life in the 21st century, CCA has a demanding, well-rounded curriculum. It is a challenge for any student to manage the demands of school and life outside school in today's Information Age with all of the distractions that abound. We believe that, as a school, we need to make reasonable demands on our students and staff that will allow them to focus and produce the best possible work with great integrity. For that reason, we offer the following opportunities in our course offerings and grading practices:

1. CCA offers a demanding fixed curriculum in grades 9-10. Students have the capability of receiving a 4.0 GPA for averages from 93-96% and 4.3 GPA for 97-100%. Students should focus on their standard classes and achieving the highest possible GPA in those classes. If they do that, many strong students will find that can achieve a GPA of 4.0 or above.
2. Students taking Geometry or Latin II in 9th grade will receive an added 0.3 on their GPA because they are advanced for their grade level and therefore the class is deemed to be more demanding than the standard 9th grade load. This GPA boost continues through 10th and 11th grade as long as they are taking math and language classes that are advanced for their grade level. This includes Pre-Calculus. Once a student chooses an Advanced Placement level course, the A.P. grade weighting applies.
3. CCA Scholars Contracts allow students in a given class to pursue a higher level of academic work and receive a GPA boost of 0.3 for doing that work well. These contracts are offered in two 9th grade classes: Biology and Bible. Scholars contracts are offered in two 10th grade classes: English and History. Students may speak to their teachers about these contracts during the first week of school in the fall semester. If the teacher agrees that the student is a good candidate for the contract, the teacher will issue the contract and it must be signed by the student and his parents and returned to the teacher. Students must have a B or better in the subject area during the previous academic year to apply for a Scholars Contract. Students will be held to strict account for their work in these courses. If deadlines are not being met, the student will be dropped to the "college prep" level of the class. Students who earn a B or better in their Scholars Contract classes are eligible for a 0.3 GPA boost.



4. Advanced Placement courses must be approved by the College Board; when they are approved they will have “A.P.” in the title of the course and qualify for a 0.7 GPA boost. A.P. classes are designed to be college level classes and carry the expectation of more homework (45-60 minutes per day). The Mock A.P. 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. 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.

The opportunities outlined above provide a simple system for students and teachers to focus on and do their best work on the standard course offerings, remembering that high achievement — doing one’s very best — will have the potential of reaping strong grade point averages. Added to that are the opportunities to receive an “Honors,” “Scholars Contract,” or “A.P.” level GPA boost for taking those more demanding courses.

## HONOR ROLL

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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 three categories that are used in the Upper School of Logic and Rhetoric.

- **Summa Cum Laude**      GPA of 4.0 or above
- **Magna Cum Laude**      GPA of 3.75 – 3.99
- **Cum Laude**              GPA of 3.5 -- 3.74
- **Cum Honore**             GPA of 3.15 -- 3.49

## INCOMPLETE ASSIGNMENTS

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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

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In order for a student to receive a classroom accommodation such as extended time on tests and quizzes, the principal must have current educational documentation (cognitive ability testing and achievement testing) and/or current medical documentation 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 principal 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 principal who will then give them to the appropriate teachers. These forms will then be sent directly to the professional requesting them.

## LIBRARY INFORMATION

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The library is scheduled to be open for study and research during regular school hours, and usually before and after school. However, be aware the library is used for various school meetings and may not always be available before and after school on some days.

## MAKE-UP WORK POLICY

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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 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. All tests missed must be scheduled within the allotted make-up time period 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 school day allowance will receive a zero or late work penalties as described below.

**Excused Planned 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 day allowance will receive a zero or late work penalties as described below.

**Partial Day Absences:** A student who misses only a portion of the day, due to a doctor's appointment, illness, or planned absence, is expected to turn in all assignments for all classes that meet that day. 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. Any test missed that morning of a partial absence must be taken the same day as the partial absence and scheduled with the teacher. It is the student's responsibility to contact the teacher to arrange a time to take the test. Any test not taken the day of a partial absence will receive a zero.

NOTE: A student's absence from class due to leaving school because of illness or a family emergency and does not return the same day will be considered an excused absence and expected to follow the make-up policy as outline for "Excused absences due to illness or family emergency" as listed above.

If a student has an unexcused absence, all tests or missed work due on the day of the absence will result in a zero and cannot be turned in or made up for a grade. No extensions are given on any other assignment due dates.

If a student fails to turn in an assignment or project on the date and time due the following make-up work grade reduction will apply:

- **Daily Assignments** not turned in on time will receive a zero and cannot be made up for any credit.
- **Major Projects and/or Papers** not turned in on time - the following grade reduction will apply:

	<b>1 Day Late</b>	<b>2 Days Late</b>	<b>3 Days Late</b>	<b>4 Days Late</b>
<b>7<sup>th</sup>/8<sup>th</sup> grade</b>	minus 20%	minus 30%	minus 50%	not accepted
<b>9<sup>th</sup>/10<sup>th</sup> grade</b>	minus 30%	minus 50%	not accepted	
<b>11<sup>th</sup>/12<sup>th</sup> grade</b>	minus 50%	not accepte		

## **NATIONAL HONOR SOCIETY**

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Students in grades 10-12 who meet the minimum 3.15 cumulative GPA requirement for the CCA Chapter of NHS, are eligible for selection and are notified in writing by the NHS Chapter Advisor. 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 Principal. 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**

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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.

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

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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 Ren Web 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.

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

## **PROMOTION POLICY**

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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.

## RENWEB SCHOOL MANAGEMENT SYSTEM

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Covenant Christian Academy uses RenWeb as our school management system. This system serves as a tool to maintain family and student information, class information and student grades among other items. In addition, this system allows us to email Progress Reports and Report Cards directly to the parents and guardians of our students.

For family communication, we use RenWeb's ParentsWeb – a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. All you need is computer, tablet or cell phone with internet access.

Through RenWeb parents can access the following information: Attendance, Daily Grades, Homework Assignments, Progress Reports, Report Cards, Missing Assignments, the School Family Directory and other useful school information.

Parents create a RenWeb Parents Web account during the admissions process. Upper school students are encouraged to create a RenWeb account so they can effectively manage their assignments and assessments. Navigate to the login page of RenWeb and following the instructions to set up a new student account.

You can login to RenWeb from the PARENTS page on our website. **Our district code is COV-MA.**

## REPORT CARDS

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Electronic report cards are issued each grading period. Parents will receive their student's report card by email. At the end of the year, At the end of the year, printed report cards will be sent home.

## SCHEDULING and ADD/DROP POLICY

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Each spring, the Principal 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 Principal. These course changes may be made, with parental permission, through the 8<sup>th</sup> academic day of each semester.

## STANDARDIZED TESTING

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CCA offers the CTP Comprehensive Testing Program (CTP) to students in Grades 7 and 8. This is a test that is used in the Grammar School and continued in the Logic School and is usually given in the fall. The CTP is a rigorous assessment for high achieving students in areas such as reading, listening, vocabulary, writing, science (online only) and mathematics. Verbal and quantitative reasoning subtests are part of the CTP beginning in Grade 3. The CTP helps compare content specific, curriculum-based performance to the more conceptual knowledge base found in reasoning tests.

## STUDY HALL / FREE PERIOD

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Students in grades 7-10 will be assigned to study halls; students in grades 11-12 will be given "free periods" to manage their time as they see fit, as long as they maintain good academic and behavioral standing. A junior or 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 Principal to review the status of the academic work or behavior.

Good study habits are essential to the academic success of our students as they prepare for the rigor of college level work. The objective of a study hall is to encourage sustained study by creating an environment where this can easily happen. Therefore, students need to bring to study hall those books and materials necessary to provide a full hour's worth of work. Students should use this time to finish some their homework so that all of it will not be left to do in the evening. Students may also be able to make use of the computer lab during this time, as it is available.

Those students who are checked out of a study hall to another teacher must also have prior approval and are the responsibility of those teachers. If available, students may use the computer lab during study hall, with permission.

## **TAKING COURSES OUTSIDE OF CCA**

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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 principal has determined that the class desired absolutely cannot fit into the student's schedule.
- They obtain special approval by the principal to transfer in a course that CCA does not offer.

## **TEXTBOOKS**

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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**

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All transcript requests must be initiated in the Main Office or the Registrar's Office by completing a "Request for Transcript" form.

## **TRANSFER OF CREDITS**

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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 Academic Committee. 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**

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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 USLR Principal 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**

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The student with the highest GPA at the end of the third quarter 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 full-time. 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-aledictorians and no salutarian.

**WITHDRAWAL OF A STUDENT**

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If a student withdraws before the end of the school year, that student and his or her parents begin the process by informing the Upper School Principal of their decision. They will then be given a withdrawal checklist from the Upper School 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 Principal will sign off on the withdrawal checklist when all items have been completed.

## II. ATTENDANCE INFORMATION

### ABSENCES

When a student is absent from school, the parent/guardian should call the school's Main Office direct line at (978)535-7100 before 8:30 am to verify the student's absence. If a call is not received, the office will contact the parent/guardian. It is imperative that we have updated work and mobile numbers in the office for both parents/guardians. A call should be made for each day a student is absent. Students must secure an "admit slip" to re-enter class if the student misses any part of the day.

### Excused Absence

Absences because of personal illness, medical appointments that could not be scheduled after school, death in the family or serious family situations are considered excused absences. All excuses are to be given to the Main Office Administrative Assistant and if there is a question regarding the excuse it will be forwarded to an administrator. On occasion, a student may miss class for reasons other than those described above, but which are determined to be an excused absence. In such cases, the principal may issue an administrative permit to preclude excessive penalty from occurring. However, the student will not receive extra time to complete assigned work and the student will be responsible for making up any work missed. (See "Make up Work Policy" for details on making up missed work due to absences, page 14.)

A note from a doctor will be required for absences due to illness, lasting three (3), or more, consecutive school days.

Students taking the initial driver's test, or obtaining a license renewal during school hours must notify the Main Office.

### Unexcused Absence

Absences for reasons other than illness, medical appointments, a family wedding or funeral, or a required court appearance are considered unexcused. If these do not have the permission of the principal, they qualify as truancy.

An UNEXCUSED ABSENCE includes:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Cutting class
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

### Consequences:

Unexcused absences will result in a grade of zero for any assignments or in-class work missed on that day. 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." (See page 14). 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.

## ABSENCES - LATE ARRIVALS WITH CO-CURRICULAR PARTICIPATION

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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 due to illness will not be allowed to participate in co-curricular practices, performances, or athletic competitions that school day.
- 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 co-curricular practices, performances, or athletic competitions that school day.
- A student who receives an unexcused absence will not be allowed to participate in co-curricular practices, performances, or athletic competitions that school day.

## ATTENDANCE RECORD

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

## CHECK OUT PROCEDURES

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Parents who need to take their student out of school during regular school hours need to contact the Main 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. Once the parents' permission has been verified, students may check out through the Main Office. Students who are able to drive must present written parental permission to the Main Office before signing out.

Parents are to report to the Main Office to check their children out from school and should AT NO TIME go directly to a classroom to check out a child.

## EXCESSIVE ABSENCES / FAIL POLICY

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Since attendance is vital to school success, 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 USLR Principal.

Parents requesting a variance in the 10% day policy for their child should submit it in writing to the USLR Principal. Documentation of the reasons for the variance should be included in the request for variance.

## PRE-ARRANGED ABSENCES

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All students who know they are going to be away from school for one or more days must fill out a Pre-Arranged Absence form (USLR Principal's Office) at least TWO WEEKS prior to the absence. The procedure is as follows: (1) come to the office and pick up the form and provide the reason for the absence and a parent signature (2) the Principal will check "excused" or "unexcused" on the form based on the reason for the absence (3) the student will get the form initialed by all teachers and coaches (4) the student will return the form to the principal for processing.



Since Covenant Christian Academy has fewer school days than do public schools, we try to be efficient and appropriately challenging to prepare your child for college while giving him or her more days at home with you than do public schools. For this reason every school day is precious to us. We focus on using each day for valuable academic work. The Commonwealth of Massachusetts and CCA agree that the following constitute a list of excused and unexcused absences.

An **EXCUSED ABSENCE** includes:

- Documented illness or injury
- Bereavement/family funeral
- family wedding
- Major religious observances
- Co-curricular enrichment activities (related to athletics or Fine Arts)
- Extraordinary family circumstances (excused at the discretion of the principal)

An **UNEXCUSED ABSENCE** includes:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Cutting class
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

Academic penalties will be assessed for any work due during an unexcused absence. Homework and quizzes 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.

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 form is a way to acknowledge that those pre-arranged absences and allow teachers to properly document and support students who will be missing school.

## **ILLNESS DEFINED**

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Students are expected to remain at home when they exhibit the following conditions:

- A temperature of 100 degrees or more. The temperature should be normal for 24 hours before the student returns 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

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**Tardy To School:** A student not in his homeroom classroom when the 8:00 a.m. bell rings, apart from excused medical or emergency reasons as determined by the Administration, is considered tardy to school. A school bell will ring at 7:55 a.m. to notify students that they have five (5) minutes to report to class.

**Tardy To Class:** A student not in the classroom at the scheduled beginning time 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 tardy by the teacher and reported on RenWeb Attendance module.

**Consequences For Being Tardy:** Consequences for being tardy to school or class are administered by quarter. Each student begins each quarter at zero (0). Students will be allowed a total of 9 grace tardies per quarter. Consequences for being tardy are as follows:

Number of Tardies	Consequence
1 – 9	Recorded by Main Office
10+	One (1) Day detention and call to parents
12+	Multiple detentions; meeting with parents
15+	One day In-School suspension and Meeting with USLR Principal

## SCHOOL CLOSINGS AND DELAYED OPENINGS

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**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). We will not have early dismissal in case of inclement weather or poor driving conditions. 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 main office.
3. A pre-recorded "Parent Alert" system telephone message, text message (opt-in through Ren Web), and email message will be transmitted 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

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

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

### AFTER SCHOOL

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All USLR students in grades 7 - 12 will be dismissed from school at 3:05 pm, at the conclusion of the school day. Students in grades 7 and 8 who have not been picked up, or who are not involved with an athletic team, and remain on campus after 3:30pm must report to the Main Office until a parent can pick them up. After school time can be used for homework and study time. Students may remain on campus no later 5:30pm.

### ANIMALS ON CAMPUS

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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.

### ASSEMBLIES

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An assembly period will be held on Friday's from 2:15 to 3:10 pm. at the Rhetoric School. Other assemblies may be scheduled during the academic day at the discretion of the principal.

### AUTOMOBILE POLICY

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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.

## CELL PHONE

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Cell phones may compromise the integrity of the academic classroom. Therefore, students are permitted to have cell phones at the Upper School level, but they are to be **turned off and put away** prior to entering the classroom. All classrooms are “Cell Phone Free Zones.” We encourage students to not use their cell phones during the day unless an urgent need arises.

Students are not allowed to have earbuds or headphones on during the school day, including passing periods, breaks, lunch, etc. It is up to a teacher’s discretion whether he or she will allow students to listen to music in Study Hall. Juniors and Seniors may listen to music during free periods, but only in designated areas (they may not walk through the building with earbuds or headphones visible). *At no time during the school day, during Study Hall, free periods or lunch may students play video games or watch movies/TV/Internet videos at school.*

The unauthorized use of recording devices on phones, iPads or other personal communication devices is strictly prohibited on campus. **Cell phones are NEVER to be taken into the restrooms or locker room.** Students found engaging in unauthorized use of recording/camera devices or found sharing, or having shared inappropriate materials via phones, email, social media, or other electronic devices will be subject to serious disciplinary action.

### Consequences:

If a student’s phone is seen or heard in the classroom the following consequences will apply per semester:

- **First offense:** The phone is confiscated and turned in to the USLR Office. The student will receive a Written Warning. The phone may be picked up by the student after school in the USLR Office.
- **Second offense:** The phone is confiscated and turned in to the USLR Office. The student will receive a detention.. The phone may be picked up by the student after school in the USLR Office.
- **Third offense:** The phone is confiscated and turned in to the USLR Office. The student will receive up to four days of detention. The phone may be picked up by the student’s parent between the hours of 8:00 am to 3:30 pm. The student is no longer allowed to have a phone in their possession during the academic day between 8:00 am to 3:10 pm.
- **Fourth offense:** The phone is confiscated and turned into the USLR Office. The student will receive one day of in-school suspension. The phone may be picked up by the student’s parent between the hours of 8:00 am to 3:30 pm. The student is no longer allowed to have a phone in his possession during the academic day between 8:00 am to 3:10 pm. A conference with the student and parent(s) is required prior to returning to classes.

If an emergency arises, students may go to the office to request permission to use their phones or the school phone. Parents are encouraged to contact the Main Office during school hours if they need to reach their student rather than calling or texting them during the school day.

Covenant Christian Academy, shall not be financially or legally responsible for lost, stolen or damaged phones. In addition, Covenant Christian Academy shall not be responsible for the improper use of cell phones or cell phone accessories, or any violation of the responsibilities that students must take on when parents choose to have their child possess a cell phone at school. The responsibility for cell phone possession at school shall therefore rest entirely with the parent/guardian and the student.

## CHAPEL

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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

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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 principal.

## CONFIDENTIALITY STATEMENT

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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

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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 their school principal. At that point, meetings will be held with the administration and the concerned parties to try and reach an agreeable solution.

## ELECTRONIC RESOURCE POLICY

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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 connected to the School's network must have working 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**

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In case of inclement weather or other happenings requiring the school to close, parents will be notified by phone through our parent Alert automated phone system. In addition, school cancellations will be posted on WCVB TV (channel 5), WHDH (channel 7), the school website, and social media channels.

## **EMERGENCY RESPONSE PLAN**

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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**

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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 Dean of Students 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 Student Activities Director will give final approval.
- After the Student Activities Director approval, the student may advertise the event.

## **FIRE SAFETY**

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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

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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

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### Health Services Policy

Every student is required to have his/her medical records on file and up to date by the beginning of school each year. Massachusetts State Law requires that immunizations be up-to-date. Students with incomplete records will not be allowed to attend classes. In addition, a medical emergency form will be completed each year in order that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary.

### School Nurse

CCA provides part time school nursing coverage. The school nurse is available to administer first aid to injured or ill students, providing acute, episodic and emergency care. The school nurse maintains confidential health records, provides health education to students and staff, manages care of students with special health care needs, manages and administers medications, conducts data collection and preparation for Department of Public Health reports/surveys, and provides programs and classroom presentations on prevention and control of diseases and other health matters. The school nurse also ensures compliance with the state mandated immunization policy, works in collaboration with the administration, teachers, parents, physician Consultant, Peabody Public Health Department, and primary care providers as necessary to promote wellness.

### Keeping a Student at Home

Parents are asked to follow the following guidelines to promote health and wellbeing within the CCA community:

- In the event of a Contagious Disease the school should be notified immediately. The school nurse will determine if the school should enforce student isolation and quarantine pursuant to 105.C.M.R. 300.200.
- A student may not attend school unless all required immunizations mandated by the D.P.H. have been met.
- A student is required remain home if they have a contagious illness such as chickenpox, flu or a strep throat, a fever that causes chills, sweating and muscle aches.
- A student is required to remain home if they have a fever above 100.0 orally within the past 24 hours.
- A student is required to remain home if they have red or pink eye with crusty and/or yellow/green drainage.
- A student is required to remain home if they had diarrhea or vomiting in the past 24 hours.
- A student is required to remain home if they have an active case of head lice and have not begun treatment.

### Indications as to when your student may return to school

- Temperature is less than 100.0 orally for 24 hours without the use of fever reducing medication.
- Three days have elapsed since the onset of a severe cold or influenza (the student may return if he/she has no fever, sore throat or severe cough)
- After diagnosed Chickenpox: the rash is completely dry and crusted over (one week from appearance of eruptions).

- After infestation with head lice or nits (eggs): once treatment has been initiated and all active lice is removed. CCA reserves the right for a school nurse or administrator to re-examine the head of a student upon return to confirm no active head lice are present.
- After vomiting or diarrhea: once the student is free of vomiting and diarrhea for 24 hours and able to tolerate liquids and food.
- After diagnosis of strep throat: Once the student had been on antibiotics for 24 hours and has an oral temperature of less than 100.0

### Dispensing Medication

The school nurse has standing orders and protocols for some over the counter medications from the School Physician Consultant. CCA will issue a Parental Consent Form at the beginning of the school year for permission in administering over the counter medications. Please note that parents will always be notified prior to administration of Tylenol or Ibuprofen unless the student is 18 years of age. Over the counter medication will only be administered by a Registered Nurse. Medication in the school setting is highly regulated by the state of Massachusetts and the Department of Public Health; therefore, *Students may not carry their own Tylenol or Ibuprofen*. CCA maintains a “Field Trip only delegation” registration with MA DPH; medication planning for field trips is determined on a case by case basis at the discretion of the school nurse.

The need for self-medication is reviewed on a case by case basis at the discretion of the school nurse according to protocol in consultation with the parent/guardian, primary care provider and the school administrator. An MD order will be needed to support an approval for self-medication by a student.

### Physical Exams

The Department of Public Health and Massachusetts State Law require that all new students have a physical examination with 13 months before entry into the school or within 30 days after entrance into the school.

### Immunizations

The Department of Public Health and Massachusetts State Law require that all new students entering Pre-Kindergarten, kindergarten and grade four (4), seven (7) and nine (9) to have current physical exams and updated vaccination documentation on file. Minimum immunization requirement for enrollment in school are specified in 105 C.M.R.220.00.

### Health 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. Parents are encouraged to provide the school nurse with updated yearly health and physical forms as they become available. It is also the responsibility of the parent/guardian to keep the school updated on any changes in their child's health or medical conditions. These updates may be faxed to the school nurse at (978)535-7123.

## LEADERSHIP OPPORTUNITIES

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CCA believes that we are training students “for lives of leadership and service in today’s global community.” For that reason we believe that our students need to have a variety of leadership opportunities that train them to serve others and build a community where all members can flourish. To participate in student leadership, students must be in good academic standing.

### Prefect Program (Grade 12)

Six student leaders are selected through a rigorous application process. These students are in charge of six key areas of school life.

- 1) Academic Prefect: promotes academic excellence and organizes peer tutoring program.
- 2) Chaplain Prefect: promotes spiritual growth in the student body and during weekly chapel services and beyond.
- 3) 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.

- 4) Culinary Services Prefect: promotes the community-building experience of the shared meal. Trains staff of maitre d's to make the lunch room experience, orderly, clean, safe, and fun.
- 5) Activities Prefect: promotes the social life of the school community. Plans, advertises, executes, and cleans up after school sponsored activities on and off campus.
- 6) Global Community Prefect: promotes diversity and a cultural sensitivity and engagement in the school by working with the International Student Program and promoting International Night and similar celebrations of our diversity.

### **Prefect Councils (Grades 8-12)**

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 the experience of servant leadership and develop the experience necessary to become a Senior Prefect in the future.

- 1) Academic Council: student peer tutors
- 2) Chaplain Council: students that want to contribute to the spiritual life of the school.
- 3) Admissions Council: students who can give tours, host visiting students, and represent the school well
- 4) Culinary Services Council: Student Maitre d's (10 needed)
- 5) Activities Council: students who love participating in and involving others in fun activities
- 6) Global Community Council: students who enjoy exploring other cultures and promoting diversity; American partners of International Students as well as international students themselves.

### **Fine Arts Intern (10-12)**

The Fine Arts Intern assists the Fine Arts Director in support the program and events of the Fine Arts department throughout the year. Students candidates go through an application process in May and the FA Intern is selected at the end of the school year.

### **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.

## **LOCKERS**

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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 school. Private locks are not acceptable.

## LOST AND FOUND

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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

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CCA's hot lunch program is provided through Smart Lunches. Smart Lunches provides an online ordering system to secure hot lunches for students. Smart Lunches operates independently from CCA and therefore all financial arrangements for lunches is the responsibility of Smart Lunches and parents. Students are not allowed off campus for lunch except with a parent or as described in the "Senior Privilege" section of this handbook (page 30). Microwave ovens are provided for heating foods. 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 Main Office. However, if parents wish to take their son or daughter's friends out with them, those friends must provide the Main 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.

## RECYCLING POLICY

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Students are expected to support and participate in the recycling program operated by the School. The recycling policy stipulates that all paper, corrugated cardboard, beverage containers and other recyclable plastic, glass and metal containers be disposed of in the recycling containers conveniently located throughout the campus, and that they not be placed in trash receptacles. The use of recycling containers for disposal of food or trash is prohibited.

## RIGHT TO SEARCH POLICY

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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

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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.

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.

## SENIOR PRIVILEGES

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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 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 (posted on RenWeb) before their student will be allowed to participate in the "Senior Privileges."

### The Senior Privileges are as follows:

Off campus lunch privilege on Tuesdays and Thursdays: Seniors may go off campus for lunch. Students are to select a lunch location in close proximity to the school. Students will also be required to conduct themselves according to the standards of the school at all times while off campus; drive in a safe manner at all times; and return for their afternoon classes on time. Failure in any of these areas will result in the revoking of off campus lunch privileges. Students are NOT to go home for lunch without prior approval from the principal. Seniors are NOT allowed to take underclassmen off campus for lunch.

Free Periods: Seniors may use their free periods “on campus” as they see fit; there are designated public spaces they may use. If they have off-campus permission from their parents (signed form turned in to the Principal), they may sign out and leave campus during these free periods. If a senior’s GPA falls below 2.0 in any class, he or she may be supervised by the Study Hall proctor rather than be given a free period.

Final Exam Exemption (June exams): A senior will be exempt from taking the final exam when he/she has a combined average of A- or above for second semester. The student must also have no more than three absences for the 4th quarter, subject to teacher approval. Reminder: Pre-Arranged Absence Days DO COUNT as absences while approved college visits days and any school-related activities or field trips DO NOT COUNT as absences for senior exam exemptions.

## SOCIAL MEDIA NETWORK POSTINGS

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Students who participate in social media networks like Facebook and Twitter, or make use of Apps such as Instagram and SnapChat, 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

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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.

## TEXTING

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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

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All visitors must check into the Main Office and receive a visitor badge (nametag). All guests are to abide by the same rules of conduct as students during their visit. The modest standard of the dress code will apply.

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).

## 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*

CCA seeks to uphold its mission to “nurture Christian faith and character” with integrity. To do so effectively, we use a Student Accountability System. This system is a practical method of enforcing the rules and guidelines within the school community.

### INTRODUCTION

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#### **Philosophy of Discipline**

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.

In a Christian school, rules of the community can sometimes be confused with the message of the Christian faith. Although our standards are drawn from the Scriptures, these boundaries help our community run smoothly and safely. The rules themselves should never be confused with the gospel of Christ and His forgiveness, which is offered to us at the price of His death on the cross.

#### ***Respect for One’s Own Person***

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 academics 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 Other People in the Community***

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

#### ***Respect for the Property of the School and the Property of Others***

If one is learning to have care and respect for oneself and others, then respect for property is a natural extension of the first two. As members of the CCA community, we have the privilege of caring for the school property as an extension of our care for others. The School encourages cleanliness in the cafeteria, our classrooms, our lounges and public areas, and the picking up of one’s own trash on campus.

#### **The Honor Code**

Shared values and basic moral principles are essential in a community of people working together. Covenant Christian Academy has adopted an Honor Code which emphasizes honesty and integrity as well as the virtues of respect, responsibility, and servanthood. The Honor Code is foundational to CCA’s mission to foster character. Our school’s emphasis on the Honor Code encourages responsibility and respect.

## Statement of Honor

CCA students promise to live their lives in community with a deep commitment to respect themselves, others, and the property of others and the School. By upholding this code daily, students contribute to an atmosphere of trust in the School community.

**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.

## BULLYING

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

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

Bullying can be done verbally, or physically. Body language can be one of the strongest forms of bullying. Bullying in any form is unacceptable and is not tolerated at Covenant Christian Academy. **(Please see the complete Anti-Bullying Policy in Appendix 3, page 57).**

## CONSEQUENCES

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

Any discussion concerning disciplinary consequences for violations of a code of conduct must recognize that not all violations are equal; therefore, they should not be treated as such. It is important to apply a disciplinary consequence which is appropriate to the offense. It is also important that the disciplinary system keep in focus the goal of nurturing and instructing young men and women toward self-discipline and maturity. With this in mind, the following guidelines will be used to determine the consequences when a student violates Covenant Christian Academy's Honor Code.

### Written Warnings

In the school, or school related activities, the expectations of student conduct is high. Students should maintain a disciplined attitude and refrain from being a disruption or distraction to the learning environment established by the school. A teacher or administrator's request for a student's attention or behavior modification should be responded to quickly and appropriately. This request is considered a verbal warning with the expectation of the student's quick and timely compliance. Failure to do so will cause a written warning to be recorded and sent to the office of the USLR Principal. These written warnings will be kept in the student's file. An accumulation of written warnings will cause additional actions to be taken.

<u>Number of Written Warnings</u> (Per Quarter)	<u>Result</u>
1-4	Notify Parents (RenWeb)
5-6	One Day Detention (precludes all other activities)
7+	A minor violation with multiple days of detention



## Detention

Detentions will be 30 minutes in length on a day and time designated by the USLR Principal (usually before or after school). These detentions may take precedence over all other school related activities. The detention time is for reflection on one's conduct or behavior. A student may be assigned a morning detention for excessive late arrivals to school, or an after school detention.

## 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 (ISS)

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 (OSS)

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. Procedures for make-up work for unexcused absences will then apply (see page 14).

## Separation

The USLR Principal may recommend the separation of any student whose conduct is detrimental to the CCA community and its values of respect or has violated a major school rule. If the Principal determines that a student should be separated from CCA, he will communicate the decision to the parents of the student and to the Head of School. The Head of School will make the decision and communicate it to the Board of Directors. If the family is in disagreement with the decision they may make a written appeal to the Head of School.

## DISCIPLINARY OFFENSES – MINOR AND MAJOR SCHOOL RULES

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### MINOR INDISCRETIONS

#### **Consequence: Written warning with possible detention(s).**

CCA recognizes that students at times make choices that display a lack of proper judgment or compliance with the Honor Code and that some conduct issues or responses have a minor effect on both the individual and the community as a whole. The appropriate consequences for such **minor indiscretions** will be written warnings. These written warnings bring to the student's attention his area of poor judgment and encourage the student to make wise choices. After the first written warning, parents will receive notice of the indiscretion.

If a student continues to show poor judgment by repetitive minor indiscretions, which indicate that written warnings are not helping the student toward proper behavior, then the student will be assigned one or more detentions. Some minor indiscretions may have additional consequences added to the written warning (detention time may be served in an appropriate work detail). Example: A student caught chewing gum may be given the work detail of scraping gum for a period of time; or, a student throwing trash may be given an area to clean.

#### **Examples of Minor Indiscretions:**

- dress code violations (RS); being out of uniform (LS)
- disruptive talking in class
- gum, candy, or food in any unauthorized area

- throwing paper or trash on campus
- careless language
- roughhousing
- cell phone violation

## MINOR VIOLATIONS

### **Consequence: One or more detentions with possible work detail.**

CCA recognizes that some students will make choices that show a lack of proper respect for the Honor Code and that these choices have a greater effect on the individual and the community as a whole, the appropriate consequences for such **minor violations** will be one or more detentions. These detentions should cause the student to consider his improper actions or choices and encourage him to make wiser choices.

#### **Examples of Minor Violations:**

- skipping class
- verbal or physical abuse of others (bullying), including threats to other students
- some forms of dishonesty
- disrespect or slander (depending on the extent this may be a major indiscretion)
- Improper postings on social media networks (depending on the posting this may be a major indiscretion)
- leaving school without permission
- improper response to authority
- the use of profane language
- excessive minor indiscretions, habitual disrespect for the Honor Code (seven minor indiscretions within an academic quarter)
- public displays of affection

## MAJOR INDISCRETIONS

### **Consequence: Mandatory in-school suspension with possible service hours.**

CCA recognizes that some students may make choices which show a serious lack of proper compliance with 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 indiscretions** will be a minimum of mandatory in-school suspension. This suspension should cause the student to consider the serious nature of his or her decision and clearly impress on him/her the need for immediate behavior change.

#### **Examples of Major Indiscretions:**

- cheating, copying another's work; plagiarism
- deliberate deception
- defiance to authority
- lying
- rudeness, or profanity to an adult
- fighting
- serious slander or verbal threats (bullying)

- improper touching or gestures that may be deemed sexual harassment
- moral indiscretion
- possession and/or use of illegal tobacco products,
- stealing
- serious vandalism
- use of tobacco products (including e-cigarettes)
- habitual non-conformity to the Honor Code

## MAJOR VIOLATIONS

### **Consequence: Probable separation.**

CCA recognizes that some students may make choices that show a complete disregard for the Honor Code and the community of Covenant Christian Academy and that these choices have a serious effect on the safety and/or life of the community as a whole. The appropriate consequences for such **major violations** will be probable separation from Covenant Christian Academy.

#### **Examples of Major Violations:**

- Any violation which transcends the scope of the rules listed above
- the use or possession of illicit drugs or drug paraphernalia (illegal drugs or misuse of prescription or over-the-counter drugs)
- the use or possession of alcohol
- blatant immorality
- gambling
- bringing weapons on campus (including knives, guns, BB-guns and Airsoft guns)
- any serious violations of the law
- two major indiscretions within the same semester
- coming on campus under the influence of drugs or alcohol
- exposing others to pornography

## DISCIPLINARY PROBATION

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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, it will likely result in separation from the school. Students placed on Disciplinary Probation will meet periodically with the USLR Principal or Dean of Students for both accountability and support. Disciplinary Probation remains in effect for one calendar year from the date the student is placed on Disciplinary Probation. This may be adjusted at the discretion of the USLR Principal after review. The goals of the probationary period will be placed in writing and discussed with the parents when the status is assigned.

## DISCIPLINARY PROCEDURES

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If a student is accused of committing any breach of the Honor Code, the USLR Principal will provide the student an opportunity to meet and to hear his or her explanation of the event prior to a disciplinary action being decided.

If the offense is breaking a minor rule, the USLR Principal will first speak with the student discussing the offense and the corresponding consequences as outlined by the Honor Code. In cases where the school does not contact the parent, the student is responsible to modify his behavior and communicate with parents appropriately.

In the case of a major indiscretion, the USLR Principal will contact the parents for follow up within the next school day after the meeting with the student.

In addition, in the case of a major violation, the USLR Principal will provide the parents of the student an opportunity to meet with the Administration prior to a disciplinary action being decided to discuss the offense and the possible disciplinary actions that are being considered.

The USLR Principal may immediately remove a student from the school prior to any disciplinary investigation if he determines that such removal is reasonably necessary to protect the school community or is otherwise warranted due to the seriousness of the violation.

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

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If a student breaks a major school rule while on a school trip or school sponsored function, the USLR principal shall be promptly contacted by the trip sponsor to seek guidance concerning the appropriate disciplinary action, which may include sending the student home at the parent's expense without further participation on the trip or function.

## **PLAGIARISM**

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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

## **PORNOGRAPHY**

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Any sexually explicit, non-academic item brought on campus for personal or public use will be considered a major indiscretion. 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**

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God's Word sets a high standard for purity in relationships. Therefore, public displays of physical affection between students is 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 be considered to be an act of defiance and will be disciplined appropriately.

## **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.

## SEXUAL RELATIONS

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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.

**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

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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

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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, 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

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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" in the Parental Expectations section of the handbook (page 46) prior to scheduling a parent conference. At the Upper School level we require the student to attend the parent conference as well.

## PARENT VOLUNTEERS

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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, every parent should try to assist with at least one activity during the school year.

Parents are encouraged to volunteer in many areas. Specific information is provided about the volunteer programs at the first Upper School Back to School Night in the Fall. Some areas where parents are encouraged to volunteer are athletics, library, prayer support, social activities, and school organizations.

## SUGGESTIONS FOR HELPING STUDENTS

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### 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 Use

- Good Internet habits are learned. They are not intuitive. Our stewardship of the Internet 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. Ultimately, exploring the Internet with your children can be a very wholesome and rewarding experience.

### 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 principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code. Thank you for your help and cooperation.

## TELEPHONE CALLS, MESSAGES, PACKAGES

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- 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 non-emergency 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.



## 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 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.

### LOGIC SCHOOL (Grades 7 - 8)

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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 are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the 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 Appendix 1 (page 51) for a full description of each the above, along with information regarding ordering school uniforms through Land's End.

### RHETORIC SCHOOL (Grades 9 - 12)

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Students are required to be in proper attire during school hours, unless other attire has been approved. Students are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the principal.

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

**Professional Dress** 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 Appendix 2 (page 54) for a full description of each the above, along with guidelines for events, such as Prom.

## 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 6th-8th grade students. Sports teams available to the RS students include: girls soccer, boys soccer, girls basketball, boys basketball, girls softball, coed ultimate frisbee. 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). CCA Logic School basketball teams participate in the North Shore Athletic Association.

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

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During each year of middle school, all students are enrolled in a full year of Physical Education, meeting 1x per week. In order to augment the education, training, and physical fitness these classes provide, students at CCA also participate in at least one season of athletics each school year. Students who must be exempted from this requirement (due to physical ability) 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. Logic School sports seasons are approximately 8 weeks long and typically meet for games or practices 4 days per week

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

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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 (2 credits) 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 Appendix IV (page 60) 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: MS Chorale, MS Worship Band, USLR Concert Band, USLR Jazz Band, USLR String Ensemble, MS Play, USLR Musical (every other year).

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

Additionally, CCA offers the following Fine Arts Electives: Music and Media, Theory and Composition, History of American Pop Music, Basics of Photography, 2-D Art, 3-D Art, Acting, Theater Arts 1, and Theater Arts 2.

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

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During each year of middle school, all students are enrolled in a full year of General Music, General Art and Drama, all meeting once a week. Students must also complete their performance requirement by participating in any one of the following: MS Play, MS Chorale, USLR Concert Band, USLR Jazz Band.

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

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During a student's high school career, students 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**

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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.



COVENANT  
CHRISTIAN ACADEMY

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## SCHOOL OF LOGIC

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### Uniform and Dress Code for Students in Grades 7 & 8

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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. Student's appearance influences the students' attitude toward themselves, others, their school, and their responsibilities.

#### **Introduction and General Information**

Studies have shown that uniform school clothing improves student performance. It also engenders an atmosphere of respect, reduces the distraction of peer fashion pressure, and promotes school spirit. Students are required to be in proper attire during school hours, unless other attire has been approved. Students are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the principal.

**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.

*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.*

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

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

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. Students are only allowed to wear the styles and colors listed online. While other colors and styles are offered by Lands' End, they should not be purchased for use as a school uniform. Lands' End will embroider the school logo on required items for an additional fee.

### **Chapel Attire: Wednesday**

On Wednesday's students in Grades 7 – 8 will be required to wear:

**Boys:** Khaki (tan) Pants, White Oxford Shirt with CCA logo, Blue and Gold CCA tie\*, black or brown dress shoes with matching black or brown belt.

**Girls:** Khaki (tan) Pants or skirt, White Oxford Shirt with CCA logo, brown or black dress shoes.

*\*CCA Blue and Gold Ties can be purchased through the Front Office at CCA.*

### **For both Boys and Girls**

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 chapel attire.

**Spirit Wear** may NOT be worn over chapel attire on chapel days.

### **Spirit Attire (Optional): Friday**

Students in grades 7 and 8 may participate in Spirit Day Fridays by wearing any official CCA Spirit wear. Students may wear pants, jeans or shorts that are clean and neat, without tears or holes. Pants may not be unnaturally tight-fitting. Students may wear T-shirts, sweatshirts, jackets, etc. from a CCA sports team, club, musical group, theatre production, etc. No leisure, lounge, or exercise clothing (warm-ups, wind suits, etc.) are to be worn. No house slippers or rubber beach sandals 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 Fridays. Students that do not wish to participate in Spirit Fridays should default to the Standard Uniform code.

### **Professional Attire: As Requested**

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** may wear a dress, or a skirt or dress slacks, with a blouse and/or sweater.

- Skirts and dresses should be modest. The length must be no more than three inches above the knee.
- Dresses or blouses with shoulder straps less than 3" wide cannot be worn without a jacket or over blouse.
- Camisoles, shirts, or tanks, if worn under a blouse, must not be lower than 5" below the neck.

**Boys** should wear dress pants or slacks, shirts with collars, and ties.

- Dress Jackets/ Blazers for boys are optional, but at times may be required.
- Shirts must remain tucked in all day.
- An appropriate dress belt should be worn.

**For both Boys and Girls:** 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 professional attire.

**Boys and Girls** should wear appropriate leather dress shoes, not flip flops, sneakers, or other casual footwear.

## **OUTERWEAR**

Uniform outerwear items listed on [landsend.com](http://landsend.com) may be worn over approved school uniforms. A student may also wear official CCA Spirit Wear over the Standard Uniform during the academic day. No Spirit Wear may be worn on Chapel Attire days. Non-uniform outerwear will not be allowed during the academic day. Please note, if students are wearing any of these items, they must be dressed in an approved uniform shirt underneath.

### Additional Uniform Guidelines

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

**Over the Uniform:** Official CCA Spirit wear (sweatshirts, outerwear, jackets, etc.) may be worn over a Uniform shirt during the academic day. *Spirit Wear may not be worn over Chapel Attire on Wednesdays.*

**Gym shorts or sweatpants** are not considered part of the Standard Uniform.

**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.

**Non-CCA Jackets** are not to be worn during the academic day.

**Hats and bandanas** may not be worn inside the school building.

**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.

**Body Embellishments:** Gauges, and facial piercings (other than traditional ear piercings) are prohibited.

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

### Physical Education Attire - Grade 7 - 8

Students participating in physical education class during the school day should bring the standard gym uniform with them to school. Students will be required to change for gym class in the student locker rooms. Students must wear the Lands End gym uniform consisting of a gray t-shirt (with logo), and blue gym shorts or sweatpants. Gym sweatshirts are optional. Students are also required to wear non-marking sole athletic gym shoes of their choosing. Students will occasionally be taken outside for gym class, so they should be prepared with sweat pants and a fleece or sweatshirt for cooler days. Students must change out of the gym uniform before returning to class later in the day. Gym dress code will not be allowed outside of PE class.

#### *Note to Parents*

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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. We are not here to be "clothes police." It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code. Thank you for your help and cooperation.



COVENANT  
CHRISTIAN ACADEMY

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## SCHOOL OF RHETORIC

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### Dress Code for Students in Grades 9 through 12

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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. Student's appearance influences the students' attitude toward themselves, others, their school, and their responsibilities.

#### **Introduction and General Information**

Students are required to be in proper attire during school hours, unless other attire has been approved. Students are required to arrive at school and to leave school in proper attire unless prior permission was obtained from the principal.

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

**Professional Dress** 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.

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

##### **Girls**

- Skirts, dresses, and shorts must be of modest length at all times. Skirts must be no more than 4" above the knee when standing. Shorts must be no more than 5" above the knee when standing.
- Pants, jeans or shorts are to be clean and neat, trimmed and without tears or holes.
- Tops must be modest. Tops must cover undergarments completely (front and back), must not be too tight, must cover the midriff, and the neckline must not display cleavage. Tank and racerback tank tops, spaghetti straps, and strapless tops are not permitted. Shoulder straps must be at least 2" wide.
- Must wear white or flesh colored undergarments under white, or light colored, blouses.
- Leggings may only be worn under a dress, shorts or skirt.

##### **Boys**

- A collared shirt, short or long sleeve. (A sweater with a stand up mock collar is acceptable)
- Pants, jeans or shorts are to be worn pulled up to the waist.
- Facial hair is to be well-trimmed and neat.

#### **Additional General Guidelines for Standard Dress**

**Pants, jeans or shorts** are to be clean and neat, trimmed and without tears or holes.

**Official CCA Spirit-wear** (sweatshirts, outerwear, etc.) may be worn over a Standard Dress Shirt.

**Non CCA jackets** are not to be worn during the academic day.

**Dress sweaters and sport coats** without a CCA logo may be worn over a Standard Dress shirt.

**Students may not wear T-shirts with logos that are visible underneath Dress Code shirts.**

**Clothing should not contain visible large branding or art.** A small logo is permitted.

**Gym shorts or sweatpants** are not considered part of the Standard Uniform.

**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, moccasins, bedroom slippers or impractical styles.

**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.

**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.

**Body Embellishments:** Gauges, and facial piercings (other than traditional ear piercings) are prohibited.

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

#### **Professional Attire: Chapel Wednesday and As Requested**

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** may wear a dress, or a skirt or dress slacks, with a blouse and/or sweater.

- Skirts and dresses should be modest. The length must be no more than 4" above the knee.
- Dresses or blouses with shoulder straps less than 2" wide cannot be worn without a jacket or over blouse.

**Boys** should wear dress pants or slacks, a shirt with a collar, and a tie or bow tie.

- Dress Jackets/Blazers for boys are optional, but at times may be required.
- Shirts must remain tucked in all day.
- An appropriate dress belt should be worn.

**For both Boys and Girls:** 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 "dress pants or slacks" for professional attire.

**Boys and Girls** should wear appropriate leather dress shoes, not flip flops, sneakers, or other casual footwear.

**Spirit Wear** may NOT be worn over Professional Attire on Chapel days.

#### **Spirit Attire (Optional): Friday**

Students in grades 9 through 12 may participate in Spirit Day Fridays by wearing any official CCA Spirit wear. Students may wear pants, jeans or shorts that are clean and neat, without tears or holes. Pants may not be unnaturally tight-fitting. Students may wear T-shirts, sweatshirts, jackets, etc. from a CCA sports team, club, musical group, theatre production, etc. No leisure, lounge, or exercise clothing (warm-ups, wind suits, etc.) are to be worn. No house slippers or rubber beach sandals 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 Fridays. Students that do not wish to participate in Spirit Attire on Fridays should default to the Standard Dress code.



### **Prom Attire - Grade 9 - 12**

High school banquets are important events that give students the opportunity to practice social graces and proper behavior in a formal setting. Since these events are school sponsored and can be attended by students other than CCA students, it is especially important that our students exhibit the same modest choices that are expected at school.

- Girls who attend a CCA Prom are expected to wear dresses that are modest. Dresses must not show cleavage, midriff, or have slits in the hem higher than 4" above the knee.
- Dresses must be no more than 4" above the knee if wearing a short dress.
- Boys attending prom are expected to wear formal attire. Suits or tuxedos are appropriate.

**Note:** If there is a question as to the appropriateness of the dress, bring the dress in or email a picture to show your class sponsor. Don't risk being asked to leave the prom. These guidelines apply also to the dates of CCA students.

*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.*

### **Physical Education Attire - Grade 9 - 12**

Students enrolled in physical education class during the school day should wear shorts, t-shirt and non-marking sole gym shoes of their choosing. (Gym clothes should be in line with the general dress code guidelines.) Students will occasionally be taken outside for gym class, so students should be prepared with sweat pants, or leggings worn under shorts, and a fleece or sweatshirt for cooler days. Students must change out of PE clothes when returning to class later in the day. Gym dress code will not be allowed outside of PE class.

#### ***Note to Parents***

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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. We are not here to be "clothes police." It is inappropriate that complying students, teachers, or principals be distracted from the educational process, due to someone failing in his or her commitment to follow the code. Thank you for your help and cooperation.

### Covenant Christian Academy Anti-Bullying Policy

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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 Dean of Students 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.
- 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.

## APPENDIX IV

### NEPSAC : Code of Ethics and Conduct

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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

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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

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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**

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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**

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- 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**

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- 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**

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- 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.

4 Officials shall deliver in energy and speed their fullest capacities The association requires, regardless of the level of the game or the size of the fee, that officials always give their best.

## **Guidelines For Spectators**

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Spectators - whether students, faculty, parents, alumni or friends - bear important responsibilities to the school for the atmosphere and conduct.

Whether home or away Spectators should watch games from those areas defined by each school as spectator areas They must not run up and down sidelines, call to players, coaches or officials in an unsportsmanlike manner, go onto the field of play, or deface property Any action that detracts from the ability of coaches, players and officials to do their best is not acceptable.

Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.

The use of alcohol and illegal drugs should not be associated with any athletic event.

**These standards are ones that NEPSAC expects all athletes, coaches, officials and spectators to meet.**

## **Expulsion Rule**

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Players or coaches who are ejected from interscholastic officiated contests for “unsportsmanlike conduct” or other flagrant behavior will forfeit their eligibility to play or coach in the next regularly scheduled interscholastic officiated contest or tournament contest played in that sport We encourage a conversation between athletic director, coach and disqualified offender.

## NOTES AND UPDATES

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## OUR STATEMENT OF FAITH

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

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

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

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

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

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.*



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