



Home of the Cougars

K-8 Parent-Student Handbook  
2014-2015 School Year  
Covenant's 30<sup>th</sup> Anniversary Year!

*Founded in 1985*

WASC Accredited for Grades K-8  
ACSI Accreditation Candidacy

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Orange, CA 92865

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[www.covschool.org](http://www.covschool.org)

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## **COVENANT CHRISTIAN SCHOOL**

Covenant Christian School is a ministry of Covenant Presbyterian Church in Orange, CA. Covenant Christian School is located at 1855 Orange-Olive Road, Orange, CA.

Prompted by the closing of several public schools in Orange County, Covenant Presbyterian Church of Orange opened Covenant Christian School in June 1985. The 1985-86 school year began with Kindergarten through 4<sup>th</sup> Grade classes, and it was planned that one grade per year would be added. By the 1989-90 school year, we were a full kindergarten through 8<sup>th</sup> grade school including an excellent Extended Day Care Program for working parents. In 2004 we expanded services to include Academic Coaching. Then, in 2005, we again expanded services to provide a preschool program. Covenant Christian School has served the community for 30 years.

### **PURPOSE**

The purpose of Covenant Christian School is to partner with parents in the education of their children to the glory of God. We are serving God's purpose by offering a bible-based, balanced, enriching and comprehensive educational program.

### **MISSION STATEMENT**

Covenant Christian School's mission is to provide a solid biblical and educational foundation on which each child can build for the future. Covenant views each child as a unique individual created by God to fulfill a special purpose in this world. The school desires to instill a love of God and His Word in its students, as well as to develop academic capabilities that will ensure life-long success.

### **PHILOSOPHY**

Covenant Christian School realizes each child is unique. Children vary as to when they walk, talk, ride a bike, and so, too, when they are ready to master academic skills. Children also vary in their learning styles. Some children learn better from a visual approach, others from an auditory approach. All children learn more easily if they are actively involved in a hands-on situation and if they enjoy what they are learning.

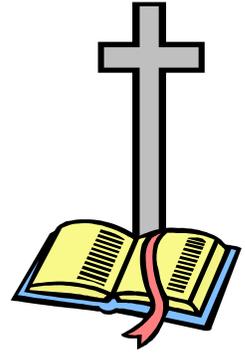
It is with these facts in mind that Covenant Christian School strives to develop an environment that is sensitive to each child's rate of growth, style of learning and natural drive to learn. Children are placed in situations where they will experience success in learning and, therefore, strive to attain their full potential. God has created each child as a unique human being with a special purpose to fulfill. It is the goal of the school to help each child begin the journey to discover that purpose and to have the academic and cognitive skills necessary to undertake that purpose.

### **ACSI AFFILIATION**

The Association of Christian Schools International (ACSI) provides a standard for accreditation as well as services and benefits for Christian schools. Services include enrichment activities for students through speech meets, art fairs, spelling bees, math Olympics, music, and athletic competitions.

CCS personnel benefit from annual teacher and administrator conferences, printed materials, professional development, certification programs, and the opportunity to learn from other member schools.

# STATEMENT OF FAITH



We Believe:

- The Bible to be the infallible Word of God.  
II Peter 1:20-21
- That there is one God eternal, existent in three persons, God the Father, God the Son, and God the Holy Spirit.  
I John 5:7
- In the Deity of the Lord Jesus Christ, and that He was conceived of the Holy Spirit and born of the Virgin Mary.  
Luke 1:27
- That the sinless life of the Lord Jesus Christ and His death on the cross were both necessary in the divine plan of atonement for the sin of mankind.  
Hebrews 9:14-15
- That water baptism is to be fulfilled by baptizing in the name of the Father, and of the Son, and of the Holy Spirit.  
Matthew 28:19
- In the death, burial, and bodily resurrection of the Lord Jesus Christ.  
I Corinthians 15:3-8
- In the personal, bodily return of the Lord Jesus Christ to earth.  
Acts 1:10-11
- That it is necessary to individually and personally receive Jesus Christ as Savior and Lord.  
John 1:12
- God the Father is the creator of our universe and all that is in it according to His will.  
Genesis 1 and Psalm 103:19
- The entire Bible is the divine, inspired Word of God.  
II Timothy 3:16, II Peter 1:21, John 1:1

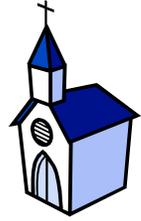
## **BIBLE-CENTERED LEARNING ENVIRONMENT**

At Covenant Christian School we educate children according to a Christian worldview; but what do we mean by this phrase?

It means that we believe:

- There is a God who created the universe and is the author of life.
- In contrast to a Christian worldview, the public school system teaches a non-theistic and humanistic worldview, which assumes there is no God and that human knowledge and opinion is the center of all things. This has great implications for how we look at life and educate children.
- For example, as we teach science, we do not have to create a theory that explains life apart from God despite the impossible odds of life appearing from lifeless elements and assembling themselves with amazing complexity all by random events.
- As we teach history, we do not only teach dates and events but we see how God's hand has guided history and especially the founding of our nation and that nations are accountable to God.
- As we teach art, we teach an appreciation of beauty that is also wholesome and moral.
- As we teach literature, we have a moral compass by which to judge the message and content of the literature.
- As we teach P.E., we teach that it is important to take care of our bodies for they are the temples of the Holy Spirit.
- And, as we teach our children morality, right and wrong is not based on the changing whims and opinions of society or left up to 'if it seems right to you'. Rather, the law of God and principles taught in the Bible are what establishes morality.
- The worldview by which we train and educate our children at CCS affects every subject taught in school, and affects how our children will look at life and respond to it. "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." Timothy 3:16

## OUR COMMITMENT



Covenant Christian School is committed to:

- Prayerfully seeking God’s direction and wisdom in all matters pertaining to the governing of the school.
- Supporting Christian families who desire to provide a Christian education for their children.
- Providing the best possible Christian academic education for its students.
- Acquiring and retaining qualified and talented Christian educators who model Christian character and are dedicated to teaching students to become followers of Jesus Christ. Students will graduate as well-educated, confident, and productive citizens, bearing witness to the Gospel in their lives.
- All teachers and staff are required to receive Live Scan fingerprinting clearance from the Department of Justice and the FBI. Additionally, all teachers and staff must sign a formal ‘Declaration of Moral Integrity’ form upon hire.

## NON-DISCRIMINATION POLICY

Covenant Christian School does not discriminate on the basis of gender, race, color, nationality or ethnic origin in the administration of its educational policies, admission policies or school programs. We may, however, screen applicants on the basis of grade level readiness.

## ENROLLMENT

Covenant Christian School enrolls children in preschool through eighth grade. Children are enrolled in the following order of preference:

1. Children who are enrolled from the previous school year.
2. Children whose parents or legal guardians are members of Covenant Presbyterian Church.
3. Siblings of children already enrolled the previous school year.
4. Children who are enrolling for the first time and do not fall within the above priority of acceptance.

## STUDENT ADMISSION POLICY

### **Admission to All Grades:**

Any student new to Covenant Christian School (CCS) is on a three month probation period, beginning with the student’s first day of school. If a student’s academic or behavioral situation is questionable at the end of the probation period, a committee consisting of the principal and child’s teacher(s) will confer to determine whether the probation period should be extended. The parents/guardians will be given the courtesy of discussing the decision.

## **Entrance Age**

Children are eligible for admission into Kindergarten if they have reached the age of five years on or before September 1 of the school year, and demonstrate academic, social, and emotional readiness. Children are eligible for admission into First Grade if they have reached the age of six years on or before September 1, or have successfully completed an accredited Kindergarten program.

## **Student Registration Forms**

Registration is not complete until the fees have been paid in full, and all forms have been completed and returned to the school office. According to state law, kindergarteners and all new students must submit immunization records before they can enter school. All first grade students must have had a physical examination within 18 months prior to entering first grade, as required by state law. The form is included in the registration packet.



## **SCHOOL/OFFICE HOURS**

**Preschool and Pre-Kindergarten:** The following schedules are offered:

- Full Day Monday through Friday - 7:00a.m. – 6:00p.m.
- Full Day Monday/Wednesday/Friday - 7:00a.m. – 6:00p.m.
- Full Day Tuesday/Thursday - 7:00a.m. – 6:00p.m.
  
- Part Day Monday through Friday - 8:00a.m. – 2:30p.m.
- Part Day Monday/Wednesday/Friday - 8:00a.m. – 2:30p.m.
- Part Day Tuesday/Thursday - 8:00a.m. – 2:30p.m.
  
- Mornings Monday through Friday - 8:00a.m. – 12:00 noon
- Mornings Monday/Wednesday/Friday - 8:00a.m. – 12:00 noon
- Mornings Tuesday/Thursday - 8:00a.m. – 12:00 noon

Extended day care is **\$6.00** per hour and is only available to our part day students. Space is limited and reservations are required.

**Kindergarten:** School begins promptly at **8:00a.m.** with roll call, pledges and prayer on the blacktop. **Students who arrive after 8:00am will be marked tardy.** Students who arrive after their classmates have been dismissed from the blacktop to go to the classroom, must report to the School Office to pick up an ‘Admittance Slip’ before proceeding to their class. Student must be accompanied to the School Office by a parent. **School ends at 2:30pm.**

**1<sup>st</sup> – 8<sup>th</sup> Grade:** School begins promptly at **8:00a.m.** with roll call, pledges and prayer on the blacktop. **Students who arrive after 8:00am will be marked tardy.** Students who arrive after their classmates have been dismissed from the blacktop to go to the classroom, must report to the School Office accompanied by a parent to pick up an ‘Admittance Slip’ before proceeding to their class. **School ends at 2:40pm.**

All K-8 students arriving before 7:45am **must** be signed into Day Care. The school cannot assume responsibility for students left unsupervised on the premises before 7:45am.

All children in K-8<sup>th</sup> not picked up by 3:00pm will be signed into Extended Day Care until they are picked up. A parent or guardian **must** sign their child(ren) out of Day Care when picked up, or the full cost from 3:00pm-6:00pm will be charged.

## **Office Hours**

School business may be transacted from 7:30a.m. to 5:00p.m. daily Monday-Friday. Appointments for a conference with the Principal should be made ahead of time either in person, by phone, email, or in writing.



## **PARENT/SCHOOL COMMUNICATION**

During the school day, the office staff will take all calls. In non-emergency situations, please leave a message which will be conveyed to the child. Children are permitted to use the school phone for emergencies.

Following are three CCS phone numbers to assist you:

**(714)998-4852** - school office

**(714)998-5425** - to send a fax

**(714)323-1001** - direct cell phone to the Day Care Office **before and after school hours**

The school's **Web Site** address is: [www.covschool.org](http://www.covschool.org). Teachers and the administrative staff may be contacted directly via e-mail by typing first initial, last name and covschool.org. **Example:** [djones@covschool.org](mailto:djones@covschool.org)

Regular open communications between school and parents will help to make the experience at CCS a successful one for you and your child. Classroom teachers will send home with the students or will email a weekly newsletter that highlights the classroom activities or key upcoming school-wide events. Please be sure to communicate with your child's teacher throughout the year by telephone, e-mail, written notes, or in person. Additionally, a Parent Bulletin prepared by the school administration will be sent home with the students or emailed each Monday. You can also communicate directly with the Principal at any time in person, or via telephone, e-mail ([pthomalundberg@covschool.org](mailto:pthomalundberg@covschool.org)) or written note. Because administration will regularly send email blasts to our families, it is important to keep the primary email address current for our records.

## **Appointments with Teachers**

Parents are encouraged to discuss any problems concerning a child with the teacher in a timely manner. However, we wish to keep classroom interruptions to a minimum. Please sign in at the school office before proceeding to the classroom. The coordinated efforts by parents and staff are needed to reinforce the relationship between parent, school and child.

## **Withdrawal from School**

A 2-week advance written notice must be given to the Preschool Director or Principal when withdrawing a student.

# School Attendance

## Attendance

Regular attendance is required by law and is necessary for students to maintain a strong academic standing. Further, regular attendance in school establishes a pattern for your child's entire school career. When a child is absent for one day, he/she misses the review of the previous day's instruction, the new material being presented that day, and the introduction to the next day's lesson. CCS stresses the importance of on-time, regular attendance to help minimize interference with instruction.

The California *Education Code (EC)* Section that defines truant reads as follows:

*EC* Section 48260(a): Any pupil subject to compulsory full-time education or compulsory education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

## Reporting Absences

To report an absence, parents must call the school office (714) 998-4852 by 9:00 a.m. Be sure to state:

- Student's name
- Reason for absence and expected duration
- Request for homework assignments and/or makeup work for day(s) missed
- **If requested on or before 9:00am, homework will be available for pick up on the same day, after 3:30p.m., in the school office.** Otherwise, homework will not be available until the following day.

## Excused Absences

Illness, medical/dental appointments, legal appointments, death in the family, family trips (with prior notification to the teacher and Principal), natural disasters, and school initiated early dismissals are the only excused absences recognized by CCS.

As required by state law, if a parent calls to report his/her student's absence, upon return, the student must bring a note signed by the parent to verify the absence. Failure to do so will result in an unexcused absence. The note must be written by the parent, and should be addressed to the School Office, stating the date of the absence and the specific reason for being absent.

A doctor's note may be required if a child is absent for three (3) consecutive days or more. See Health Policy.

While taking students out of school for vacations/trips is strongly discouraged, advanced written notice must be given to the Principal and the teacher. If approved, the teacher will provide the parent with student's work prior to student's departure. **No reduction in tuition will be granted for vacations, school holidays or sick days which are factored into our monthly or annual tuition rate. (See Tuition section under Fee Schedule and Billing Information.)** All makeup work must be turned in before the absence or on the first day back to school, or it will be considered late.

## Tardiness (K-8<sup>th</sup> grade)

School starts promptly at 8:00am for Kindergarten through 8<sup>th</sup> grade. All students in grades K-8 arriving after students have been dismissed from the blacktop to proceed to class must be

**accompanied by a parent to the school office to obtain an admittance slip before going to the classroom.** Punctuality helps the student to begin the day prepared and focused. Late students cause interruptions to the classroom and make it necessary for the teacher to repeat the instructions given prior to the late arrival.

**K-8 students arriving after 8:00am are considered tardy. More than five tardies per trimester is considered excessive, and will result in lunch time detention for all K-8 students. Further, each subsequent tardy, will result in an additional lunch time detention. Middle School students (grades 6<sup>th</sup> – 7<sup>th</sup>), after eight tardies in one trimester, will serve after school detention for one hour. Athletes who are required to serve after school detention, will not be able to practice or play in a sport that day. If a student fails to serve the after school detention, the student will be required to serve one additional day. Each trimester, students will start with a clean slate.**

### **Early Release from School**

K-8<sup>th</sup> grade students picked up prior to the regular dismissal time must be signed out in the school office (or in the classroom for preschool students) by a parent or authorized adult. The K-8<sup>th</sup> grade student will be called to come to the office. If the child is returning to school later in the day, the parent or authorized adult must sign the child back in at the school office. ***If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order of Final Judgment on file in the office.*** **Note:** Children will NOT be released to a person who is not listed on the emergency card without written authorization signed and dated by the parent. In this case the individual will be required to show a photo identification.

## **Emergency Procedures**

CCS has a comprehensive, written Emergency Evacuation Plan. Fire and earthquake drills are held regularly at CCS. Teachers discuss proper emergency exit procedures with their classes the first week of school. Students should know exit procedures for all parts of the building. Maps showing the exit routes are posted in each classroom. Students are also instructed on the procedure to be followed in case of an emergency. The students participate in monthly fire drills and annual earthquake drills. Earthquake drills include moving to a drop position under desks, if possible, with hands behind head, facing away from windows. Each classroom has a first aid kit, and the school stores earthquake supplies such as blankets, water, k-rations, etc. Should a community-wide disaster occur, which causes streets to be impassable or walking to be hazardous, all children will remain on the CCS campus under the supervision of the staff. Only a parent or a responsible authorized adult may claim a child.

CCS is a ministry of Covenant Presbyterian Church. The school and church share the campus. The Church has prepared a 'Communications Room' with full ham radio operation capability. Quite often during a major emergency, cell phones, land lines and electricity don't work. However, ham radios are one of the most reliable forms of communication during a disaster. This 'Communications Room' will allow us to communicate with the Red Cross anywhere in the nation in case of a major emergency. Ultimately it is the Church's goal to become a Red Cross Certified Shelter in case of a major disaster.

**It is vitally important that we keep our emergency information current. To this end, it is necessary for you to notify the school office immediately when there is a change in your address or phone number; or the phone numbers of the individuals you have authorized as alternate emergency contacts.**

## Financial Information for K-8<sup>th</sup> Grade Students

### Registration Fee

The annual registration fee is \$350 per student for grades K-8, and is non-refundable. **However, if you pay the registration in full on or before March 1, the K-8 total registration fee will only be \$200. If paid after March 1, the registration fee will be \$350.** The registration fee is non-refundable and must be paid in full for every student admitted to CCS, regardless of when the child enters school. Registration is not complete until all fees have been paid and all required forms have been completed and returned to the office.

### Tuition (2014-2015)

Tuition is based on an annual rate. CCS has an obligation to its employees; therefore, no reductions can be made for vacations or school holidays which are factored into annual tuition rates.

	<u>Monthly</u>	<u>Annual</u>
Kindergarten – 6 <sup>th</sup> Grade	\$577.50 for 10 months	\$5,775
7 <sup>th</sup> - 8 <sup>th</sup> Grade	\$595.00 for 10 months	\$5,950

### 2014-2015 Billing Information

CCS has an agreement with FACTS Tuition Management Company to manage the collection of tuition as well as Daycare, Academic Coaching and Sports Fees for the 2014-2015 school year. FACTS manages the business side of education for over 4,000 schools nationally. Several schools in Orange currently use their services, including: Orange Lutheran High, St. Norbert, Oakridge, Holy Family, Independence and La Purisima. This program is beneficial for parents and the school. FACTS enables families to choose a reasonable payment plan with payment options, and enables CCS to maintain a strong consistent cash flow to meet the educational and personnel obligations of operation. With FACTS, parents will have the option of making tuition payments via automatic electronic debit or credit card. Credit Card payments may be made using MasterCard, Discover or American Express only, and payments will be assessed a monthly 2.5% processing fee. Parents can choose to make a single lump sum payment, two semi-annual payments, or 10 equal monthly payments. Additionally, once you have enrolled with FACTS Management you will have on-line access to your account information 24/7. To register with FACTS go to [www.covschool.org](http://www.covschool.org) and select *Information* on the horizontal bar on our website; then select *Tuition*, then *FACTS*.

### **Tuition Payment Options for the 2014-2015 school year:**

- **FULL PAYMENT:** Tuition may be paid in full on or before August 1. Payment is made directly to the school. A single lump sum payment made by August 1 will be discounted \$250.00, and the \$45.00 set up fee to enroll in FACTS is waived. If the tuition is paid in full, you will be billed monthly by CCS for Daycare, Academic Coaching and Sports Fees. It will not be necessary to register with FACTS for these miscellaneous fees.
- **SEMI-ANNUAL PAYMENTS:** This option allows you to make two equal payments with half of the annual tuition due no later than August 1, 2014, and the balance of the annual tuition due no later than December 1, 2014. With this payment option you will receive a \$125.00 discount on your total tuition; \$62.50 discount given August 1<sup>st</sup> and the remaining discount of \$62.50 given December 1<sup>st</sup>. You must register with FACTS for the Semi-Annual Tuition Payment.
- **MONTHLY PAYMENTS:** Tuition may be paid in 10 equal payments starting August 1 through May 1. There is an annual set-up of \$45.00 per family to enroll in FACTS.

## **FACTS offers the following methods to pay tuition monthly:**

- **Electronic Debit** – authorized from a checking or savings account. Tuition will be processed on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. You will have the option to select the date for debiting your account when you sign up with FACTS. This feature allows you to customize your payments in a manner that works best with your cash flow.

**Important Note: FACTS Tuition Management Company and Covenant Christian School are in compliance with all State and Federal laws regarding your confidential information.**

- **Credit Card** - Only American Express, Discover or MasterCard credit cards may be used to make your monthly tuition payments. Depending on the date you select when you sign up with FACTS, your credit card will be automatically charged on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. If you choose to pay your tuition via credit card, you will be charged a 2.75% fee per payment.

**The FACTS Returned Payment Fee is \$30.00. If a payment is pulled on your payment date of either the 5<sup>th</sup> or the 20<sup>th</sup> and a credit is declined or if you are using a bank account and it has insufficient funds (NSF), FACTS will charge you a \$30 Returned Payment Fee.**

**FACTS offers a ‘PEACE OF MIND’ BENEFIT for just \$14.00 per year. The Peace of Mind Benefit pays the remaining unpaid balance of the FACTS Automatic Tuition Payment Agreement subject to the conditions outlined on the FACTS Website during the registration process.**

**The above fees are set by FACTS and are received by FACTS, not CCS. It is critical that you give a valid email address when you register with FACTS so that you may be notified 4 days in advance of the payment being charged to your credit card or taken from your bank account.**

**Extended Day Care, Academic Coaching and Sports Fees** will also be billed and paid through FACTS, and will be taken from your credit card or bank account on file with FACTS. These fees will be charged to your credit card or taken from your bank account in addition to your tuition fees.

### **Past Due Accounts**

We feel confident that the flexibility of the payment options through FACTS will aid in ensuring on-time payment of tuition obligations. However, if a tuition account becomes more than 30 days delinquent, the student may not be permitted to attend school until the account is paid in full or until the family meets with a school administrator or a member of the School Board’s Finance Committee to agree upon a payment plan.

## K – 8<sup>th</sup> Grade Extended Day Care Program

- Day Care is designed to serve working parents, and is a supervised program available to K-8<sup>th</sup> Grade students enrolled at CCS. Generally, in addition to free time, there will be time allotted for the students to get a head start on their homework.
- The charge for K-8 Extended Day Care is \$5.00 per hour.
- Before school care is from 7:00am to 7:45am. **IMPORTANT: Children must be signed in by a parent or guardian. If you fail to sign your child in, you will be billed the full time between 7:00am and 7:45am.**
- After school care is available from 3:00p.m. to 6:00p.m. **Children must be signed out by a parent, guardian or a designated, authorized individual listed on the official Emergency Contact Form.** Parents will have access to their children at anytime. Children may be picked up at anytime between the hours of 3:00pm and 6:00pm. **IMPORTANT: However, if you fail to sign your child out of Day Care, you will be charged the full time between 3:00pm and 6:00pm.**
- All teachers and staff, including Day Care personnel, are required to receive Live Scan fingerprinting clearance from the Department of Justice and the FBI. Additionally, all teachers and staff must sign a formal ‘Declaration of Moral Integrity’ form upon hire.

### Monthly Billing:

- Day Care charges will be billed on a monthly basis via FACTS.
- At the end of each month, the Business Manager will notify FACTS of the total number of Day Care hours your family used during the month. **Each day you use K-8 Day Care services, it is important that you sign your child in and out to make sure that you are billed the correct amount for actual hours used.**

### Additional Fees:

- Late Pick-up: Closing time is promptly at 6:00p.m. If you are running late, please call the Day Care cell phone to let them know. The Day Care cell phone number is 714/323-1001.
- There will be a late charge of \$10.00 per child for each 15 minutes (or portion thereof) that a child is left in Day Care after 6:00p.m.
- Day Care services may be withdrawn after three (3) overtime charges.

### Day Care Availability

- Day Care will be provided on Staff Development Days regardless of the number of students who sign up.
- **Day Care is not offered during the following days:**  
Labor Day  
Day before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving  
Christmas Eve, Christmas Day, Day after Christmas, New Year’s Eve, New Year’s Day, Day after New Year’s Day  
Memorial Day  
Independence Day

**Please refer to the current School Calendar for scheduled holidays and Staff Development Days.**

# Health Policy

## Communicable Diseases

If a child contracts a communicable disease during the school year, the school asks that notification be made to the office immediately so that we can alert other parents. Every precaution will be taken to keep illness to a minimum. To this effort, upon having one of the following diseases, a child must have written consent from a physician to be readmitted to school: Mumps, Measles, Conjunctivitis (Pinkeye), Scarlet Fever, Strep Throat, Whooping Cough. Please take the initiative to keep your child at home when he/she is ill. For the sake of your child and the other children with whom he/she comes in contact, **never send your child to school with a fever**, even if they tell you they are fine. If your child has a fever over 99 degrees, please keep him/her out of school as the fever indicates an illness in the child's body, and the health of other children is in jeopardy when they are around a sick child. A child should not return to school until there is no fever for 24 hours.

## Head Lice

From time to time any school experiences outbreaks of head lice. It is not uncommon for students in any school to come in contact with head lice. Please be assured that head lice is not a sign of poor hygiene habits, and outbreaks are possible whenever and wherever children gather. Anyone can get head lice, mainly through direct head-to-head contact, sharing hats, clothes, combs, brushes and other personal items. Watch for signs of head lice, such as frequent scratching. It is more likely that head lice will be spread among family members or friends than classmates. Lice infestation is easier to treat if caught early, so please do your part by checking your child(ren) on a regular basis. If you determine that your child has head lice, please notify the school immediately. If a case of head lice is reported to the school office, the heads of all of the students in the class of the child who has the lice will be checked. Additionally, if that child has siblings at CCS, the heads of the siblings' classmates will also be checked. A letter will be sent home with all the students in the classroom which the student who reported the lice attends. If a child is found to have head lice, the parent will be called to pick up the child immediately. The parent will need to wash the hair of the child using an over-the-counter shampoo such as RID. Follow package directions carefully. It is IMPORTANT to make sure you comb out all the eggs. The heads of all family members should also be checked for lice or nits (their eggs). It is also important to wash all bed linens and clothing, vacuum carpet, clean car seats, and furniture. Students must be kept home from school until treatment is complete. **In order for a student to be readmitted to school after treatment, he/she must be brought to the school office for a head check**. The head must be free of nits to be readmitted. If the student is not free of nits, the student will be sent home to re-treat. Working together will help assure that the lice stays isolated and does not expand throughout the school.

## Accident or Illness

In case of illness or minor injury, the child will be sent to the School Office. In the case of a major injury, 911 will be called; otherwise parents will be called to pick up children who have become ill or injured at school. Parents are expected to do so within a reasonable time (maximum of one hour).

If a child is absent for three (3) consecutive days or more, he/she may need a doctor's release to return to school. Also, the school reserves the right to ask for a doctor's release if, in the judgment of the administration, the child is not well enough to be in school. Please do not send a child to school if he/she has any other condition that would require him/her to be kept inside during noon or recess periods. If a child has a temperature of 100 degrees or more, parents will be notified to pick up the child. Students must be fever-free for 24 hours. Tuition is not refundable for time missed due to illness or family emergency.

## **Dispensing Medication**

The following regulations will be observed regarding giving medicine to students:

- **Any medication to be taken by a student on school grounds must be administered in the School Office by school personnel only. Medication is not to be kept in the classroom or student's possession.**
- In order for a child to be administered medication, parents must pick up and fill out an Authorization to Dispense Medication form in the school office. All medication must be in a prescription container, properly labeled with the student's name, dosage, time of administration, name of physician, and name of pharmacy. All prescription or over the counter medication must be immediately turned in to the Office by a parent as soon as the child arrives at school. No medication is to be brought to school by the student.
- Please include a spoon (preferably disposable) with liquid prescribed medicine.
- **Never send medication of any sort along with a student's lunch.**

## **Insurance**

It is understood, that every parent will maintain his/her own medical/dental insurance on his/her child. **For parents who drive their cars on field trips, the school requires that the drivers must have copies of their California Driver's License and their current auto insurance policy on file in the school office.** Financial Responsibility Laws, as listed in the California Department of Motor Vehicle Code Section 10620, state that the owner and operator of a motor vehicle is responsible to ensure that the vehicle has the minimum coverage required by the law. California requires that drivers and vehicle owners carry the following minimum monetary limits:

- \$15,000 for a single injury or death
- \$30,000 for injury or death to more than one person
- \$5,000 for property damage

Evidence of financial responsibility must be carried at all times in the vehicle. Both, in the interest of the students, and to protect the parents who drive, we cannot allow parents to drive other students if they do not carry this minimum coverage. A seat belt for each passenger is mandatory.

**California Law (effective 01/01/2012): Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.**

## **Academic Policy**



At CCS we combine academic excellence with spiritual and moral formation. Our goals are:

- To promote a positive attitude toward learning.
- To develop the students' command of essential competencies – to read with comprehension, to listen attentively, to think critically, to solve problems analytically, and to communicate effectively both orally and in writing.
- To foster both independent and collaborative thinking.

## **Course of Instruction**

**Kindergarten:** Bible, reading literacy, math, social studies, science, health and safety, motor skills, art, music, computer lab and physical education.

**Grades 1-5:** Bible, reading, language, math, social studies, science, health and safety, art, music, science lab, computer lab, and physical education.

**Grades 6-8:** Bible, English, science, math, Spanish instruction, history, health, art, music, computer lab and physical education.

**Physical Education** – CCS has long advocated a developmental approach to most aspects of the learning process. The P.E. program for students in K-8 is no exception. Physical fitness and the process of involvement in physical activity are vital to the overall health and wellness of your child. Practical and effective activities focusing on skills, drill, and lead-up games emphasize the fundamental sport skills, practicing and learning rules.

## **Report Cards**

Report cards for K-8 students are given out three times a year, approximately every 12 weeks. Parents will be notified of the dates of these trimesters at the time of enrollment. A progress report will be issued at the mid-point between trimesters. The report card will be issued at the Parent-Teacher conferences or by mail.

### **Grading Scale for Grades K – 3rd**

#### **Explanation of Marks:**

O	Outstanding
S	Satisfactory
N	Needs Improvement
I	Shows Improvement
NA	Not Applicable

### **Grading Scale for 4<sup>th</sup> – 8th**

A	Outstanding
B	Above Average
C	Average
D	Below Average
F	Failing

### **Progress Towards Grade Level Standards:**

4 = Advanced	Above Grade Level
3 = Proficient	At Grade Level
2 = Basic	Approximate Grade Level
1 = Below Basic	Below Grade Level

## **Gradelink**

With Gradeink parents of 4-8<sup>th</sup> grade students can stay well informed regarding their child(ren)'s academic progress at school and get information on their upcoming assignments such as assignment descriptions and due dates. The following information is available when you log into Gradelink:

- Current grade in each class
- Current GPA for the term
- Descriptions, Grades and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Transcript Information

You can also set up alerts at multiple e-mail addresses, notifying you when your student’s grades fall below your expectations. Gradeink is easy and convenient and eliminates the element of surprise for parents. You can check your student’s academic progress as often as you wish. To access this information go to [www.gradelink.com](http://www.gradelink.com) and click on the Login link and enter your Username and Password. Below is an example of what you will see:

Current Grades	
Student:	[REDACTED]
Term:	1st
Class Title	Grade
History / Soical Studies	A (96.8%)
Mathematics 76	A- (90.3%)
Penmanship	No Grades Entered
Reading / Language Arts	A (101.6%)
Science / Health	A (98.1%)
Spanish	A (97.6%)
Spelling, Grammar & Punctuation	A (97.1%)
Writing	A (100.0%)
Bible	A (97.7%)
Fine Arts	No Grades Entered
Music	No Grades Entered
Physical Education	No Grades Entered
Technology	O (100.0%)
<b>Term GPA : 3.96</b>	

### **Testing**

All K-8 students take annual nationally normed assessment tests. Please check the school calendar for testing dates.

### **Promotion Procedure**

Students are promoted to the next grade level upon successful completion of the academic program in the previous grade. Decisions for retention are made by the teacher, principal, and parents based on classroom performance, annual assessment scores, and social and emotional maturity.

### **Awards**

At the end of each trimester, we will have a special awards assembly in which K-8 students will be presented with various merit awards. Additionally, students in Grades 4-8 will be recognized for having achieved Honor Roll or High Honor Roll. Honor Roll awards are based solely on the student’s GPA. Honors: 3.0 - 3.79. High Honors: 3.8 - 4.0.

‘Caught Being Good’ awards for Kindergarten through 4<sup>th</sup> grade students are given out in the classroom.

Each month, at every grade level, we will stress a particular Christian Value and a related scripture verse. For example, in September we will focus on RESPECT and teach the students the importance of showing respect to parents, teachers, and each other. 1 Peter 2:17 tells us: “Show proper respect to everyone, love the family of believers, fear God, honor the emperor.” Monthly Cougar Character Awards will be given out in chapel for K-8 students.

### **Academic Coaching Program**

The Academic Coaching Program has been developed for students in grades 1 through 8. We are committed to seeing that each child succeeds academically. We understand that some students may need extra support. Therefore, to meet the individual needs of students, an Academic Coaching Program has been established at CCS. The Academic Coaching Program is a structured, step-by-step, multi-sensory approach to learning. The Academic Coach, the Teacher(s) and parents will work together to determine how the student can best be helped through extra support. Each student is then prescribed a program to

meet their specific needs in the areas of reading, language arts or mathematics. In some cases it may be necessary to conduct a thorough assessment by an Educational Therapist.

## Enrichment Programs

CCS has a great Enrichment Program for students in grades K-8. Music/choral, with a dedicated teacher, is offered to Grades K-5. Praise Band/Worship is offered as an elective to Grades 6-8 with a dedicated teacher. A brief description of our other supplemental programs follows:

- **Science Lab** – Science lab is a once a week activity that is offered as a supplement to the classroom curriculum for Grades K-5. Demonstrations, videos, posters and experiments are used to broaden their classroom experience. The goal of our science lab program is to increase the students’ interest and help them use the scientific method of thinking to solve problems.
- **Art Program** – All elements of art are explored and taught to students through many different mediums. We strive to develop the full potential of each student through new modes of thinking and new ways of using the power of the whole brain.
- **Sports Program** - CCS believes that athletic participation can be one of the most significant, formative experiences in a young person’s life. Therefore, CCS provides the opportunity for its students to participate in an after school sports program. Athletics teach fair play, sportsmanship, perseverance, appreciation for improvement, self-discipline, responsibility, teamwork, a desire to exceed, and leadership. Athletics is a privilege and carries with it not only the responsibilities listed above, but also the responsibility to maintain certain academic standards. CCS is a member of the Christian Athletic League of Orange County (CALOC), and adheres to its policies, rules, and regulations. Where there is enough interest on the part of our students to field elementary teams and/or junior high teams, CCS offers the following sports for students in grades 4-8:

### **Fall**

Boys Flag Football  
Girls Basketball

### **Winter**

Boys Basketball  
Girls Volleyball

### **Spring**

Boys Volleyball  
Co-ed Soccer

An elementary team generally includes students in 4<sup>th</sup> - 6<sup>th</sup> grade, and junior high teams generally include 7<sup>th</sup> - 8<sup>th</sup> grades. In cases where an elementary sport is not offered, the junior high team may consist of students in 6<sup>th</sup> – 8<sup>th</sup> grades.

Students must maintain a grade of “C” or better in all subject areas, and have no failing grades; and must maintain a minimum of “S” in citizenship in each class. Students who do not meet the academic standards will be placed on probation until such a time as they do meet the standards. Students who wish to participate in this program must be willing to put forth their best efforts to acquire the skills necessary for the particular sport. Winning is not the primary aim but rather the formation of good athletes who can lose graciously and win honorably. A detailed description of our sports policies may be found in the CCS Sports Policy Manual.

- **Cheerleading** – Boys and girls in Grades 4 through 8 may try out for the Cheerleading Squad each spring. The squad practices throughout the summer and attends a local cheerleading camp. The team cheers at both boys’ and girls’ sporting events during the school year. Parents are strongly encouraged to help manage and transport the squad to events and activities. In addition to the annual sports fee, there is an added cost for the cheer uniforms. When there is enough interest, students in grades 1<sup>st</sup> through 3<sup>rd</sup> may try out for the Pepster Squad.

# School Discipline

In order to ensure that all students have the opportunity to be in a productive learning environment while at school, guidelines, rules, and responsibilities must be present. All students are expected to comply with behavioral guidelines and academic grade level standards. *“Train up a child in the way he should go; and when he is old, he will not depart from it”*. Proverbs 22:6

**Discipline** is a word for training which enables students to make appropriate choices, using defined school rules and indoor and outdoor limitations, where consequences consistently result. Through positive and effective communication and the use of specific reinforcement for desired behaviors, it is the goal of the discipline program to promote student self-management in a variety of environments and situations.

The **philosophy** behind our discipline program is that we desire children to behave appropriately. A system of logical positive and negative consequences maintains appropriate, desirable behavior.

The **program** includes the employment of classroom management plans for all students. Teachers are responsible for setting up individual classroom programs, communicating them to students and parents, and remaining consistent in terms of student behavior recognition. Emphasis on recognition of appropriate, desired behavior is very important. We strive to recognize children while they are exhibiting positive behavior.

## Basic School Rules

- Be on time
- Tell the truth
- Be ladies and gentlemen
- Speak and act courteously to others.
- Follow directions the first time.
- Use school property and materials with care.
- Stay in assigned areas.
- Use a quiet voice indoors.
- Do not bring candy or gum to school.

## Prohibited Behaviors

- Leaving campus without permission and approval of school administration.
- Deliberate classroom disruption, or disruption of any school activity, and defiance of authority.
- Assault.
- Physical or verbal threat or action against another person.
- Fighting.
- Using, possessing, or selling any dangerous or illegal drug.
- Wagering or betting money or other stakes on an activity's outcome.
- Stealing property of another or of the school.
- Vandalism; deliberate destruction of/or damage to property of another person or of the school.
- Possession of any weapon, including firearms, knives or other dangerous objects which could cause injury.
- Harassment, sexual harassment, bullying or intimidation of students or staff members.
- Habitually using profanity or vulgarity in word or action.

Students may be suspended or expelled from school for committing any of these prohibited behaviors.

In order for our discipline program to be effective and positive, we each (family and school) must share the responsibility which goes hand-in-hand with such a program. We must commit to work together to enable our students to be self-disciplined individuals with a positive sense of self.

## **Responsibilities**

### **The student is responsible for:**

- Respecting the authority of all school staff, including supervisors on yard duty, when school rules and regulations are being enforced
- Behaving in classrooms and on the school campus in a manner which does not disrupt or interfere with other students' right to learn
- Following school and classroom rules
- Attending assigned classes on time

### **The parent is responsible for:**

- Reinforcing appropriate behavior
- Reviewing school rules with children
- Ensuring students are dressed appropriately and in compliance with uniform guidelines
- Ensuring students arrive on time to school, and are picked up on time
- Cooperating with teachers and school officials in carrying out appropriate consequences
- Communicating with teacher and school officials

### **The teacher is responsible for:**

- Working with the development and enforcement of school rules
- Developing and clearly communicating to the students and parents concise classroom discipline systems
- Establishing a classroom management system which emphasizes and rewards appropriate behavior and allows every student the opportunity to learn
- Being consistent and fair with the school and classroom discipline system

### **The principal is responsible for:**

- Clearly communicating rules, expectations and responsibilities.
- Supporting teachers in the development and enforcement of classroom plans.
- Defining the referral procedures and communicating them to students, parents and teachers
- Enforcing this discipline plan within existing school policies, and state and federal laws

Your cooperation and support of our endeavors is expected and appreciated, and will help contribute to a positive learning environment. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” 2 Timothy 3:16*

# Honor Code

Covenant Christian School appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the discipline necessary for learning. We expect our students to understand that character and honor are as important as intelligence. The Honor Code provides a strong guideline for our Covenant Christian School students.

## Our students will:

### Be respectful

- Wait for others to finish speaking before speaking.
- Raise hand to speak.
- Use polite language and manners.
- Take care of school materials and property.
- Use active listening skills.



### Care about others

- Invite others to play or work together.
- Make all students feel welcome.
- Consider other peoples' feelings.
- Refrain from name calling and "put downs".

*"In all thy ways, acknowledge Him, and He shall direct thy paths."* Proverbs 3:6

### Be prepared

- Have materials organized and ready.
- Have parents sign school communications.
- Complete quality homework and return on time.
- Be ready to learn.
- Be on time.
- Eat breakfast.

### Be a contributor

- Share your knowledge during class discussions.
- Make positive suggestions to classmates and teachers.
- Participate willingly in activities and be willing to serve.
- Work and play cooperatively.

Covenant Christian School expects that students will act honorably so as to reflect pride upon themselves and the school. Furthermore, it is expected that all students will be responsible for their own actions and the consequences of their actions. **The goal is for each child to demonstrate respect for God, respect for others, respect for property.**

# Homework Policy

Homework is given to students in grades K-8 to contribute to their academic success and establish work habits which will benefit them in their future education and career. Homework assignments are given to reinforce learning, prepare for quizzes and tests, sharpen skills and complete unfinished classroom assignments.

1. Homework is generally given on Monday, Tuesday, Wednesday and Thursday to students in grades 1-8. Students should be able to do homework with little or no assistance. If a student works diligently for the suggested period of time and still has not completed the assignment, or if the parent has had to give considerable assistance to the student, a note should be sent to the teacher. Students who use their class time responsibly, *on the average*, should experience the following amount of homework per night:

Grade:	1	15-20 minutes
	2	20-25 minutes
	3	30-35 minutes
	4	45-50 minutes
	5	50-60 minutes
	6/7/8	1-2 hours



Reading is critical to a child's academic success. Daily homework reading requirements will vary from grade to grade and are not included in the above figures. However, the reading time required to study for a test or to complete a homework assignment, can contribute towards your child's daily at home reading requirements just the same as reading a library book does. Children need to read frequently to significantly improve their spelling, vocabulary and reading comprehension.

2. Long-term assignments should have built-in checkpoints to monitor student progress.
3. In Grades 1-5, no more than two major tests should be given on any one day. This does not include Bible verse quizzes or spelling words, which are normally studied in class as part of the daily routine.
4. Late homework is marked down 20 percent of the earned score per day. (Late is defined as anytime after it is due.) Work which is more than four (4) school days late shall receive no credit. The mid-term date of each marking period is designated as a cut off for missing work due prior to the mid-term date. At that time, all missing assignments will be given a "0" and the student will not be allowed to make up the work for credit.
5. For students to make up missing work from an absence due to illness, death in the family, major family crisis or unexpected emergency, he/she will have one day in Grades 3-8, and two days in grades K-2, for each day sick or absent due to mitigating circumstances (up to a maximum of five days). After the allotted days, the work will be marked at 50 percent. After ten (10) school days, the student receives a "0" for the work. Special consideration will be given to extended serious illness.
6. Long term assignments (assignments which require more than four days to complete) must be turned in by 9:00 a.m. on the date due, even if the student is absent. In the case of an absence on the due date, assignments should be left in the office for the teacher to pick up. This is to discourage students from not attending school because a long-term assignment is not completed.

7. If a student is absent due to a family outing (such as a vacation or trip), he/she must get the assignments before missing school and turn them in to the teacher either before leaving or on the first day back to school. Homework not completed by that day will be marked at 50 percent of the possible score, unless prior arrangements have been made with the teacher. Please notify the teacher and office in writing at least two weeks in advance if this type of absence will occur.

### **Parents Can Enhance the Homework Experience By:**

1. Setting a definite time and place for study where an atmosphere of study prevails. In order to impress children with the importance of what they are doing, television or radio should not be allowed to interfere with homework. This will enable the child to establish good work habits and minimize parental frustration.
2. Taking an active interest in what the child is doing.
3. Giving encouragement, but not doing the homework.
4. Giving personal supervision when needed.
5. Having your K-3 children read aloud.
6. Following the teaching methods used in the school.
7. Discussing ideas presented in the classroom.
8. Conferring with the teacher when specific help is needed.



When carefully given instructions by the teacher are combined with effective communication to parents, this approach to homework has been proven to be very effective.

## **General Information**

### **Chapel**

Chapel is held each Friday. During this time students sing, pray, enter into worship, enjoy Bible stories, and have special speakers. Parents are invited to attend at any time.

### **Personal Items or Money at School**

Students are discouraged from bringing personal items (i.e., toys, games, magazines, etc.) or money to school unless for a specific purpose. CCS cannot be responsible for stolen or lost items.

### **Snacks and Lunches**

Students will bring snacks and lunches from home in a food bag or lunch box – no coolers. Be sure to put name on bags. Snacks and lunches should be healthy and nutritious. Candy and sodas are not recommended. For safety reasons, please do not send drinks or food in glass containers. **Microwave or hot water services are not available for student use. If your child needs a fork or spoon for their lunch, please be sure to include one in the lunch bag as we do not keep a supply on hand.** If students are taken off-campus for lunch, they must be signed out through the school office and must be signed back in upon return.

## **Cell Phones**

While students at CCS are permitted to bring cell phones to school, the following rules apply:

- 1) Cell phones must be turned off during school hours. Just as parents are asked to turn off their cell phones in church, at the theater, at concerts, at a business seminar, etc., our students are required to leave their phones turned off while at school.
- 2) **Cell phones must remain turned off and in the student's backpack at all times while on campus.**
- 3) To reach your child/children during school or Extended Day Care hours, please call the school office at 714-998-4852, or the Day Care cell phone at 714-323-1001 after school hours. If your call is for non-emergency purposes, a written note will be delivered to your child and he/she can use the school office phone to return your call at lunch or recess. If your call is regarding an emergency, your child will be notified immediately to come to the school office to take your call.
- 4) If your child needs to contact you, he/she will be permitted to use the School Office phone or the Day Care cell phone.
- 5) The school will not be responsible for damaged, lost or stolen cell phones.

This policy will be strictly enforced. Students who do not adhere to the policy will have their phones confiscated and held in the school office until the parent arrives to pick up the student at the end of the school day. **The parent must go to the school office to retrieve the cell phone.** Repeat offenders may lose the privilege of bringing their phones to school. **Please see Acknowledgement of Receipt of Electronics Policy (Page 28) for further detail. Please sign and return the form to your child's teacher.**

## **Lost and Found**

**It is important that all personal belongings (jackets, lunch boxes, etc.) are marked clearly with each student's name so that, if lost, the items may be returned.** Loss of items can be minimized if parents put their child's name on everything their child brings to school, and if parents explain to their children the importance of taking care of their personal belongings. Due to a lack of storage space, the school cannot hold onto lost clothing items indefinitely. Periodically, CCS may have a sale of gently used uniforms for CCS families to purchase at reasonable rates, or they may eventually be donated to a needy cause.

## **Child Abuse Reporting Obligations**

In accordance with California law, school personnel are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law based on the seriousness of the crimes listed above is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child. Once reasonable suspicion is established, the school does not have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Visitor's Policy**

All parents, visitors, and volunteers must sign in with the school office and receive a visitor badge to wear while on campus. Please make arrangements through your child's teacher to come visit the classroom.

## **Pets/Animals on Campus**

Children occasionally desire to bring their pet to school as part of their class sharing. The guidelines for bringing a pet to school are as follows:

- 1) Must have the prior approval of the teacher. (Some students may have allergies to animals.)
- 2) A parent must bring the pet and stay while it is shared.
- 3) The pet must be on a leash or in a cage the entire time that it is on campus.
- 4) Animals may be touched by other students with direct adult supervision. This is for the protection of both the pet and students.
- 5) Large animals will be shared outside.
- 6) Parents will take the pet off campus directly following the share time.

Animals may not be on campus for any other reason. We know that most pets are safe, but they are in new surroundings and they may react unexpectedly to multiple children. Therefore, this policy will be strictly enforced.

## **Field Trips and Permission Slips**

Field trips are considered an important addition to the overall program at Covenant Christian School. Field trips serve the educational program by taking students to those resources in the community which cannot be brought into the classroom. These trips are scheduled at various times throughout the year. Many of the field trips are yearly favorites anticipated well in advance and are integral to that grade's curriculum. Student participation is expected on school-sponsored field trips, but is dependent on written parental consent. Permission slips are sent home for signature in advance of each field trip. Students will not be permitted to participate without written parental consent.

Drivers for field trips must have a copy of their California Driver's License and Auto Insurance Coverage on file in the School Office prior to driving on a field trip. **See INSURANCE on Page 14 for more specific detail and California's current booster seat law.** Drivers for field trips are discouraged from making any other stops along the way for snacks, personal errands, treats, etc. **Siblings** (except those in the same class) **are not permitted on class field trips.** Only children enrolled in the class taking the field trip may go on scheduled outings. Exceptions to this policy require the prior approval of the Principal.

## **Classroom Parties**

At the beginning of the year each teacher will inform families of the plan for class birthday parties and other celebrations. Please check with the teacher if you would like to share your child's birthday with the class. Invitations for parties held off campus are not to be handed out at school, unless the entire class is invited.

- **Halloween**  
This holiday is not observed during school time, and Halloween costumes are not permitted. Instead, parties at this time of the year generally have a Fall or Harvest theme.
- **Christmas**  
The primary focus of this season is on the birth of our Lord and Savior, Jesus Christ.
- **Easter**  
The focus for this holiday is the death and resurrection of the Lord Jesus Christ.

# Uniform Policy

## Why Uniforms?

CCS expects students to dress modestly and appropriately in a way that is not a distraction to teachers or other students. Appropriate clothing generates fewer distractions and establishes a more orderly classroom. Student apparel reflects the conduct, the attitudes, and also the quality of the school. There is an established relationship between good dress habits, good work habits, and proper school behavior. A designated student wardrobe is a positive way to establish neatness as a habit. These habits are likely to carry over to students' schoolwork. Uniforms also help to relieve peer pressure. Uniforms allow students to be recognized for who they are rather than what they wear, and help to promote school unity.

## General Guidelines

All clothes must fit properly. Skirts, skorts and shorts must be no shorter than 3" above the top of the knee. Shirts may be worn tucked in or out. All pants must be worn at the natural waist. All clothes and shoes must be in good condition (i.e., no holes, tears, or excessive stains). Shoes must be closed toed and secure. No lights or bells on shoes, no sandals, or Birkenstocks may be worn. No boots or Heelys are permitted. Socks must be worn, and should be dark blue, black, red or white. Socks can be knee-highs, anklets or tights. Hair should be clean and neatly styled and groomed and in good taste, and should be the child's natural hair color. Only natural highlights are permitted. Boys' hair must be no longer than collar length in the back and above the eyebrows. Girls may wear nail polish, but must be kept neat. The administration reserves the right to determine what is neat, proper, and in good taste.

Red, white and blue polo shirts are required standard uniform clothing items. The uniform line (True Grits) includes the Marymount plaid, khaki, and red, white and blue scheme.

Only plain white T-shirts may be worn under uniform polo shirts.

## School Uniform Dress Code

**True Grits School Uniforms is CCS's official uniform supplier. True Grits is conveniently located at 1515 S. Sunkist Street #A in Anaheim in the Stadium Plaza Business Park. True Grits' phone number is 714/634-0411.** True Grits offers the following shopping options to purchase your children's uniforms:

- ❖ Shop in local Retail Store year-round at the above location and during the following hours:

Tue	10:00am - 6:00pm
Wed-Fri	10:00am - 5:00pm
Sat	11:00am - 5:00pm

Place phone orders during regular store hours by calling 714/634-0411. Deliveries can be made to your home or office.

- ❖ Shop 24 hours a day everyday from the convenience of your home on their website at [www.truegrits.com](http://www.truegrits.com).

**School Spirit Day is every Wednesday.** School T-shirts or polo uniform shirts may be worn with blue denim jeans. Denim apparel may consist of pants, skirts, skorts and shorts. No appliqués, designs or writing of any kind may be displayed on the jeans. CCS navy spirit T-shirts, sweatshirts and nylon jackets may still be purchased in the school office.

**Chapel Day is every Friday.** Navy, khaki or plaid uniform bottoms, or jumpers, with a logoed school polo (preferably) should be worn on Chapel days

**Jackets:** The CCS nylon jacket may be purchased in the school office. Solid black or navy blue jackets without lettering or wording may be worn. Letterman jackets may be worn only by those student athletes who earned the jacket through participation in one or more of the CCS sports' programs. On rainy days, non-CCS nylon rain jackets may be worn.

**Sweatshirts:** Students may wear the pull-over Covenant sweatshirts with crew-neck. Additionally, True Grits sells a hooded, zipper-front navy sweatshirt with the CCS monogram and cougar appliqué. Plain, solid navy blue or black sweatshirts with no words or pictures may be worn. Anything else is considered out-of-uniform. Sweatshirts may be worn on any day, including Chapel days.

**Full Dress Scout Uniforms** may be worn by girls and boys on the day(s) the group meets. Appropriate lengths for skirts, dresses, pants, and shorts per school Uniform Dress Code guidelines still apply.

### **Hair Accessories**

Navy, white, red, or Marymount plaid hair accessories, coordinated to the uniform, may be worn. Hair accessories may include: scrunchies, headbands, bows, barrettes or ribbons.

### **Earrings**

**Only stud earrings may be worn, and by girls only.** Only one (1) earring on each ear may be worn. Dangling earrings and long necklaces may NOT be worn. No body ornamentation is allowed, including but not limited to nose rings or studs, tongue studs, and/or any other form of body piercing. Also, no visible tattoos are allowed.

### **Makeup**

7<sup>th</sup> and 8<sup>th</sup> Grade girls may wear light, understated makeup. Nail polish is permitted.

### **Non-uniform or “free dress” Guidelines**

- Student dress must maintain the standards of our school in spirit and philosophy, expressing modesty and Christian character at all times.
- NO leggings or jeggings may be worn as pants at any time or at any grade level, even on “free dress” days.
- No tank tops, halter tops or exposed midriffs.
- No short shorts, mini skirts, baggy pants or baggy shorts. Skirts, skorts or shorts must be no shorter than 3” above the top of the knee.
- No sandals.
- T-shirts are permitted except those with offensive or gang related insignias.
- Jeans – no low rise waistlines, and jeans must be appropriate length with no holes, frayed cuffs, or bleached look. No excessively tight pants may be worn.
- Students dressed inappropriately will be asked to call home to get a change of clothes.

## **Defiance of the Dress Code**

Students are expected to be in full uniform at all times, except on designated non-uniform days. Repeated failure to comply with the dress code will be referred to the Administration for disciplinary action, which may include but is not limited to the following steps:

1. Phone call home and student must change
2. Phone call home and student must change and classroom privilege removed (i.e., Fun Friday participation)
3. Phone call home by principal and student must change
4. Conference with principal, parent and student
5. As Administration warrants

# Covenant Christian Electronics Policy

Student name \_\_\_\_\_ Grade \_\_\_\_\_

The Internet can be accessed through an increasing variety of electronic devices. The Internet is, of course, a great source for instructional material, but access to it has its risk for kids. Keeping children safe when using the Internet, social networking or online gaming is a major concern of every parent. Your child's safety is of key concern to us as well. However, the staff cannot adequately police appropriate individual usage of electronic devices at CCS. Therefore, in the interest of keeping our students safe, and to optimize the learning experience at Covenant, the following policy is being implemented and will be strictly enforced.

- **Cell phones and all other electronic devices (inc. headphones/ear buds) are to be turned OFF (not placed on vibrate) AND put away in the student's backpack upon arriving to school, and should not be taken out at any time.**
- **Electronic devices may NOT be used in class, on the playground, or in Day Care (including Fridays). Communication with your student during school hours should be done through the office.**

I understand that our family must abide by the above mentioned expectations. Violation of these expectations will result in confiscation of the cell phone/electronic device, and loss of the privilege to possess a cell phone/electronic device on campus as further described below. I also understand that my son/daughter will be solely responsible for the cell phone/electronic device, and I will not hold the school or any school personnel liable for any loss of or damage to the cell phone/electronic device.

## Consequences

- 1<sup>st</sup> offense** The device will be sent to the office and must be picked up by parent. Cell phone or electronic device may not be brought on campus for one week.
- 2<sup>nd</sup> offense** The device will be sent to the office, and must be picked up by parent. Cell phone or electronic device may not be brought on campus for two weeks. There will be after school detention.
- 3<sup>rd</sup> offense** The device will be sent to the office and must be picked up by parent. Student loses the right to have an electronic device on campus for the remainder of the year. They may not use other people's phones or electronics.. Further offenses will result in detention, suspension, or expulsion. NOTE: Students using other people's cell phones/music devices will still be charged with the violation, along with the owner of the device.

\*Texting during tests and quizzes will result in a zero and may result in immediate revocation of permission to carry a phone on campus and/or suspension.

**I have hereby read and discussed as a family the above electronic policy, and fully understand and agree to the contract. I understand that if these rules are broken the possession of electronics may be revoked. Once signed, please return this form to your child's teacher.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Covenant Christian School

## K-8 Parent-Student Handbook

### Agreement/Acknowledgment of Receipt

Student(s): _____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

We/I, \_\_\_\_\_ as parent(s)/guardian(s) of the above named student(s) have completely read the K-8 Parent-Student Handbook including CCS's basic expectations relative to student conduct. The K-8 Parent-Student Handbook can also be found on the school website at [www.covschool.org](http://www.covschool.org). Select *Information* which is the first category located on the beige horizontal bar on the home page of our website. Then select *Forms and Documents* from the drop down box. If you wish a paper copy, you may request one through the school office and we will be happy to supply one.

We/I agree to support all of the information in the handbook as set forth by CCS's Administration and School Board, and will advise our/my child(ren) to fully comply with all of the rules and guidelines set forth in the Handbook. We/I agree to partner with CCS in not only the education of our/my child(ren) but also in ensuring a productive, safe learning environment for *all* CCS students.

Father/Guardian Signature	Date	Mother/Guardian Signature
Student Signature	Date	
Student Signature	Date	
Student Signature	Date	

**NOTE: After signing this Agreement, please return it to your child's teacher.**



Home of the Cougars

K-8 Parent-Student Handbook  
2014-2015 School Year  
Covenant's 30<sup>th</sup> Anniversary Year!

*Founded in 1985*

WASC Accredited for Grades K-8  
ACSI Accreditation Candidacy

1855 Orange-Olive Rd.  
Orange, CA 92865

Phone: 714/998-4852

Fax: 714/998-5425

[www.covschool.org](http://www.covschool.org)

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## **COVENANT CHRISTIAN SCHOOL**

Covenant Christian School is a ministry of Covenant Presbyterian Church in Orange, CA. Covenant Christian School is located at 1855 Orange-Olive Road, Orange, CA.

Prompted by the closing of several public schools in Orange County, Covenant Presbyterian Church of Orange opened Covenant Christian School in June 1985. The 1985-86 school year began with Kindergarten through 4<sup>th</sup> Grade classes, and it was planned that one grade per year would be added. By the 1989-90 school year, we were a full kindergarten through 8<sup>th</sup> grade school including an excellent Extended Day Care Program for working parents. In 2004 we expanded services to include Academic Coaching. Then, in 2005, we again expanded services to provide a preschool program. Covenant Christian School has served the community for 30 years.

### **PURPOSE**

The purpose of Covenant Christian School is to partner with parents in the education of their children to the glory of God. We are serving God's purpose by offering a bible-based, balanced, enriching and comprehensive educational program.

### **MISSION STATEMENT**

Covenant Christian School's mission is to provide a solid biblical and educational foundation on which each child can build for the future. Covenant views each child as a unique individual created by God to fulfill a special purpose in this world. The school desires to instill a love of God and His Word in its students, as well as to develop academic capabilities that will ensure life-long success.

### **PHILOSOPHY**

Covenant Christian School realizes each child is unique. Children vary as to when they walk, talk, ride a bike, and so, too, when they are ready to master academic skills. Children also vary in their learning styles. Some children learn better from a visual approach, others from an auditory approach. All children learn more easily if they are actively involved in a hands-on situation and if they enjoy what they are learning.

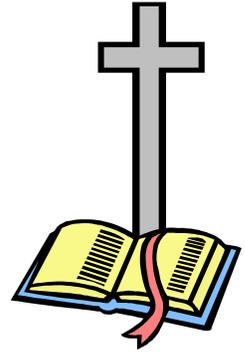
It is with these facts in mind that Covenant Christian School strives to develop an environment that is sensitive to each child's rate of growth, style of learning and natural drive to learn. Children are placed in situations where they will experience success in learning and, therefore, strive to attain their full potential. God has created each child as a unique human being with a special purpose to fulfill. It is the goal of the school to help each child begin the journey to discover that purpose and to have the academic and cognitive skills necessary to undertake that purpose.

### **ACSI AFFILIATION**

The Association of Christian Schools International (ACSI) provides a standard for accreditation as well as services and benefits for Christian schools. Services include enrichment activities for students through speech meets, art fairs, spelling bees, math Olympics, music, and athletic competitions.

CCS personnel benefit from annual teacher and administrator conferences, printed materials, professional development, certification programs, and the opportunity to learn from other member schools.

# STATEMENT OF FAITH



We Believe:

- The Bible to be the infallible Word of God.  
II Peter 1:20-21
- That there is one God eternal, existent in three persons, God the Father, God the Son, and God the Holy Spirit.  
I John 5:7
- In the Deity of the Lord Jesus Christ, and that He was conceived of the Holy Spirit and born of the Virgin Mary.  
Luke 1:27
- That the sinless life of the Lord Jesus Christ and His death on the cross were both necessary in the divine plan of atonement for the sin of mankind.  
Hebrews 9:14-15
- That water baptism is to be fulfilled by baptizing in the name of the Father, and of the Son, and of the Holy Spirit.  
Matthew 28:19
- In the death, burial, and bodily resurrection of the Lord Jesus Christ.  
I Corinthians 15:3-8
- In the personal, bodily return of the Lord Jesus Christ to earth.  
Acts 1:10-11
- That it is necessary to individually and personally receive Jesus Christ as Savior and Lord.  
John 1:12
- God the Father is the creator of our universe and all that is in it according to His will.  
Genesis 1 and Psalm 103:19
- The entire Bible is the divine, inspired Word of God.  
II Timothy 3:16, II Peter 1:21, John 1:1

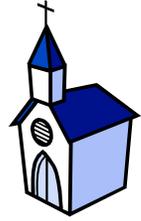
## **BIBLE-CENTERED LEARNING ENVIRONMENT**

At Covenant Christian School we educate children according to a Christian worldview; but what do we mean by this phrase?

It means that we believe:

- There is a God who created the universe and is the author of life.
- In contrast to a Christian worldview, the public school system teaches a non-theistic and humanistic worldview, which assumes there is no God and that human knowledge and opinion is the center of all things. This has great implications for how we look at life and educate children.
- For example, as we teach science, we do not have to create a theory that explains life apart from God despite the impossible odds of life appearing from lifeless elements and assembling themselves with amazing complexity all by random events.
- As we teach history, we do not only teach dates and events but we see how God's hand has guided history and especially the founding of our nation and that nations are accountable to God.
- As we teach art, we teach an appreciation of beauty that is also wholesome and moral.
- As we teach literature, we have a moral compass by which to judge the message and content of the literature.
- As we teach P.E., we teach that it is important to take care of our bodies for they are the temples of the Holy Spirit.
- And, as we teach our children morality, right and wrong is not based on the changing whims and opinions of society or left up to 'if it seems right to you'. Rather, the law of God and principles taught in the Bible are what establishes morality.
- The worldview by which we train and educate our children at CCS affects every subject taught in school, and affects how our children will look at life and respond to it. "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness." Timothy 3:16

## OUR COMMITMENT



Covenant Christian School is committed to:

- Prayerfully seeking God’s direction and wisdom in all matters pertaining to the governing of the school.
- Supporting Christian families who desire to provide a Christian education for their children.
- Providing the best possible Christian academic education for its students.
- Acquiring and retaining qualified and talented Christian educators who model Christian character and are dedicated to teaching students to become followers of Jesus Christ. Students will graduate as well-educated, confident, and productive citizens, bearing witness to the Gospel in their lives.
- All teachers and staff are required to receive Live Scan fingerprinting clearance from the Department of Justice and the FBI. Additionally, all teachers and staff must sign a formal ‘Declaration of Moral Integrity’ form upon hire.

## NON-DISCRIMINATION POLICY

Covenant Christian School does not discriminate on the basis of gender, race, color, nationality or ethnic origin in the administration of its educational policies, admission policies or school programs. We may, however, screen applicants on the basis of grade level readiness.

## ENROLLMENT

Covenant Christian School enrolls children in preschool through eighth grade. Children are enrolled in the following order of preference:

1. Children who are enrolled from the previous school year.
2. Children whose parents or legal guardians are members of Covenant Presbyterian Church.
3. Siblings of children already enrolled the previous school year.
4. Children who are enrolling for the first time and do not fall within the above priority of acceptance.

## STUDENT ADMISSION POLICY

### **Admission to All Grades:**

Any student new to Covenant Christian School (CCS) is on a three month probation period, beginning with the student’s first day of school. If a student’s academic or behavioral situation is questionable at the end of the probation period, a committee consisting of the principal and child’s teacher(s) will confer to determine whether the probation period should be extended. The parents/guardians will be given the courtesy of discussing the decision.

## **Entrance Age**

Children are eligible for admission into Kindergarten if they have reached the age of five years on or before September 1 of the school year, and demonstrate academic, social, and emotional readiness. Children are eligible for admission into First Grade if they have reached the age of six years on or before September 1, or have successfully completed an accredited Kindergarten program.

## **Student Registration Forms**

Registration is not complete until the fees have been paid in full, and all forms have been completed and returned to the school office. According to state law, kindergarteners and all new students must submit immunization records before they can enter school. All first grade students must have had a physical examination within 18 months prior to entering first grade, as required by state law. The form is included in the registration packet.



## **SCHOOL/OFFICE HOURS**

**Preschool and Pre-Kindergarten:** The following schedules are offered:

- Full Day Monday through Friday - 7:00a.m. – 6:00p.m.
- Full Day Monday/Wednesday/Friday - 7:00a.m. – 6:00p.m.
- Full Day Tuesday/Thursday - 7:00a.m. – 6:00p.m.
  
- Part Day Monday through Friday - 8:00a.m. – 2:30p.m.
- Part Day Monday/Wednesday/Friday - 8:00a.m. – 2:30p.m.
- Part Day Tuesday/Thursday - 8:00a.m. – 2:30p.m.
  
- Mornings Monday through Friday - 8:00a.m. – 12:00 noon
- Mornings Monday/Wednesday/Friday - 8:00a.m. – 12:00 noon
- Mornings Tuesday/Thursday - 8:00a.m. – 12:00 noon

Extended day care is **\$6.00** per hour and is only available to our part day students. Space is limited and reservations are required.

**Kindergarten:** School begins promptly at **8:00a.m.** with roll call, pledges and prayer on the blacktop. **Students who arrive after 8:00am will be marked tardy.** Students who arrive after their classmates have been dismissed from the blacktop to go to the classroom, must report to the School Office to pick up an ‘Admittance Slip’ before proceeding to their class. Student must be accompanied to the School Office by a parent. **School ends at 2:30pm.**

**1<sup>st</sup> – 8<sup>th</sup> Grade:** School begins promptly at **8:00a.m.** with roll call, pledges and prayer on the blacktop. **Students who arrive after 8:00am will be marked tardy.** Students who arrive after their classmates have been dismissed from the blacktop to go to the classroom, must report to the School Office accompanied by a parent to pick up an ‘Admittance Slip’ before proceeding to their class. **School ends at 2:40pm.**

All K-8 students arriving before 7:45am **must** be signed into Day Care. The school cannot assume responsibility for students left unsupervised on the premises before 7:45am.

All children in K-8<sup>th</sup> not picked up by 3:00pm will be signed into Extended Day Care until they are picked up. A parent or guardian **must** sign their child(ren) out of Day Care when picked up, or the full cost from 3:00pm-6:00pm will be charged.

## **Office Hours**

School business may be transacted from 7:30a.m. to 5:00p.m. daily Monday-Friday. Appointments for a conference with the Principal should be made ahead of time either in person, by phone, email, or in writing.



## **PARENT/SCHOOL COMMUNICATION**

During the school day, the office staff will take all calls. In non-emergency situations, please leave a message which will be conveyed to the child. Children are permitted to use the school phone for emergencies.

Following are three CCS phone numbers to assist you:

**(714)998-4852** - school office

**(714)998-5425** - to send a fax

**(714)323-1001** - direct cell phone to the Day Care Office **before and after school hours**

The school's **Web Site** address is: [www.covschool.org](http://www.covschool.org). Teachers and the administrative staff may be contacted directly via e-mail by typing first initial, last name and covschool.org. **Example:** [djones@covschool.org](mailto:djones@covschool.org)

Regular open communications between school and parents will help to make the experience at CCS a successful one for you and your child. Classroom teachers will send home with the students or will email a weekly newsletter that highlights the classroom activities or key upcoming school-wide events. Please be sure to communicate with your child's teacher throughout the year by telephone, e-mail, written notes, or in person. Additionally, a Parent Bulletin prepared by the school administration will be sent home with the students or emailed each Monday. You can also communicate directly with the Principal at any time in person, or via telephone, e-mail ([pthomalundberg@covschool.org](mailto:pthomalundberg@covschool.org)) or written note. Because administration will regularly send email blasts to our families, it is important to keep the primary email address current for our records.

## **Appointments with Teachers**

Parents are encouraged to discuss any problems concerning a child with the teacher in a timely manner. However, we wish to keep classroom interruptions to a minimum. Please sign in at the school office before proceeding to the classroom. The coordinated efforts by parents and staff are needed to reinforce the relationship between parent, school and child.

## **Withdrawal from School**

A 2-week advance written notice must be given to the Preschool Director or Principal when withdrawing a student.

# School Attendance

## Attendance

Regular attendance is required by law and is necessary for students to maintain a strong academic standing. Further, regular attendance in school establishes a pattern for your child's entire school career. When a child is absent for one day, he/she misses the review of the previous day's instruction, the new material being presented that day, and the introduction to the next day's lesson. CCS stresses the importance of on-time, regular attendance to help minimize interference with instruction.

The California *Education Code (EC)* Section that defines truant reads as follows:

*EC* Section 48260(a): Any pupil subject to compulsory full-time education or compulsory education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

## Reporting Absences

To report an absence, parents must call the school office (714) 998-4852 by 9:00 a.m. Be sure to state:

- Student's name
- Reason for absence and expected duration
- Request for homework assignments and/or makeup work for day(s) missed
- **If requested on or before 9:00am, homework will be available for pick up on the same day, after 3:30p.m., in the school office.** Otherwise, homework will not be available until the following day.

## Excused Absences

Illness, medical/dental appointments, legal appointments, death in the family, family trips (with prior notification to the teacher and Principal), natural disasters, and school initiated early dismissals are the only excused absences recognized by CCS.

As required by state law, if a parent calls to report his/her student's absence, upon return, the student must bring a note signed by the parent to verify the absence. Failure to do so will result in an unexcused absence. The note must be written by the parent, and should be addressed to the School Office, stating the date of the absence and the specific reason for being absent.

A doctor's note may be required if a child is absent for three (3) consecutive days or more. See Health Policy.

While taking students out of school for vacations/trips is strongly discouraged, advanced written notice must be given to the Principal and the teacher. If approved, the teacher will provide the parent with student's work prior to student's departure. **No reduction in tuition will be granted for vacations, school holidays or sick days which are factored into our monthly or annual tuition rate. (See Tuition section under Fee Schedule and Billing Information.)** All makeup work must be turned in before the absence or on the first day back to school, or it will be considered late.

## Tardiness (K-8<sup>th</sup> grade)

School starts promptly at 8:00am for Kindergarten through 8<sup>th</sup> grade. All students in grades K-8 arriving after students have been dismissed from the blacktop to proceed to class must be

**accompanied by a parent to the school office to obtain an admittance slip before going to the classroom.** Punctuality helps the student to begin the day prepared and focused. Late students cause interruptions to the classroom and make it necessary for the teacher to repeat the instructions given prior to the late arrival.

**K-8 students arriving after 8:00am are considered tardy. More than five tardies per trimester is considered excessive, and will result in lunch time detention for all K-8 students. Further, each subsequent tardy, will result in an additional lunch time detention. Middle School students (grades 6<sup>th</sup> – 7<sup>th</sup>), after eight tardies in one trimester, will serve after school detention for one hour. Athletes who are required to serve after school detention, will not be able to practice or play in a sport that day. If a student fails to serve the after school detention, the student will be required to serve one additional day. Each trimester, students will start with a clean slate.**

### **Early Release from School**

K-8<sup>th</sup> grade students picked up prior to the regular dismissal time must be signed out in the school office (or in the classroom for preschool students) by a parent or authorized adult. The K-8<sup>th</sup> grade student will be called to come to the office. If the child is returning to school later in the day, the parent or authorized adult must sign the child back in at the school office. ***If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order of Final Judgment on file in the office.*** **Note:** Children will NOT be released to a person who is not listed on the emergency card without written authorization signed and dated by the parent. In this case the individual will be required to show a photo identification.

## **Emergency Procedures**

CCS has a comprehensive, written Emergency Evacuation Plan. Fire and earthquake drills are held regularly at CCS. Teachers discuss proper emergency exit procedures with their classes the first week of school. Students should know exit procedures for all parts of the building. Maps showing the exit routes are posted in each classroom. Students are also instructed on the procedure to be followed in case of an emergency. The students participate in monthly fire drills and annual earthquake drills. Earthquake drills include moving to a drop position under desks, if possible, with hands behind head, facing away from windows. Each classroom has a first aid kit, and the school stores earthquake supplies such as blankets, water, k-rations, etc. Should a community-wide disaster occur, which causes streets to be impassable or walking to be hazardous, all children will remain on the CCS campus under the supervision of the staff. Only a parent or a responsible authorized adult may claim a child.

CCS is a ministry of Covenant Presbyterian Church. The school and church share the campus. The Church has prepared a 'Communications Room' with full ham radio operation capability. Quite often during a major emergency, cell phones, land lines and electricity don't work. However, ham radios are one of the most reliable forms of communication during a disaster. This 'Communications Room' will allow us to communicate with the Red Cross anywhere in the nation in case of a major emergency. Ultimately it is the Church's goal to become a Red Cross Certified Shelter in case of a major disaster.

**It is vitally important that we keep our emergency information current. To this end, it is necessary for you to notify the school office immediately when there is a change in your address or phone number; or the phone numbers of the individuals you have authorized as alternate emergency contacts.**

## Financial Information for K-8<sup>th</sup> Grade Students

### Registration Fee

The annual registration fee is \$350 per student for grades K-8, and is non-refundable. **However, if you pay the registration in full on or before March 1, the K-8 total registration fee will only be \$200. If paid after March 1, the registration fee will be \$350.** The registration fee is non-refundable and must be paid in full for every student admitted to CCS, regardless of when the child enters school. Registration is not complete until all fees have been paid and all required forms have been completed and returned to the office.

### Tuition (2014-2015)

Tuition is based on an annual rate. CCS has an obligation to its employees; therefore, no reductions can be made for vacations or school holidays which are factored into annual tuition rates.

	<u>Monthly</u>	<u>Annual</u>
Kindergarten – 6 <sup>th</sup> Grade	\$577.50 for 10 months	\$5,775
7 <sup>th</sup> - 8 <sup>th</sup> Grade	\$595.00 for 10 months	\$5,950

### 2014-2015 Billing Information

CCS has an agreement with FACTS Tuition Management Company to manage the collection of tuition as well as Daycare, Academic Coaching and Sports Fees for the 2014-2015 school year. FACTS manages the business side of education for over 4,000 schools nationally. Several schools in Orange currently use their services, including: Orange Lutheran High, St. Norbert, Oakridge, Holy Family, Independence and La Purisima. This program is beneficial for parents and the school. FACTS enables families to choose a reasonable payment plan with payment options, and enables CCS to maintain a strong consistent cash flow to meet the educational and personnel obligations of operation. With FACTS, parents will have the option of making tuition payments via automatic electronic debit or credit card. Credit Card payments may be made using MasterCard, Discover or American Express only, and payments will be assessed a monthly 2.5% processing fee. Parents can choose to make a single lump sum payment, two semi-annual payments, or 10 equal monthly payments. Additionally, once you have enrolled with FACTS Management you will have on-line access to your account information 24/7. To register with FACTS go to [www.covschool.org](http://www.covschool.org) and select *Information* on the horizontal bar on our website; then select *Tuition*, then *FACTS*.

### **Tuition Payment Options for the 2014-2015 school year:**

- **FULL PAYMENT:** Tuition may be paid in full on or before August 1. Payment is made directly to the school. A single lump sum payment made by August 1 will be discounted \$250.00, and the \$45.00 set up fee to enroll in FACTS is waived. If the tuition is paid in full, you will be billed monthly by CCS for Daycare, Academic Coaching and Sports Fees. It will not be necessary to register with FACTS for these miscellaneous fees.
- **SEMI-ANNUAL PAYMENTS:** This option allows you to make two equal payments with half of the annual tuition due no later than August 1, 2014, and the balance of the annual tuition due no later than December 1, 2014. With this payment option you will receive a \$125.00 discount on your total tuition; \$62.50 discount given August 1<sup>st</sup> and the remaining discount of \$62.50 given December 1<sup>st</sup>. You must register with FACTS for the Semi-Annual Tuition Payment.
- **MONTHLY PAYMENTS:** Tuition may be paid in 10 equal payments starting August 1 through May 1. There is an annual set-up of \$45.00 per family to enroll in FACTS.

## **FACTS offers the following methods to pay tuition monthly:**

- **Electronic Debit** – authorized from a checking or savings account. Tuition will be processed on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. You will have the option to select the date for debiting your account when you sign up with FACTS. This feature allows you to customize your payments in a manner that works best with your cash flow.

**Important Note: FACTS Tuition Management Company and Covenant Christian School are in compliance with all State and Federal laws regarding your confidential information.**

- **Credit Card** - Only American Express, Discover or MasterCard credit cards may be used to make your monthly tuition payments. Depending on the date you select when you sign up with FACTS, your credit card will be automatically charged on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. If you choose to pay your tuition via credit card, you will be charged a 2.75% fee per payment.

**The FACTS Returned Payment Fee is \$30.00. If a payment is pulled on your payment date of either the 5<sup>th</sup> or the 20<sup>th</sup> and a credit is declined or if you are using a bank account and it has insufficient funds (NSF), FACTS will charge you a \$30 Returned Payment Fee.**

**FACTS offers a ‘PEACE OF MIND’ BENEFIT for just \$14.00 per year. The Peace of Mind Benefit pays the remaining unpaid balance of the FACTS Automatic Tuition Payment Agreement subject to the conditions outlined on the FACTS Website during the registration process.**

**The above fees are set by FACTS and are received by FACTS, not CCS. It is critical that you give a valid email address when you register with FACTS so that you may be notified 4 days in advance of the payment being charged to your credit card or taken from your bank account.**

**Extended Day Care, Academic Coaching and Sports Fees** will also be billed and paid through FACTS, and will be taken from your credit card or bank account on file with FACTS. These fees will be charged to your credit card or taken from your bank account in addition to your tuition fees.

### **Past Due Accounts**

We feel confident that the flexibility of the payment options through FACTS will aid in ensuring on-time payment of tuition obligations. However, if a tuition account becomes more than 30 days delinquent, the student may not be permitted to attend school until the account is paid in full or until the family meets with a school administrator or a member of the School Board’s Finance Committee to agree upon a payment plan.

## K – 8<sup>th</sup> Grade Extended Day Care Program

- Day Care is designed to serve working parents, and is a supervised program available to K-8<sup>th</sup> Grade students enrolled at CCS. Generally, in addition to free time, there will be time allotted for the students to get a head start on their homework.
- The charge for K-8 Extended Day Care is \$5.00 per hour.
- Before school care is from 7:00am to 7:45am. **IMPORTANT: Children must be signed in by a parent or guardian. If you fail to sign your child in, you will be billed the full time between 7:00am and 7:45am.**
- After school care is available from 3:00p.m. to 6:00p.m. **Children must be signed out by a parent, guardian or a designated, authorized individual listed on the official Emergency Contact Form.** Parents will have access to their children at anytime. Children may be picked up at anytime between the hours of 3:00pm and 6:00pm. **IMPORTANT: However, if you fail to sign your child out of Day Care, you will be charged the full time between 3:00pm and 6:00pm.**
- All teachers and staff, including Day Care personnel, are required to receive Live Scan fingerprinting clearance from the Department of Justice and the FBI. Additionally, all teachers and staff must sign a formal ‘Declaration of Moral Integrity’ form upon hire.

### Monthly Billing:

- Day Care charges will be billed on a monthly basis via FACTS.
- At the end of each month, the Business Manager will notify FACTS of the total number of Day Care hours your family used during the month. **Each day you use K-8 Day Care services, it is important that you sign your child in and out to make sure that you are billed the correct amount for actual hours used.**

### Additional Fees:

- Late Pick-up: Closing time is promptly at 6:00p.m. If you are running late, please call the Day Care cell phone to let them know. The Day Care cell phone number is 714/323-1001.
- There will be a late charge of \$10.00 per child for each 15 minutes (or portion thereof) that a child is left in Day Care after 6:00p.m.
- Day Care services may be withdrawn after three (3) overtime charges.

### Day Care Availability

- Day Care will be provided on Staff Development Days regardless of the number of students who sign up.
- **Day Care is not offered during the following days:**  
Labor Day  
Day before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving  
Christmas Eve, Christmas Day, Day after Christmas, New Year’s Eve, New Year’s Day, Day after New Year’s Day  
Memorial Day  
Independence Day

**Please refer to the current School Calendar for scheduled holidays and Staff Development Days.**

# Health Policy

## Communicable Diseases

If a child contracts a communicable disease during the school year, the school asks that notification be made to the office immediately so that we can alert other parents. Every precaution will be taken to keep illness to a minimum. To this effort, upon having one of the following diseases, a child must have written consent from a physician to be readmitted to school: Mumps, Measles, Conjunctivitis (Pinkeye), Scarlet Fever, Strep Throat, Whooping Cough. Please take the initiative to keep your child at home when he/she is ill. For the sake of your child and the other children with whom he/she comes in contact, **never send your child to school with a fever**, even if they tell you they are fine. If your child has a fever over 99 degrees, please keep him/her out of school as the fever indicates an illness in the child's body, and the health of other children is in jeopardy when they are around a sick child. A child should not return to school until there is no fever for 24 hours.

## Head Lice

From time to time any school experiences outbreaks of head lice. It is not uncommon for students in any school to come in contact with head lice. Please be assured that head lice is not a sign of poor hygiene habits, and outbreaks are possible whenever and wherever children gather. Anyone can get head lice, mainly through direct head-to-head contact, sharing hats, clothes, combs, brushes and other personal items. Watch for signs of head lice, such as frequent scratching. It is more likely that head lice will be spread among family members or friends than classmates. Lice infestation is easier to treat if caught early, so please do your part by checking your child(ren) on a regular basis. If you determine that your child has head lice, please notify the school immediately. If a case of head lice is reported to the school office, the heads of all of the students in the class of the child who has the lice will be checked. Additionally, if that child has siblings at CCS, the heads of the siblings' classmates will also be checked. A letter will be sent home with all the students in the classroom which the student who reported the lice attends. If a child is found to have head lice, the parent will be called to pick up the child immediately. The parent will need to wash the hair of the child using an over-the-counter shampoo such as RID. Follow package directions carefully. It is IMPORTANT to make sure you comb out all the eggs. The heads of all family members should also be checked for lice or nits (their eggs). It is also important to wash all bed linens and clothing, vacuum carpet, clean car seats, and furniture. Students must be kept home from school until treatment is complete. **In order for a student to be readmitted to school after treatment, he/she must be brought to the school office for a head check.** The head must be free of nits to be readmitted. If the student is not free of nits, the student will be sent home to re-treat. Working together will help assure that the lice stays isolated and does not expand throughout the school.

## Accident or Illness

In case of illness or minor injury, the child will be sent to the School Office. In the case of a major injury, 911 will be called; otherwise parents will be called to pick up children who have become ill or injured at school. Parents are expected to do so within a reasonable time (maximum of one hour).

If a child is absent for three (3) consecutive days or more, he/she may need a doctor's release to return to school. Also, the school reserves the right to ask for a doctor's release if, in the judgment of the administration, the child is not well enough to be in school. Please do not send a child to school if he/she has any other condition that would require him/her to be kept inside during noon or recess periods. If a child has a temperature of 100 degrees or more, parents will be notified to pick up the child. Students must be fever-free for 24 hours. Tuition is not refundable for time missed due to illness or family emergency.

## **Dispensing Medication**

The following regulations will be observed regarding giving medicine to students:

- **Any medication to be taken by a student on school grounds must be administered in the School Office by school personnel only. Medication is not to be kept in the classroom or student's possession.**
- In order for a child to be administered medication, parents must pick up and fill out an Authorization to Dispense Medication form in the school office. All medication must be in a prescription container, properly labeled with the student's name, dosage, time of administration, name of physician, and name of pharmacy. All prescription or over the counter medication must be immediately turned in to the Office by a parent as soon as the child arrives at school. No medication is to be brought to school by the student.
- Please include a spoon (preferably disposable) with liquid prescribed medicine.
- **Never send medication of *any* sort along with a student's lunch.**

## **Insurance**

It is understood, that every parent will maintain his/her own medical/dental insurance on his/her child. **For parents who drive their cars on field trips, the school requires that the drivers must have copies of their California Driver's License and their current auto insurance policy on file in the school office.** Financial Responsibility Laws, as listed in the California Department of Motor Vehicle Code Section 10620, state that the owner and operator of a motor vehicle is responsible to ensure that the vehicle has the minimum coverage required by the law. California requires that drivers and vehicle owners carry the following minimum monetary limits:

- \$15,000 for a single injury or death
- \$30,000 for injury or death to more than one person
- \$5,000 for property damage

Evidence of financial responsibility must be carried at all times in the vehicle. Both, in the interest of the students, and to protect the parents who drive, we cannot allow parents to drive other students if they do not carry this minimum coverage. A seat belt for each passenger is mandatory.

**California Law (effective 01/01/2012): Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.**

## **Academic Policy**



At CCS we combine academic excellence with spiritual and moral formation. Our goals are:

- To promote a positive attitude toward learning.
- To develop the students' command of essential competencies – to read with comprehension, to listen attentively, to think critically, to solve problems analytically, and to communicate effectively both orally and in writing.
- To foster both independent and collaborative thinking.

## **Course of Instruction**

**Kindergarten:** Bible, reading literacy, math, social studies, science, health and safety, motor skills, art, music, computer lab and physical education.

**Grades 1-5:** Bible, reading, language, math, social studies, science, health and safety, art, music, science lab, computer lab, and physical education.

**Grades 6-8:** Bible, English, science, math, Spanish instruction, history, health, art, music, computer lab and physical education.

**Physical Education** – CCS has long advocated a developmental approach to most aspects of the learning process. The P.E. program for students in K-8 is no exception. Physical fitness and the process of involvement in physical activity are vital to the overall health and wellness of your child. Practical and effective activities focusing on skills, drill, and lead-up games emphasize the fundamental sport skills, practicing and learning rules.

## **Report Cards**

Report cards for K-8 students are given out three times a year, approximately every 12 weeks. Parents will be notified of the dates of these trimesters at the time of enrollment. A progress report will be issued at the mid-point between trimesters. The report card will be issued at the Parent-Teacher conferences or by mail.

### **Grading Scale for Grades K – 3rd**

#### **Explanation of Marks:**

O	Outstanding
S	Satisfactory
N	Needs Improvement
I	Shows Improvement
NA	Not Applicable

### **Grading Scale for 4<sup>th</sup> – 8th**

A	Outstanding
B	Above Average
C	Average
D	Below Average
F	Failing

#### **Progress Towards Grade Level Standards:**

4 = Advanced	Above Grade Level
3 = Proficient	At Grade Level
2 = Basic	Approximate Grade Level
1 = Below Basic	Below Grade Level

## **Gradelink**

With Gradeink parents of 4-8<sup>th</sup> grade students can stay well informed regarding their child(ren)'s academic progress at school and get information on their upcoming assignments such as assignment descriptions and due dates. The following information is available when you log into Gradelink:

- Current grade in each class
- Current GPA for the term
- Descriptions, Grades and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Transcript Information

You can also set up alerts at multiple e-mail addresses, notifying you when your student’s grades fall below your expectations. Gradeink is easy and convenient and eliminates the element of surprise for parents. You can check your student’s academic progress as often as you wish. To access this information go to [www.gradelink.com](http://www.gradelink.com) and click on the Login link and enter your Username and Password. Below is an example of what you will see:

Current Grades	
Student:	[REDACTED]
Term:	1st
Class Title	Grade
History / Soical Studies	A (96.8%)
Mathematics 76	A- (90.3%)
Penmanship	No Grades Entered
Reading / Language Arts	A (101.6%)
Science / Health	A (98.1%)
Spanish	A (97.6%)
Spelling, Grammar & Punctuation	A (97.1%)
Writing	A (100.0%)
Bible	A (97.7%)
Fine Arts	No Grades Entered
Music	No Grades Entered
Physical Education	No Grades Entered
Technology	O (100.0%)
<b>Term GPA : 3.96</b>	

**Testing**

All K-8 students take annual nationally normed assessment tests. Please check the school calendar for testing dates.

**Promotion Procedure**

Students are promoted to the next grade level upon successful completion of the academic program in the previous grade. Decisions for retention are made by the teacher, principal, and parents based on classroom performance, annual assessment scores, and social and emotional maturity.

**Awards**

At the end of each trimester, we will have a special awards assembly in which K-8 students will be presented with various merit awards. Additionally, students in Grades 4-8 will be recognized for having achieved Honor Roll or High Honor Roll. Honor Roll awards are based solely on the student’s GPA. Honors: 3.0 - 3.79. High Honors: 3.8 - 4.0.

‘Caught Being Good’ awards for Kindergarten through 4<sup>th</sup> grade students are given out in the classroom.

Each month, at every grade level, we will stress a particular Christian Value and a related scripture verse. For example, in September we will focus on RESPECT and teach the students the importance of showing respect to parents, teachers, and each other. 1 Peter 2:17 tells us: “Show proper respect to everyone, love the family of believers, fear God, honor the emperor.” Monthly Cougar Character Awards will be given out in chapel for K-8 students.

**Academic Coaching Program**

The Academic Coaching Program has been developed for students in grades 1 through 8. We are committed to seeing that each child succeeds academically. We understand that some students may need extra support. Therefore, to meet the individual needs of students, an Academic Coaching Program has been established at CCS. The Academic Coaching Program is a structured, step-by-step, multi-sensory approach to learning. The Academic Coach, the Teacher(s) and parents will work together to determine how the student can best be helped through extra support. Each student is then prescribed a program to

meet their specific needs in the areas of reading, language arts or mathematics. In some cases it may be necessary to conduct a thorough assessment by an Educational Therapist.

## **Enrichment Programs**

CCS has a great Enrichment Program for students in grades K-8. Music/choral, with a dedicated teacher, is offered to Grades K-5. Praise Band/Worship is offered as an elective to Grades 6-8 with a dedicated teacher. A brief description of our other supplemental programs follows:

- **Science Lab** – Science lab is a once a week activity that is offered as a supplement to the classroom curriculum for Grades K-5. Demonstrations, videos, posters and experiments are used to broaden their classroom experience. The goal of our science lab program is to increase the students’ interest and help them use the scientific method of thinking to solve problems.
- **Art Program** – All elements of art are explored and taught to students through many different mediums. We strive to develop the full potential of each student through new modes of thinking and new ways of using the power of the whole brain.
- **Sports Program** - CCS believes that athletic participation can be one of the most significant, formative experiences in a young person’s life. Therefore, CCS provides the opportunity for its students to participate in an after school sports program. Athletics teach fair play, sportsmanship, perseverance, appreciation for improvement, self-discipline, responsibility, teamwork, a desire to exceed, and leadership. Athletics is a privilege and carries with it not only the responsibilities listed above, but also the responsibility to maintain certain academic standards. CCS is a member of the Christian Athletic League of Orange County (CALOC), and adheres to its policies, rules, and regulations. Where there is enough interest on the part of our students to field elementary teams and/or junior high teams, CCS offers the following sports for students in grades 4-8:

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Boys Flag Football	Boys Basketball	Boys Volleyball
Girls Basketball	Girls Volleyball	Co-ed Soccer

An elementary team generally includes students in 4<sup>th</sup> - 6<sup>th</sup> grade, and junior high teams generally include 7<sup>th</sup> - 8<sup>th</sup> grades. In cases where an elementary sport is not offered, the junior high team may consist of students in 6<sup>th</sup> – 8<sup>th</sup> grades.

Students must maintain a grade of “C” or better in all subject areas, and have no failing grades; and must maintain a minimum of “S” in citizenship in each class. Students who do not meet the academic standards will be placed on probation until such a time as they do meet the standards. Students who wish to participate in this program must be willing to put forth their best efforts to acquire the skills necessary for the particular sport. Winning is not the primary aim but rather the formation of good athletes who can lose graciously and win honorably. A detailed description of our sports policies may be found in the CCS Sports Policy Manual.

- **Cheerleading** – Boys and girls in Grades 4 through 8 may try out for the Cheerleading Squad each spring. The squad practices throughout the summer and attends a local cheerleading camp. The team cheers at both boys’ and girls’ sporting events during the school year. Parents are strongly encouraged to help manage and transport the squad to events and activities. In addition to the annual sports fee, there is an added cost for the cheer uniforms. When there is enough interest, students in grades 1<sup>st</sup> through 3<sup>rd</sup> may try out for the Pepster Squad.

# School Discipline

In order to ensure that all students have the opportunity to be in a productive learning environment while at school, guidelines, rules, and responsibilities must be present. All students are expected to comply with behavioral guidelines and academic grade level standards. *“Train up a child in the way he should go; and when he is old, he will not depart from it”*. Proverbs 22:6

**Discipline** is a word for training which enables students to make appropriate choices, using defined school rules and indoor and outdoor limitations, where consequences consistently result. Through positive and effective communication and the use of specific reinforcement for desired behaviors, it is the goal of the discipline program to promote student self-management in a variety of environments and situations.

The **philosophy** behind our discipline program is that we desire children to behave appropriately. A system of logical positive and negative consequences maintains appropriate, desirable behavior.

The **program** includes the employment of classroom management plans for all students. Teachers are responsible for setting up individual classroom programs, communicating them to students and parents, and remaining consistent in terms of student behavior recognition. Emphasis on recognition of appropriate, desired behavior is very important. We strive to recognize children while they are exhibiting positive behavior.

## Basic School Rules

- Be on time
- Tell the truth
- Be ladies and gentlemen
- Speak and act courteously to others.
- Follow directions the first time.
- Use school property and materials with care.
- Stay in assigned areas.
- Use a quiet voice indoors.
- Do not bring candy or gum to school.

## Prohibited Behaviors

- Leaving campus without permission and approval of school administration.
- Deliberate classroom disruption, or disruption of any school activity, and defiance of authority.
- Assault.
- Physical or verbal threat or action against another person.
- Fighting.
- Using, possessing, or selling any dangerous or illegal drug.
- Wagering or betting money or other stakes on an activity's outcome.
- Stealing property of another or of the school.
- Vandalism; deliberate destruction of/or damage to property of another person or of the school.
- Possession of any weapon, including firearms, knives or other dangerous objects which could cause injury.
- Harassment, sexual harassment, bullying or intimidation of students or staff members.
- Habitually using profanity or vulgarity in word or action.

Students may be suspended or expelled from school for committing any of these prohibited behaviors.

In order for our discipline program to be effective and positive, we each (family and school) must share the responsibility which goes hand-in-hand with such a program. We must commit to work together to enable our students to be self-disciplined individuals with a positive sense of self.

## **Responsibilities**

### **The student is responsible for:**

- Respecting the authority of all school staff, including supervisors on yard duty, when school rules and regulations are being enforced
- Behaving in classrooms and on the school campus in a manner which does not disrupt or interfere with other students' right to learn
- Following school and classroom rules
- Attending assigned classes on time

### **The parent is responsible for:**

- Reinforcing appropriate behavior
- Reviewing school rules with children
- Ensuring students are dressed appropriately and in compliance with uniform guidelines
- Ensuring students arrive on time to school, and are picked up on time
- Cooperating with teachers and school officials in carrying out appropriate consequences
- Communicating with teacher and school officials

### **The teacher is responsible for:**

- Working with the development and enforcement of school rules
- Developing and clearly communicating to the students and parents concise classroom discipline systems
- Establishing a classroom management system which emphasizes and rewards appropriate behavior and allows every student the opportunity to learn
- Being consistent and fair with the school and classroom discipline system

### **The principal is responsible for:**

- Clearly communicating rules, expectations and responsibilities.
- Supporting teachers in the development and enforcement of classroom plans.
- Defining the referral procedures and communicating them to students, parents and teachers
- Enforcing this discipline plan within existing school policies, and state and federal laws

Your cooperation and support of our endeavors is expected and appreciated, and will help contribute to a positive learning environment. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” 2 Timothy 3:16*

# Honor Code

Covenant Christian School appreciates each child's uniqueness and encourages both the self-confidence to explore creativity and the discipline necessary for learning. We expect our students to understand that character and honor are as important as intelligence. The Honor Code provides a strong guideline for our Covenant Christian School students.

## Our students will:

### Be respectful

- Wait for others to finish speaking before speaking.
- Raise hand to speak.
- Use polite language and manners.
- Take care of school materials and property.
- Use active listening skills.



### Care about others

- Invite others to play or work together.
- Make all students feel welcome.
- Consider other peoples' feelings.
- Refrain from name calling and "put downs".

*"In all thy ways, acknowledge Him, and He shall direct thy paths."* Proverbs 3:6

### Be prepared

- Have materials organized and ready.
- Have parents sign school communications.
- Complete quality homework and return on time.
- Be ready to learn.
- Be on time.
- Eat breakfast.

### Be a contributor

- Share your knowledge during class discussions.
- Make positive suggestions to classmates and teachers.
- Participate willingly in activities and be willing to serve.
- Work and play cooperatively.

Covenant Christian School expects that students will act honorably so as to reflect pride upon themselves and the school. Furthermore, it is expected that all students will be responsible for their own actions and the consequences of their actions. **The goal is for each child to demonstrate respect for God, respect for others, respect for property.**

# Homework Policy

Homework is given to students in grades K-8 to contribute to their academic success and establish work habits which will benefit them in their future education and career. Homework assignments are given to reinforce learning, prepare for quizzes and tests, sharpen skills and complete unfinished classroom assignments.

1. Homework is generally given on Monday, Tuesday, Wednesday and Thursday to students in grades 1-8. Students should be able to do homework with little or no assistance. If a student works diligently for the suggested period of time and still has not completed the assignment, or if the parent has had to give considerable assistance to the student, a note should be sent to the teacher. Students who use their class time responsibly, *on the average*, should experience the following amount of homework per night:

Grade:	1	15-20 minutes
	2	20-25 minutes
	3	30-35 minutes
	4	45-50 minutes
	5	50-60 minutes
	6/7/8	1-2 hours



Reading is critical to a child's academic success. Daily homework reading requirements will vary from grade to grade and are not included in the above figures. However, the reading time required to study for a test or to complete a homework assignment, can contribute towards your child's daily at home reading requirements just the same as reading a library book does. Children need to read frequently to significantly improve their spelling, vocabulary and reading comprehension.

2. Long-term assignments should have built-in checkpoints to monitor student progress.
3. In Grades 1-5, no more than two major tests should be given on any one day. This does not include Bible verse quizzes or spelling words, which are normally studied in class as part of the daily routine.
4. Late homework is marked down 20 percent of the earned score per day. (Late is defined as anytime after it is due.) Work which is more than four (4) school days late shall receive no credit. The mid-term date of each marking period is designated as a cut off for missing work due prior to the mid-term date. At that time, all missing assignments will be given a "0" and the student will not be allowed to make up the work for credit.
5. For students to make up missing work from an absence due to illness, death in the family, major family crisis or unexpected emergency, he/she will have one day in Grades 3-8, and two days in grades K-2, for each day sick or absent due to mitigating circumstances (up to a maximum of five days). After the allotted days, the work will be marked at 50 percent. After ten (10) school days, the student receives a "0" for the work. Special consideration will be given to extended serious illness.
6. Long term assignments (assignments which require more than four days to complete) must be turned in by 9:00 a.m. on the date due, even if the student is absent. In the case of an absence on the due date, assignments should be left in the office for the teacher to pick up. This is to discourage students from not attending school because a long-term assignment is not completed.

7. If a student is absent due to a family outing (such as a vacation or trip), he/she must get the assignments before missing school and turn them in to the teacher either before leaving or on the first day back to school. Homework not completed by that day will be marked at 50 percent of the possible score, unless prior arrangements have been made with the teacher. Please notify the teacher and office in writing at least two weeks in advance if this type of absence will occur.

### **Parents Can Enhance the Homework Experience By:**

1. Setting a definite time and place for study where an atmosphere of study prevails. In order to impress children with the importance of what they are doing, television or radio should not be allowed to interfere with homework. This will enable the child to establish good work habits and minimize parental frustration.
2. Taking an active interest in what the child is doing.
3. Giving encouragement, but not doing the homework.
4. Giving personal supervision when needed.
5. Having your K-3 children read aloud.
6. Following the teaching methods used in the school.
7. Discussing ideas presented in the classroom.
8. Conferring with the teacher when specific help is needed.



When carefully given instructions by the teacher are combined with effective communication to parents, this approach to homework has been proven to be very effective.

## **General Information**

### **Chapel**

Chapel is held each Friday. During this time students sing, pray, enter into worship, enjoy Bible stories, and have special speakers. Parents are invited to attend at any time.

### **Personal Items or Money at School**

Students are discouraged from bringing personal items (i.e., toys, games, magazines, etc.) or money to school unless for a specific purpose. CCS cannot be responsible for stolen or lost items.

### **Snacks and Lunches**

Students will bring snacks and lunches from home in a food bag or lunch box – no coolers. Be sure to put name on bags. Snacks and lunches should be healthy and nutritious. Candy and sodas are not recommended. For safety reasons, please do not send drinks or food in glass containers. **Microwave or hot water services are not available for student use. If your child needs a fork or spoon for their lunch, please be sure to include one in the lunch bag as we do not keep a supply on hand.** If students are taken off-campus for lunch, they must be signed out through the school office and must be signed back in upon return.

## **Cell Phones**

While students at CCS are permitted to bring cell phones to school, the following rules apply:

- 1) Cell phones must be turned off during school hours. Just as parents are asked to turn off their cell phones in church, at the theater, at concerts, at a business seminar, etc., our students are required to leave their phones turned off while at school.
- 2) **Cell phones must remain turned off and in the student's backpack at all times while on campus.**
- 3) To reach your child/children during school or Extended Day Care hours, please call the school office at 714-998-4852, or the Day Care cell phone at 714-323-1001 after school hours. If your call is for non-emergency purposes, a written note will be delivered to your child and he/she can use the school office phone to return your call at lunch or recess. If your call is regarding an emergency, your child will be notified immediately to come to the school office to take your call.
- 4) If your child needs to contact you, he/she will be permitted to use the School Office phone or the Day Care cell phone.
- 5) The school will not be responsible for damaged, lost or stolen cell phones.

This policy will be strictly enforced. Students who do not adhere to the policy will have their phones confiscated and held in the school office until the parent arrives to pick up the student at the end of the school day. **The parent must go to the school office to retrieve the cell phone.** Repeat offenders may lose the privilege of bringing their phones to school. **Please see Acknowledgement of Receipt of Electronics Policy (Page 28) for further detail. Please sign and return the form to your child's teacher.**

## **Lost and Found**

**It is important that all personal belongings (jackets, lunch boxes, etc.) are marked clearly with each student's name so that, if lost, the items may be returned.** Loss of items can be minimized if parents put their child's name on everything their child brings to school, and if parents explain to their children the importance of taking care of their personal belongings. Due to a lack of storage space, the school cannot hold onto lost clothing items indefinitely. Periodically, CCS may have a sale of gently used uniforms for CCS families to purchase at reasonable rates, or they may eventually be donated to a needy cause.

## **Child Abuse Reporting Obligations**

In accordance with California law, school personnel are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law based on the seriousness of the crimes listed above is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child. Once reasonable suspicion is established, the school does not have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Visitor's Policy**

All parents, visitors, and volunteers must sign in with the school office and receive a visitor badge to wear while on campus. Please make arrangements through your child's teacher to come visit the classroom.

## **Pets/Animals on Campus**

Children occasionally desire to bring their pet to school as part of their class sharing. The guidelines for bringing a pet to school are as follows:

- 1) Must have the prior approval of the teacher. (Some students may have allergies to animals.)
- 2) A parent must bring the pet and stay while it is shared.
- 3) The pet must be on a leash or in a cage the entire time that it is on campus.
- 4) Animals may be touched by other students with direct adult supervision. This is for the protection of both the pet and students.
- 5) Large animals will be shared outside.
- 6) Parents will take the pet off campus directly following the share time.

Animals may not be on campus for any other reason. We know that most pets are safe, but they are in new surroundings and they may react unexpectedly to multiple children. Therefore, this policy will be strictly enforced.

## **Field Trips and Permission Slips**

Field trips are considered an important addition to the overall program at Covenant Christian School. Field trips serve the educational program by taking students to those resources in the community which cannot be brought into the classroom. These trips are scheduled at various times throughout the year. Many of the field trips are yearly favorites anticipated well in advance and are integral to that grade's curriculum. Student participation is expected on school-sponsored field trips, but is dependent on written parental consent. Permission slips are sent home for signature in advance of each field trip. Students will not be permitted to participate without written parental consent.

Drivers for field trips must have a copy of their California Driver's License and Auto Insurance Coverage on file in the School Office prior to driving on a field trip. **See INSURANCE on Page 14 for more specific detail and California's current booster seat law.** Drivers for field trips are discouraged from making any other stops along the way for snacks, personal errands, treats, etc. **Siblings** (except those in the same class) **are not permitted on class field trips.** Only children enrolled in the class taking the field trip may go on scheduled outings. Exceptions to this policy require the prior approval of the Principal.

## **Classroom Parties**

At the beginning of the year each teacher will inform families of the plan for class birthday parties and other celebrations. Please check with the teacher if you would like to share your child's birthday with the class. Invitations for parties held off campus are not to be handed out at school, unless the entire class is invited.

- **Halloween**  
This holiday is not observed during school time, and Halloween costumes are not permitted. Instead, parties at this time of the year generally have a Fall or Harvest theme.
- **Christmas**  
The primary focus of this season is on the birth of our Lord and Savior, Jesus Christ.
- **Easter**  
The focus for this holiday is the death and resurrection of the Lord Jesus Christ.

# Uniform Policy

## Why Uniforms?

CCS expects students to dress modestly and appropriately in a way that is not a distraction to teachers or other students. Appropriate clothing generates fewer distractions and establishes a more orderly classroom. Student apparel reflects the conduct, the attitudes, and also the quality of the school. There is an established relationship between good dress habits, good work habits, and proper school behavior. A designated student wardrobe is a positive way to establish neatness as a habit. These habits are likely to carry over to students' schoolwork. Uniforms also help to relieve peer pressure. Uniforms allow students to be recognized for who they are rather than what they wear, and help to promote school unity.

## General Guidelines

All clothes must fit properly. Skirts, skorts and shorts must be no shorter than 3" above the top of the knee. Shirts may be worn tucked in or out. All pants must be worn at the natural waist. All clothes and shoes must be in good condition (i.e., no holes, tears, or excessive stains). Shoes must be closed toed and secure. No lights or bells on shoes, no sandals, or Birkenstocks may be worn. No boots or Heelys are permitted. Socks must be worn, and should be dark blue, black, red or white. Socks can be knee-highs, anklets or tights. Hair should be clean and neatly styled and groomed and in good taste, and should be the child's natural hair color. Only natural highlights are permitted. Boys' hair must be no longer than collar length in the back and above the eyebrows. Girls may wear nail polish, but must be kept neat. The administration reserves the right to determine what is neat, proper, and in good taste.

Red, white and blue polo shirts are required standard uniform clothing items. The uniform line (True Grits) includes the Marymount plaid, khaki, and red, white and blue scheme.

Only plain white T-shirts may be worn under uniform polo shirts.

## School Uniform Dress Code

**True Grits School Uniforms is CCS's official uniform supplier. True Grits is conveniently located at 1515 S. Sunkist Street #A in Anaheim in the Stadium Plaza Business Park. True Grits' phone number is 714/634-0411.** True Grits offers the following shopping options to purchase your children's uniforms:

- ❖ Shop in local Retail Store year-round at the above location and during the following hours:

Tue	10:00am - 6:00pm
Wed-Fri	10:00am - 5:00pm
Sat	11:00am - 5:00pm

Place phone orders during regular store hours by calling 714/634-0411. Deliveries can be made to your home or office.

- ❖ Shop 24 hours a day everyday from the convenience of your home on their website at [www.truegrits.com](http://www.truegrits.com).

**School Spirit Day is every Wednesday.** School T-shirts or polo uniform shirts may be worn with blue denim jeans. Denim apparel may consist of pants, skirts, skorts and shorts. No appliqués, designs or writing of any kind may be displayed on the jeans. CCS navy spirit T-shirts, sweatshirts and nylon jackets may still be purchased in the school office.

**Chapel Day is every Friday.** Navy, khaki or plaid uniform bottoms, or jumpers, with a logoed school polo (preferably) should be worn on Chapel days

**Jackets:** The CCS nylon jacket may be purchased in the school office. Solid black or navy blue jackets without lettering or wording may be worn. Letterman jackets may be worn only by those student athletes who earned the jacket through participation in one or more of the CCS sports' programs. On rainy days, non-CCS nylon rain jackets may be worn.

**Sweatshirts:** Students may wear the pull-over Covenant sweatshirts with crew-neck. Additionally, True Grits sells a hooded, zipper-front navy sweatshirt with the CCS monogram and cougar appliqué. Plain, solid navy blue or black sweatshirts with no words or pictures may be worn. Anything else is considered out-of-uniform. Sweatshirts may be worn on any day, including Chapel days.

**Full Dress Scout Uniforms** may be worn by girls and boys on the day(s) the group meets. Appropriate lengths for skirts, dresses, pants, and shorts per school Uniform Dress Code guidelines still apply.

### **Hair Accessories**

Navy, white, red, or Marymount plaid hair accessories, coordinated to the uniform, may be worn. Hair accessories may include: scrunchies, headbands, bows, barrettes or ribbons.

### **Earrings**

**Only stud earrings may be worn, and by girls only.** Only one (1) earring on each ear may be worn. Dangling earrings and long necklaces may NOT be worn. No body ornamentation is allowed, including but not limited to nose rings or studs, tongue studs, and/or any other form of body piercing. Also, no visible tattoos are allowed.

### **Makeup**

7<sup>th</sup> and 8<sup>th</sup> Grade girls may wear light, understated makeup. Nail polish is permitted.

### **Non-uniform or “free dress” Guidelines**

- Student dress must maintain the standards of our school in spirit and philosophy, expressing modesty and Christian character at all times.
- NO leggings or jeggings may be worn as pants at any time or at any grade level, even on “free dress” days.
- No tank tops, halter tops or exposed midriffs.
- No short shorts, mini skirts, baggy pants or baggy shorts. Skirts, skorts or shorts must be no shorter than 3” above the top of the knee.
- No sandals.
- T-shirts are permitted except those with offensive or gang related insignias.
- Jeans – no low rise waistlines, and jeans must be appropriate length with no holes, frayed cuffs, or bleached look. No excessively tight pants may be worn.
- Students dressed inappropriately will be asked to call home to get a change of clothes.

## **Defiance of the Dress Code**

Students are expected to be in full uniform at all times, except on designated non-uniform days. Repeated failure to comply with the dress code will be referred to the Administration for disciplinary action, which may include but is not limited to the following steps:

1. Phone call home and student must change
2. Phone call home and student must change and classroom privilege removed (i.e., Fun Friday participation)
3. Phone call home by principal and student must change
4. Conference with principal, parent and student
5. As Administration warrants

# Covenant Christian Electronics Policy

Student name \_\_\_\_\_ Grade \_\_\_\_\_

The Internet can be accessed through an increasing variety of electronic devices. The Internet is, of course, a great source for instructional material, but access to it has its risk for kids. Keeping children safe when using the Internet, social networking or online gaming is a major concern of every parent. Your child's safety is of key concern to us as well. However, the staff cannot adequately police appropriate individual usage of electronic devices at CCS. Therefore, in the interest of keeping our students safe, and to optimize the learning experience at Covenant, the following policy is being implemented and will be strictly enforced.

- **Cell phones and all other electronic devices (inc. headphones/ear buds) are to be turned OFF (not placed on vibrate) AND put away in the student's backpack upon arriving to school, and should not be taken out at any time.**
- **Electronic devices may NOT be used in class, on the playground, or in Day Care (including Fridays). Communication with your student during school hours should be done through the office.**

I understand that our family must abide by the above mentioned expectations. Violation of these expectations will result in confiscation of the cell phone/electronic device, and loss of the privilege to possess a cell phone/electronic device on campus as further described below. I also understand that my son/daughter will be solely responsible for the cell phone/electronic device, and I will not hold the school or any school personnel liable for any loss of or damage to the cell phone/electronic device.

## Consequences

- 1<sup>st</sup> offense** The device will be sent to the office and must be picked up by parent. Cell phone or electronic device may not be brought on campus for one week.
- 2<sup>nd</sup> offense** The device will be sent to the office, and must be picked up by parent. Cell phone or electronic device may not be brought on campus for two weeks. There will be after school detention.
- 3<sup>rd</sup> offense** The device will be sent to the office and must be picked up by parent. Student loses the right to have an electronic device on campus for the remainder of the year. They may not use other people's phones or electronics.. Further offenses will result in detention, suspension, or expulsion. NOTE: Students using other people's cell phones/music devices will still be charged with the violation, along with the owner of the device.

\*Texting during tests and quizzes will result in a zero and may result in immediate revocation of permission to carry a phone on campus and/or suspension.

**I have hereby read and discussed as a family the above electronic policy, and fully understand and agree to the contract. I understand that if these rules are broken the possession of electronics may be revoked. Once signed, please return this form to your child's teacher.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Covenant Christian School

## K-8 Parent-Student Handbook

### Agreement/Acknowledgment of Receipt

Student(s): _____	Grade: _____
_____	Grade: _____
_____	Grade: _____
_____	Grade: _____

We/I, \_\_\_\_\_ as parent(s)/guardian(s) of the above named student(s) have completely read the K-8 Parent-Student Handbook including CCS's basic expectations relative to student conduct. The K-8 Parent-Student Handbook can also be found on the school website at [www.covschool.org](http://www.covschool.org). Select *Information* which is the first category located on the beige horizontal bar on the home page of our website. Then select *Forms and Documents* from the drop down box. If you wish a paper copy, you may request one through the school office and we will be happy to supply one.

We/I agree to support all of the information in the handbook as set forth by CCS's Administration and School Board, and will advise our/my child(ren) to fully comply with all of the rules and guidelines set forth in the Handbook. We/I agree to partner with CCS in not only the education of our/my child(ren) but also in ensuring a productive, safe learning environment for *all* CCS students.

Father/Guardian Signature	Date	Mother/Guardian Signature
Student Signature	Date	
Student Signature	Date	
Student Signature	Date	

**NOTE: After signing this Agreement, please return it to your child's teacher.**