



K4 PARENT HANDBOOK 2024-2025

Mission Statement:

Shaping the future and making disciples through Christ-centered, Classical and Reformed Education.

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

The provisions of this handbook may be amended or canceled at any time, at the School Board's/Head of School sole discretion, with or without notice. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the School Board (policies)/Head of School(procedures).

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TABLE OF CONTENTS

INTRODUCTION	4
A PROFILE OF OUR SCHOOL	4
STUDENT PROFILE	7
ADMISSION & ENROLLMENT REQUIREMENTS	8
<i>Nondiscrimination Policy</i>	8
<i>Toilet Trained</i>	8
<i>Age Requirement</i>	8
ACADEMIC POLICIES	8
<i>Schedule and Calendar of Events</i>	8
<i>Report Cards and Progress Reports</i>	9
<i>Homework</i>	9
<i>Regular and Electronic Communication</i>	10
<i>Conferences</i>	10
<i>Classroom Visitation by Parents</i>	10
<i>Chapel</i>	11
<i>Transportation and Field Trips</i>	11
<i>Textbooks and Supplies</i>	11
<i>Library</i>	11
<i>Enrichment Subjects</i>	12
<i>Arrival and Line Leader Responsibilities</i>	12
ATTENDANCE POLICIES	12
<i>Absences</i>	12
<i>Early Dismissal/Medical Appointments</i>	13
<i>Tardiness</i>	14
<i>Beforecare and Aftercare Program Schedules</i>	15
<i>Emergency School Closings</i>	15
STANDARD OF CONDUCT	15
<i>Behavior Management and Discipline</i>	15
<i>Parent Involvement</i>	16
<i>Procedures for Discipline Actions</i>	17
<i>Resolving Conflicts</i>	19
DRESS POLICIES	20-23
<i>Uniform Wardrobe</i>	20
<i>Special Dress</i>	23
<i>Spirit Dress Day</i>	23
<i>Drawstrings on Clothing</i>	23
<i>Dress Code Enforcement</i>	23
HEALTH, MEDICAL, AND EMERGENCY POLICIES	24

<i>Health Records</i>	24
<i>Covid 19 Policy</i>	24
<i>Medication</i>	25
<i>Emergency Medical Care</i>	25
<i>Parent Notification</i>	26
<i>Child Abuse Reporting Requirements</i>	26
TUITION AND FINANCIAL POLICIES	27
<i>Tuition Rates and Annual Tuition</i>	27-28
<i>Tuition Discount</i>	28
<i>Late Payment and Delinquent Accounts</i>	28
<i>Withdrawal</i>	30
<i>Financial Aid</i>	30
<i>Before/Aftercare Program</i>	30
<i>Money Sent to School</i>	31
MISCELLANEOUS POLICIES	31
<i>First Day of School for Young Students</i>	31
<i>New Student Probation</i>	31
<i>Parent and Teacher Fellowship (PTF)</i>	31
FACTS SIS	32
<i>Parent Prayer and Encouragement</i>	32
<i>Fundraising and Donor Support</i>	32
<i>Workdays</i>	32
<i>Room Parents</i>	32
<i>Parties</i>	33
<i>Holidays</i>	33
<i>Church Attendance</i>	33
<i>Personal Items</i>	33
<i>Licensed Media, Photographs</i>	33
<i>Lost and Found</i>	34
<i>Snacks</i>	34
<i>Lunch</i>	34
<i>Physical Education</i>	34

INTRODUCTION

We're glad that you have chosen to enroll in Covenant Christian School. We believe that a Covenant education is one of the finest that children can receive anywhere. Here, parents are assured that their children will be motivated to glorify God in everything. With that as our goal, how can children do any less than achieve outstanding results?

This parent and student handbook has been produced to establish a bond between the families, students, faculty and staff who comprise our school. If read and understood properly, it will form the foundation for building a mutually beneficial relationship throughout the year. This handbook contains vital information about the perspectives, policies, and procedures which operate within our school. Parents should read it closely and ensure a proper understanding with their children.

A PROFILE OF OUR SCHOOL

Covenant Christian School (CCS), for grades Pre-Kindergarten through 8th grade, is a non-profit private school. Established in 1975, the school continues in its commitment to helping parents nurture their children in the Christian faith and to firmly establish them in a relationship of faith with God as Creator and Savior. To that end we provide students with educational opportunities in the classical tradition, which integrate knowledge of God into personal practice and encourage productive, disciplined lives. Our central focus is to extend the work of the Christian family and church in the task of educating their covenant children.

Statement of Faith:

Covenant Christian School is committed to the historical Christian faith as summarized in the creeds and confessions from the Protestant Reformation, in particular, the Westminster Confession of Faith. The school holds to the central doctrines of Protestant Christianity, namely that

- The Bible is the infallible, inspired Word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- Man is totally depraved and must experience the new birth in order to be saved from sin. Jesus Christ is the divine Son of God, was born of a virgin, was crucified on the cross, rose bodily from the grave, and ascended into heaven.
- Jesus Christ will personally return to this earth in power and glory.
- Jesus Christ, by His shed blood on the cross, made atonement for believers' sins.
- The saved will be resurrected into everlasting life, and the unsaved will perish in an eternal hell.

Philosophy of Education:

Christian Foundation

The basis for all Christian education is the Biblical fact that God is sovereign over all things and that man was created to glorify and enjoy Him. True education enables students to think God's thoughts after Him and to love Him with all their heart, soul, mind, and strength. It is the inerrant and authoritative Word of God which allows us to see God's world as it really is- mankind fallen into sin, unable to save itself, and in need of the redemption which Christ alone can give. We do not, therefore, simply add Bible classes to an essentially secular curriculum. But as a Christian school, we seek to have the light of God's Word permeate every subject and every activity and to teach our students to think and behave as Christians.

Our Christian commitment encourages excellence throughout our academic program, for in all we do; we desire to bring praise to God. We offer a curriculum that is rich in liberal arts and traditional in methodology, one which opens growth opportunities for our students and puts them on a path toward higher education. In that pursuit our students have consistently attained high results based on nation-wide standardized tests.

While our curriculum builds upon the sure foundation of the Bible, it also draws deeply from our past. It reflects the appreciation we have to God for our Western Civilization and the history, culture, literature, art, and science which it has produced. We also want our students to develop a deep love for acquiring knowledge, and so we try to impart the necessary tools they will need to continue learning after the teaching stops.

This is possible only when our students have submitted themselves to Jesus Christ and acknowledged the claims which He makes on their lives. Our teachers pray that they will be used to bring every student who does not have a relationship with God the Father into such a relationship through Christ. In that way they, together with those who already know the Lord, may be encouraged to develop that relationship through the Christian education they receive.

Classical Methodology

We identify with the classical approach in our teaching, drawing upon proven methods of millennia past. Our method is the pattern we use of taking students through three traditional stages of development: grammar, dialectic, and rhetoric. Taken together these stages form the Trivium. In medieval education they provided the structure for a student's general education through his childhood years. After completing the Trivium, he would then proceed on to what was called the Quadrivium, the study of the various subjects in higher education.

As Dorothy Sayers pointed out in her essay, "The Lost Tools of Learning", these three stages of the Trivium correspond with what can be commonly observed as stages of development in children. Our responsibility in teaching our students is to require specific things of them when they are naturally most receptive to learn them at these defined stages.

In the grammar stage, we teach the many particulars, the many facts of subjects. "Grammar" refers to the fundamental information of a given subject, and every subject has a grammar. Children in this developmental stage are characterized by an ability to memorize and store away large amounts of information, so we utilize this natural tendency in our teaching. Basic building block "subjects" like phonics, math facts, memorization of persons, dates, and places are stressed. This is also an important time for language study, so starting in 2017-2018 we began offering Latin in 3rd grade.

Next is the dialectic (logic) stage. Children in this group are naturally inquisitive and begin to challenge what they have been taught, trying to understand it. This is a key stage to teach them the inter-relatedness between the particulars taught in the grammar stage. The laws of logic and argumentation are taught as a method to encourage and temper this natural tendency. While these things are introduced earlier, a formal logic course begins in seventh grade.

When students have mastered the basic grammar of a subject and the relationship of the rudiments of it to each other, they are ready for rhetoric. Students in this rhetoric or poetic stage are naturally concerned with appearances and presentation. During this stage students are taught how to express themselves in polished and persuasive ways. Although more formally taught to high school students, our school emphasizes these basics in earlier stages as well.

Of course, these stages are not exclusive to each other. At CCS we are always emphasizing the grammar, dialectic, and rhetoric of every subject at every development level.

We also acknowledge that our Christian and classical education is a by-product of Eurasian civilization. It results from Christ being born in Hebrew society during the reign of Caesar Augustus and of the significant Christian influence in the west. Under God's sovereign design, our students are living in Western culture. Children will learn to appreciate other cultures, seeking to bring the light of the Gospel to them, only when they have been thoroughly trained to love and Biblically evaluate their own.

Parents who would like to know more about our Christian and classical method should refer to the parent suggested reading list located on the CCS website under Resources.

Associations:

Covenant Christian School is fully accredited by Cognia. CCS is a member of the [Atlanta Christian School Association](#) (ACSA) and the [Association of Classical and Christian Schools](#) (ACCS).

STUDENT PROFILE

Education is concerned with the training and teaching of children, who are entrusted to the school by parents. This student profile represents the outcomes we seek to establish, with God’s grace, in the lives of students in order to help them become mature disciples with wisdom and eloquence. Parental support of these outcomes is essential to a successful partnership between home and school.

General	Mind	Body	Spirit
Glorifies God by embracing Christian virtues and character	Views all knowledge and life through the divine lens of Scripture as interpreted by the Westminster Confession of Faith	Presents self with godly modesty	Respects God's authority revealed in Scripture and ordered through families and other societal institutions
Lives with a Christian worldview	Thinks logically, critically, and with problem-solving/decision-making skills	Exercises self-control	Explains the gospel in reformed terms: Sola Scriptura; Soli Deo Gloria; Solo Christo; Solo Gratia; Sola Fide
Uses talents to glorify God	Exhibits strong memorization skills and listening skills	Appreciates the body as fearfully and wonderfully made by God as His holy temple	Embraces prayer as a godly practice
Strives to excel in all endeavors	Reads and understands relationships between Biblical and both modern and ancient literary and historical texts	Understands the role of proper diet/nutrition, exercise, and hygiene	Exhibits wisdom in life
Strives to build Christ’s kingdom in a fallen world through the Great Commission	Recognizes connections between classical foundational literary texts from different eras	Develops motor skills, balance, agility, endurance, and core strength	Experiences the joy of the Lord in all learning experiences
Exhibits confidence because of Christ	Exhibits strong communication skills -written and oral		Readily recalls Scripture as a result of a rigorous memorization program
Practices manners and proper etiquette	Exhibits thorough mastery of the English language		Applies skill in biblical conflict resolution
Completes an educational program that prepares for higher levels of learning	Exhibits advanced reading comprehension and retention skills		Recites answers to questions of the Shorter Catechism of the Westminster Confession of faith
Exhibits biblical work ethic and self-discipline	Masters the fundamentals of mathematics and basic concepts of science		Has begun to identify special God-given abilities and discover and pursue God’s will
Adapts to working alone or in cooperative endeavors	Demonstrates a strong understanding of U.S. history, world history, and geography		Exhibits love for God by confessing the Lord Jesus Christ and desiring to enter upon all privileges of full church membership
Develops God-given leadership traits	Expresses creativity through art and music		

ADMISSION & ENROLLMENT REQUIREMENTS

NONDISCRIMINATION POLICY

Covenant Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, student aid, and administered programs.

TOILET TRAINED

A child entering K4 must be fully toilet trained before being admitted to Covenant Christian School.

AGE REQUIREMENT

The preschool will serve children who are at least four years of age by September 1st.

ACADEMIC POLICIES

SCHEDULE AND CALENDAR OF EVENTS

The preschool will operate during the regular school year—August through May--on the same days that the regular school is in session—Monday through Friday. The Half-Day program hours will be from 8:15 a.m.-12:00 p.m. The Full-Day program will extend from 8:15 a.m.-3:15 p.m. The preschool will be closed on the same days the regular school program is closed including holidays, staff workdays, and vacation breaks.

A calendar of school activities and events is published in the spring for the following school year. New events that are scheduled during the school year will be announced through a weekly parent letter. Parents should take special note of the scheduled calendar events and those added through the year and make family plans accordingly. Students are expected to participate in all calendar events (e.g., Christmas, spring, and end-of-year programs, etc.) that pertain to them or their class. Parents are expected to avoid planning student absences (e.g., vacation, after-school sports, etc.) that would conflict with scheduled student events. Parents are required to attend scheduled parent-teacher conferences.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued four times per year at the end of each 9-week term. K4 students are evaluated using the following scale:

E = Consistently Exceptional

S = Satisfactory, acceptable standard

U = Unsatisfactory

NI = Needs Improvement

In addition to mastery of primary skills, the students will be evaluated on their ability to follow directions, complete an assigned task, work neatly and work well with others.

HOMEWORK

Every student at CCS has a Google email address to access Google classroom. In the event of distance learning, homework will be assigned through Google Classroom/FACTS SIS. Your child's teacher will instruct you on the process for accessing, completing, and turning in any assignments.

Class time is provided to begin and complete work assigned. Sometimes students may come home with sheets designated as "HW" to be completed at home and returned to school. Such will be the case if the student needs to practice a particular task or if he/she was unable to complete a task during the time allotted in class. A "Homework Folder" will be sent home daily. Parents should check this folder daily, as practice sheets may be sent home in this folder as well as any important notices. As the teacher will check the folders each morning, upon their return to school, this is a very good way to contact the teacher. As the year progresses, parents should expect to see more math worksheets and reading assignments for their children to practice.

Bible Memory Verses will go home with students on the Weekly Highlight Sheets on Friday afternoons. The students should practice memorizing these verses throughout the week so that they know them and can recite them verbatim. Students will be individually tested and graded on their verses each Friday.

There are many positive benefits for work completed at home. Homework assignments help your child in many ways including the following:

- develop responsibility.
- practice skills he/she is learning at school.
- review concepts learned at school to develop long term memory.
- understand practical applications of what he is learning at school,

Parents' full cooperation is anticipated in seeing that their children complete all assignments on time. Any work assigned is due on the due date. Any work assigned electronically is due by Sunday of the week assigned. Late work will not be accepted without prior consent of the

teacher. Contact your child's teacher if homework routinely takes more time than you think it should. The teacher will have some suggestions for helping your child manage his/her time. In some cases, the need for extra help or tutoring may be indicated.

REGULAR AND ELECTRONIC COMMUNICATION

Teachers and administration will make every effort to remain in direct contact with parents through the use of regular communications. An effective means of communicating is through the use of the “Friday Folder”, which is a large manila envelope that will come home with your child on the last school day of each week. It may contain information or notices from the school office and PTF announcements. It will contain the **Weekly Highlight** sheet, which will give you the major subject areas we will cover during the upcoming week. The **Weekly Highlight** sheet will also include the Bible Memory Verse and any other notes, comments or reminders you will need to know. The Friday Folder will also include student behavior sheets and may contain graded class work from the previous week. Parents are to sign their child’s behavior report and return it in the Friday Folder the following Monday.

We count on our parents to review the contents of their Friday Folder each week to stay abreast of vital information from the teacher, the administration, and the PTF. FACTS SIS is another way of communication from the school to our parents. The *Covenant Connection* is archived on the CCS website under the Activities tab each week as well as email blasted to parents.

CONFERENCES

One regularly scheduled parent-teacher conference (fall) is held each school year and is noted on the school calendar. If a teacher believes an additional conference is necessary, he/she will contact the parents. If parents believe a conference with the teacher is necessary, they should send a written request to the teacher who will arrange an appointment. Since teachers are engaged with the students and managing class, parents are expected to avoid impromptu conferences with a teacher before, during, or after school.

CLASSROOM VISITATION BY PARENTS

Parents are allowed access to all childcare areas upon first signing in at the school office. **All visitors are required to sign in at the school office and receive a Visitor’s Pass. For security purposes, all doors remain locked at all times and students are not allowed to open school doors for anyone—not even their parents.**

Parents can help teachers manage their classes more effectively by informing them in advance of their intent to visit. Parents may visit the classroom outside of school hours when an appointment for a conference has been arranged in advance with the teacher. Parents are encouraged to visit the classroom on *Orientation Night* and at specific *Open House* events, which are announced.

CHAPEL

Chapel attendance is required of every student. Chapel is held on Wednesday mornings from 9:15 to 9:50 a.m. Parents are welcome to join us for chapel.

Students must wear chapel uniforms on Wednesdays. Please refer to the Dress Code Policy for a description of the appropriate uniform items.

TRANSPORTATION AND FIELD TRIP SERVICES

Throughout the year, student excursions are made outside the classroom in order to enrich the educational experience. Parents will be notified by note as to the nature of these trips and any other necessary information. An outside bus company is under contract with CCS to transport students, teachers and chaperones to and from all field trips. In the event a parent is needed as a chaperone, the teacher will make the final determination as to which parents will attend and how many will be needed. The teacher is the lead on field trips with regards to discipline, conduct and the overall flow of the day. Parents attend to assist teachers where teachers require help.

Chaperones:

A Chaperone is someone who is going to attend the field trip and help to watch the children. Chaperones do not bring other children on the field trip because it may be distracting to the duties of a chaperone. **Parents or other adults attending a field trip to chaperone must have a background check approved by the school office. Background checks are valid for two (2) school years at CCS.**

Students will always wear school uniforms for field trips unless otherwise stipulated by the Teacher. Students not in complete uniform may not be allowed to go on the trip.

TEXTBOOKS AND SUPPLIES

The school provides school texts and many other printed materials. A separate classroom supply list detailing items the student must provide is available during registration and available on the CCS website under the Parents tab. Parents are responsible for all basic textbooks and consumable books used in the educational process of their children. The cost for the use of most of these materials is included in the school registration fees. Some classes may use special materials during the school year for which there will be an additional charge. These will be included in the separate supply's lists, or parents will be otherwise notified.

LIBRARY

A student library is maintained to provide reference and reading materials for use in class assignments, research projects, and for personal enrichment and edification. Students are personally responsible for the books they borrow and for the use of any other resource. Charges will be made for lost or damaged items. Students using the library must also maintain a quiet atmosphere there.

ENRICHMENT

Classical Christian learning is enriched by opportunities that broaden exposure to and give students hands-on experience in the liberal arts. The K4 instruction at CCS involves art, music, drama and other enrichment and free-play activities. Enrichment activities are conducted by the classroom teacher.

ARRIVAL AND LINE LEADER RESPONSIBILITIES

K4 students may be dropped off at the upper level (carpool) entrance between 8:00 and 8:15 a.m. If you arrive after 8:15, the door will be locked. You will need to bring your child to the school office to sign them into the building.

K4 classes begin each day with prayer at 8:15 a.m. Students may voice individual prayer requests and pray aloud as a class for each other. The line leader then leads the class in the Pledge of Allegiance to the American Flag and to the Christian Flag.

The students rotate the responsibility of line leader on the first school day of each week. The Line Leader for the week will be posted on the Weekly Highlight Sheet. Students may bring one Show and Tell item for each day they are Line Leaders. They are asked to bring something God made, something they made or earned (e.g., a trophy, a picture from VBS, a craft from Home Depot...), or a souvenir from a place they visited. Please refrain from sending toys to school as Show and Tell items unless they are educational toys (e.g., a counting puzzle).

ATTENDANCE POLICIES

ABSENCES

In order to maintain high educational standards for our students, specific attendance policies are followed. **Consistent attendance and promptness are imperative.** The following policies are in effect throughout the year.

All absences are considered unexcused absences until a written note or email is provided to the school office. Some absences may not be considered excused even if a note is provided.

Examples of excused absences are: illness of the student, serious illness in the student's family, death in the student's family, or pre-approved family trips.

Schoolwork for excused absences can be made up. It is the student's responsibility to get the missed assignments from the teacher as soon as he/she returns to class. The student will have the same number of days he/she was out in which to complete the work and return it to the teacher.

If you know in advance that your child will be absent, please notify the teacher so that work may be sent home.

Since the school year affords many days of vacation, parents are asked to use these periods for scheduling vacations and family trips. If you choose to make a trip on scheduled days of school, the following guidelines will apply:

- (1) Work may not be given to students prior to the vacation or trip at the Teacher's discretion. Work missed may be accumulated and given to student upon return to school.
- (2) Students/parents should confer with teachers about making up any missed assignments. Parents will hold their student(s) accountable to have all make-up work turned in by the agreed upon date.
- (3) The teacher is not required to re-teach the material missed in class. It is the parent's responsibility to ensure that the student has grasped the concepts in the lessons.
- (4) Credit will be given for work completed by the student, but the absence will be recorded.
- (5) In order for the vacation to be excused, a written note must be submitted to the Head of School for approval.

On or before a student returns from an absence due to sickness, the parent must provide a note or email explaining the absence. The note or email must be from a parent, guardian or doctor. Every absence will be considered unexcused until such a note is received. The final decision of whether an absence is excused or unexcused will be made by the administration. The school reserves the right not to allow make-up work for repeated or unexcused absences. A pattern of unexcused absences demonstrates a lack of cooperation with the school and may be grounds for probation or dismissal. If a student misses more than fifteen (15) days of school for any reason, it is the school's prerogative not to promote the student to the next grade.

EARLY DISMISSALS/MEDICAL APPOINTMENTS

Please try to schedule your child's appointments after regular school hours or during vacation days. Early dismissals disrupt the classroom just as absences do, even at the "end" of the day. When it is necessary to take your child out of school early due to a medical appointment or other important occasion, please send a written note on the morning of the early release and a note or email to the school office. The note should state the reason for the early dismissal, the time the student will be picked up, and who will pick up the student. **If an unexpected emergency arises, please call the office before coming early to pick up the child.**

Parents will report to the school office and wait there while the student is paged. If the student returns to school after an appointment, the parent must report to the office and sign in the student. Students who are picked up before 11:30 a.m. and do not return to school that day will be counted absent. This doesn't apply to half-day students.

TARDINESS

Each student is expected to be on time to class. Promptness demonstrates self-discipline, personal responsibility, and respect for others- qualities of the Christian life that should be goals for every CCS student.

Students in all grades are counted tardy when they are not in the classroom when the 8:15 bell rings. To avoid being tardy, parents should plan to have their children to school between 8:00 a.m. and 8:10 a.m. Students who arrive after 8:15 a.m. will report to the office **with a parent** who must sign in using the school’s check-in system stating the time of arrival and the reason for being tardy.

Every tardy is considered unexcused unless the parent provides a note or email to the school office for approval. Examples of an excused tardy are: traffic accident, car issues, extreme inclement weather, and scheduled appointments. Using the check-in system does not excuse a tardy. It only permits the student to class. The following chart represents levels of unexcused tardiness occurring in a semester with resultant actions.

Tardy Level	Action
Level 1: Tardy Three Times	1. Notification from teacher.
Level 2: Tardy Six Times	1. Email from Head of School. 2. One day’s unexcused absence counted.
Level 3: Tardy Nine Times	1.Parent meeting with Head of School. 2. Second day’s unexcused absence counted.
Level 4: Tardy Twelve Times	1.Board of Directors informed of student’s tardiness. 2.Third day’s unexcused absence counted. 3.Student placed on probation through end of the semester with maximum of 3 times tardy allowed by end of semester. Parent(s) subject to \$50 fine (Student taken off probation after the semester and until fine is paid).
Level 5: Tardy Fifteen Times	1.Head of School recommendation to the Board of Directors that student be withdrawn from school.

BEFORECARE AND AFTERCARE PROGRAM SCHEDULES

Beforecare program hours: 7:00-8:00 a.m.

Aftercare program hours: 3:30-6:00 p.m.

There is no after care for half-day K4 students. Half-day K4 students will be dismissed at 12:00 p.m. from the upstairs school office door. Please ensure that CCS has an updated Authorized Pick-up List as well as an updated Unauthorized Pick-up List for your child in FACTS SIS.

EMERGENCY SCHOOL CLOSINGS

In the event of threatening weather, the safety of students, families, faculty, and staff is our priority. We consider public alerts and updates, actions by other area schools, and the impact of conditions on staffing and transportation in making the decision to close school or schedule early dismissals and late starts. Parents will be notified by email and/or text through FACTS SIS of any special announcements regarding emergency school closings. It will also be reported on the school website and Facebook/Twitter pages.

STANDARD OF CONDUCT

BEHAVIOR MANAGEMENT AND DISCIPLINE

We expect our students to aim to please God and to glorify Him in everything they do, but we also understand that all persons are in need of the saving blessings God offers through Christ. We believe that each of our students may benefit from a Christ-centered education to the extent that he or she submits to the responsibilities of being a student here. Obedience to the rules is not itself designed to ensure spiritual growth. However, our rules are designed to produce a habit of outward conformity to Biblical principles and the standards behind them. They also establish an atmosphere of cooperation and discipline. Students are expected to show proper respect to all CCS teachers, staff, volunteers, and visitors at all times.

K4 guidelines remind students to:

1. Respect God, self, others and property. Matthew 7:12
2. Be truthful. Proverbs 12:19
3. Use self-control. Galatians 5:22-23
4. Do all that you do to the glory of God. 1 Corinthians 10:31

So, whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets. Matthew 7:12

K4 Classroom procedures include:

1. Obey the teacher quickly and quietly.

2. Listen while the teacher speaks.
3. Raise your hand and be recognized BEFORE speaking.
4. Walk quietly in the building.

PARENT INVOLVEMENT

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

At Covenant Christian School, we believe that godly means of discipline are required in the normal course of rearing children. It is to parents primarily that God has given the command to train their children to love and obey God. Teachers derive authority to nurture and discipline students from their parents. They are responsible, therefore, to train their students consistently with the manner in which the Bible requires children to be trained at home.

A nurturing school environment where discipline underlies the teaching is a happy and secure place for children. Students benefit from an atmosphere where discipline exists to enforce the authority of the teacher. They are taught to use self-restraint in personal conduct through disciplinary correction when needed. The Bible provides authoritative and divine instruction as to how God's training and discipline are to be administered, whether through the parents, or through their delegates, Christian school teachers and Administration.

When student conduct or behavior problems occur, the teacher will take corrective action, and a disciplinary note will be sent home to inform the parents. This is an indication that the parents need to take action at home so that the teacher's time is not consumed with behavior problems. **This note must be signed by a parent and returned the next school day.** Our teachers depend upon parent support with the following:

- Have appropriate consequences at home when your child is corrected or disciplined at school. The consequences should neither be too severe nor inconsequential.
- Don't excuse your child if you do not agree with a disciplinary action taken at school. Doing so indicates that it is acceptable to excuse him/her whenever he faces unwanted discipline.
- Don't excuse your child if you do not agree with one of the school's rules. In doing so, you communicate to him/her that you do not mind if he breaks a rule, you do not like. You also teach him that it is acceptable to be disobedient if he disagrees with those in authority.

If parents do disagree with an action, they should speak with the teacher. Honest disagreements may occur, but they do not need to lead to broken relationships between parent and teacher or

administrator. Both teacher and parents agree to hold to the highest standards of conduct in actions and words when dealing together with difficult problems.

If a student or parents will not cooperate with school standards or disciplinary policies, the student may be placed on probation or be dismissed from the school. Attendance at Covenant Christian School is a privilege and not a right. Students forfeit that privilege if they or their parents do not conform to the standards and ideals of the school.

PROCEDURES FOR DISCIPLINARY ACTIONS

Teachers will train children in acceptable classroom behavior by clearly communicating expectations, providing consequences for misbehavior, and highlighting and praising commendable behavior for purposes of encouragement and modeling. When a student's conduct or behavior is contrary to biblical standards or behavioral standards of the school, efforts will be made by the teacher to call the student to repent through loving confrontation and Biblical counsel. The goal of this exhortation will simply be to encourage the student to demonstrate the change required. Ordinarily, incidents of misconduct within the classroom will be handled by the teacher in charge, who will also follow up with the student as indicated. Every effort will be made to follow the guidelines for correction as set by Scripture (e.g., Matthew 18: 15-17).

Ordinarily, where incidents of misconduct involving a student are only reported and not actually witnessed by the teacher, the teacher will make every effort to guide the student making the report to confront the accused student before taking additional action. Appropriate reprimand, with Biblical counsel for the offending student, may be indicated, and parents may be notified.

Biblical discipline is motivated by love with the goal of positive change in heart and behavior. K4 classes will spend a lot of time during the beginning days and weeks of school, learning and practicing classroom rules and procedures. Students are rewarded daily for compliance with class rules with a sticker on their incentive card. When students are able to fill their incentive cards with stickers, they are allowed to “go to the treat box.” When a student continually fails to follow the rules, that child will lose 5 minutes of recess time. A student who loses 15 minutes of recess will also lose his/her sticker for the day. Appropriate records of misbehavior and action taken will be maintained by the teacher. Parents will receive a weekly report of their child’s behavior in the Friday Folder and parents may use this opportunity for further parent and teacher discussion. Parents are to sign the behavior sheet and return it with the Friday Folder every Monday.

Evaluations are based on the following scale:

0-2 infractions = E excellent

3-4 infractions = S satisfactory

5 or more = U unsatisfactory/needs improvement

Serious Offenses

Serious offenses will require a trip to the Principal with the teacher. The parents will be informed of the incident by the teacher and/or the Principal when the child is picked up from school.

Suspension or Expulsion

Multiple instances of serious misconduct will be handled through action taken by the administration. In these cases, suspension or expulsion may be called for. Willful disregard for authority or persistent misconduct may warrant suspension or expulsion at the discretion of and agreement between the Teacher and Head of School. Ordinarily, this joint decision will be final. However, if dismissal is called for, the parents may submit a written request to the Board of Directors, within 5 days, asking that their child be allowed to continue.

Probation

In some cases, a student may be placed on a probationary status due to a failure to meet the conduct or other standards of the school. Any student thus placed on probation will have a designated period defined in which he/she will demonstrate an ability to consistently conform to the standards of the class or school. This period may continue through the balance of a current term or be extended one additional term if warranted. Students will not be permitted to continue in this status beyond a second term. Either the Head of School or Teacher will formally oversee the student during the probationary period. The student will regularly meet with the designated counselor to discuss progress. During this time the support of the parents is anticipated so that change and growth will be encouraged by a joint effort between parents and teachers. At the end of the prescribed period of probation the student's improvement will be evaluated.

Conclusion

At all times the various forms that discipline takes at CCS will follow the clear guidelines and requirements of Scripture. Specifically, parents can rely upon the school to administer student discipline which will:

1. Reflect Biblical standards of fairness and justice
2. Preserve the student's dignity having been made in God's image
3. Fit the misconduct in intensity and kind
4. Act as a restraint for further misbehavior
5. Require restitution for loss
6. Call the student to abandon old ways.
7. Direct the student to forgiveness and reconciliation
8. Instill hope for change

While the faculty and administration of Covenant Christian School believe in and support the principles contained above, the school recognizes that not all parents may fully understand our policy and practices. Questions to the administration are invited from parents who are concerned about this important component of a Covenant education. Please direct these concerns to the administration so that an understanding is reached before enrollment or whenever parent concerns surface.

RESOLVING CONFLICTS

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Matthew 18:15-17

The Scriptures have a definite pattern to follow in the area of interpersonal problems. I Corinthians 13 teaches that love always believes the best about another individual. If a problem does arise between a parent and a teacher, a parent and the Administration, or a parent and a parent, it should be dealt with quickly and prayerfully with love, patience, forgiveness, and with the goal of reconciliation. Only if the conflict cannot be resolved, should others be involved (e.g., the Administration). Open communication and Christ-like relationships are two keys to developing a school that is positive, mature, and glorifying to God.

Certain Biblical lines of authority are followed at Covenant:

1. Classroom problems will be handled between the parent and teacher primarily. If either party does not satisfactorily resolve the problem, the next step is to involve the administration.
2. Problems with school policy, procedure, or philosophy should be taken up with the administration first, and then with the School Board if no solution is found. Parents wishing to meet with the Board need to submit a request in writing. The Board will take appropriate action at its discretion, but no later than the next regularly scheduled meeting. Its decision will be considered final by all parties. CCS staff and parents agree to this as the only appropriate procedure to follow should disagreements or other offenses occur.
3. Parent-to-parent problems should be solved between the persons involved, without the involvement of teachers, the administration, or other parents. Parent-to-parent disputes should not be handled on school property, nor should such disputes influence the behavior of the parents' children at school.

Problems between individuals should be handled honestly, directly, lovingly and in a spirit of humility. If these guidelines are followed both at home and in school, God will bless our relationships with others.

DRESS POLICIES

Please ensure that your child is equipped with the proper uniform. K4 students are not required to wear a uniform belt except when participating in a field trip or a school program. Parents are required to bring an extra uniform to keep in your child's cubby. Label all uniform items with your child's name and enclose the items in a large Ziploc bag that is marked with the student's name. If the extra uniform is used, it is the parent's responsibility to provide a clean replacement the next day their child attends.

UNIFORM WARDROBE

Girls

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Jumper	Plaid jumper in style #172 or #194 in plaid #57. Length must be to the knee all the way around. Privacy shorts must be worn.
Knit Dress	Navy only. Privacy shorts must be worn. CCS Logo Required.
Privacy Shorts	Navy or black bike shorts for under jumper (mandatory).
Skort	Full Wrap in plaid #57. Length must be to the knee all the way around.
Shorts	Pleated or flat front in Khaki or Navy (Bermuda length).
Pants	Pleated or flat front in Khaki or Navy.
Blouse	Peter Pan, S/S or L/S, in white. Shirt may only be worn with Jumper. Must have Embroidered CCS Letters in Navy on Collar- Required.
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S, in White, Yellow, or Navy. Must have Heat Press or Embroidered School Logo-Required.
Fashion Fit Polo Shirt	White, Yellow, or Navy. S/S or L/S. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Belt	Leather in Black, Brown, or Navy (Not required for K4-K5).
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.
Shoes	Loafers, Mary Janes, Merrill or T-Strap Style (non-skid soles) – Black, Brown or Navy. Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAY

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but **MUST** be worn on Wednesdays.**

Jumper	Plaid jumper in style #172 or #194 in plaid #57. Length must be to the knee all the way around. Privacy shorts must be worn.
Privacy Shorts	Navy or black bike shorts for under jumper (mandatory).
Blouse	Peter Pan, S/S or L/S, in white. Must have Embroidered CCS Letters in Navy on Collar-Required.
Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Socks-Knee High	Navy or White.
Tights	Navy or White.
Shoes	Loafers, Mary Janes, Merrill or T-Strap Style (non-skid soles) – Black, Brown or Navy.
Hair	Hair accessories in Plaid #57. Hair accessories in colors that match the school colors, in Navy, White, Khaki, Light Yellow, and Light Blue. Hair accessories such as feathers, beads and neon braids will not be permitted.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo-Required. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

**Please note that shirts, jackets, and sweaters must be purchased from either Uniform Source or French Toast for them to be logoed and embroidered. These companies will no longer logo or embroider shirts that are not purchased from them.

Boys

DRESS UNIFORM FOR: MONDAY, TUESDAY, THURSDAY AND FRIDAYS

Pants	Pleated or Flat Front in Khaki or Navy.
Shorts	Pleated or Flat Front in Khaki or Navy (Bermuda length).
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. Must have Embroidered CCS Letters in Navy on front pocket-Required).
Polo Shirt	Pique or Jersey Poly/Cotton S/S or L/S in White, Yellow or Navy. Must have Heat Press or Embroidered School Logo-Required.
Turtleneck	White or Navy. Must have Embroidered CCS Letters in Navy on Collar-Required.
Sweatshirt	Crew Neck Pullover in Navy. Must have Heat Press or Embroidered School Logo-Required. This item may not be worn for PE.
Belt	Leather in Black, Brown, or Navy. Optional for K4.
Tie	Stripe #18. Optional for K4.
Socks	Crew in White, Navy, Black or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown. Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

SWEATERS AND JACKETS FOR: MONDAY-FRIDAYS

Sweater	V-neck cardigan sweater in Navy. Must have Embroidered School Logo-Required.
Fleece	Full zip or ½ zip in Navy. Must have Embroidered School Logo-Required.
Windbreaker	Fleece-Lined with Hood in Navy. Must have Embroidered School Logo-Required.
Jersey Zip	Jersey Zip Jacket with Hood in Navy. Must have Embroidered School Logo-Required.

CHAPEL UNIFORM FOR: WEDNESDAYS AND SPECIAL SCHOOL FUNCTIONS

** Chapel uniforms may be worn every day but MUST be worn on Wednesdays.**

Pants	Pleated or Flat Front in Khaki.
Dress Shirt	Oxford Cloth, S/S or L/S in White. Only worn with Khaki pants. Must have Embroidered CCS Letters in Navy on front pocket-Required).
Belt	Leather in Black, Brown, or Navy. Optional for K4.
Tie	Stripe #18. Optional for K4.
Socks	Crew in Navy or Khaki.
Shoes	Loafers, Bucs, or Merrills in Black or Brown.
Sweater	V-neck cardigan sweater or sweater vest in Navy. Sweater vest can only be worn on Chapel days. Must have Embroidered School Logo-Required.

PE UNIFORM-TO BE WORN ON CLASS ASSIGNED PE DAYS

T-Shirt	Ash t-shirt. Heat Press School Logo- Required.
Sweatshirt	Crew Neck Pullover in Ash. Heat Press School Logo- Required. *The navy logoed sweatshirt may not be worn for PE.
Shorts	Mesh in Navy, Heat Press School Logo- Required. (Must be long at just above the knee).
Sweatpants	Navy, Heat Press School Logo-Required.
Socks-Triple Roll Down	Navy or White. *Cannot wear ankle socks, no bare leg.
Shoes	Athletic Shoes in White, Black, Navy, Brown, Tan or Grey. *No light up, rolling, making noise, character, camouflage, neon or high tops.

****Please note that shirts, jackets and sweaters must be purchased from either Uniform Source or French Toast for them to be logoed and embroidered. These companies will no longer logo or embroider shirts that are not purchased from them.**

SPECIAL DRESS

Uniforms are to be worn on all field trips, unless otherwise specified by administration.

SPIRIT DRESS DAY

Students are occasionally awarded a ‘Spirit Dress Day’ for special occasions. At such times, students may wear any CCS t-shirt with a CCS uniform bottom. There will be written notification of spirit dress days.

DRAWSTRINGS ON CLOTHING

A potentially dangerous situation exists for children wearing jackets with drawstrings at the hood or waist. These strings or cords can become caught on play equipment, such as the slides and climbing apparatus, and children can become entangled resulting in injury. Therefore, parents must either remove clothing drawstrings entirely (hood and waist) or cut and stitch them close to the article so that there is no possibility of catching on anything. For their own safety children who wear jackets or other clothing with strings will not be permitted to play on any of the play equipment until the problem is remedied.

DRESS CODE ENFORCEMENT

Students are expected to be in uniform on the first day of school, and all clothing must be kept in good condition (e.g., not torn, faded, or overly worn). Students who are out of uniform for any reason (other than on a spirit dress day) may receive a uniform violation notification, which must be signed by a parent and returned to the school. After a student has received two (2) uniform notices, any subsequent uniform infraction(s) during the remainder of the school year may result in a telephone call to the parent. The parent may be asked to bring to school the appropriate uniform item(s).

HEALTH, MEDICAL, AND EMERGENCY POLICIES

HEALTH RECORDS

Students must have an appropriate health form on file in FACTS SIS before the first day of school. Parents must also make the teacher aware of any health problems. A Certificate of Immunization (Form 3231) must also be on file for every student. These forms are available from your physician or the health department. No student will be admitted to class unless immunizations are up-to-date, and the appropriate forms are on file in the school office.

COVID 19 POLICY

Introduction:

These color codes set standard groups of policies that may be implemented as precautions against COVID-19. The Logic School and Grammar (Elementary) School may be put in different codes as appropriate and per the decision process.

The school facility has been equipped with advanced filtration technology to minimize airborne spread of COVID-19 and that equipment will be run at all times the facility is open.

School events will be conducted in a manner that complies with the current standards in effect.

This policy will be evaluated by the CCS Board of Trustees at its normal monthly board meeting.

Green (Open): Campus wide open; masks optional; parents and visitors are allowed to come without restrictions; all specials and lunch are in classrooms/lunchroom.

Decision Process: Head of School notifies the community of a COVID concern for the school based on public health data and/or school circumstances and notifies the board of reasons and recommendations; Board votes within thirty-six hours.

Yellow (Limited Community Access): Whether a child is required to wear a mask is determined by the decision of the child's parent or guardian. The parent or guardian's choice will be enforced by the school administration. Only parents or guardians of current or prospective students may visit the classroom. No more than two visitors to a classroom. Visitors must have had no COVID symptoms in the last five days. Visitors will have their temperature checked and masks are optional. Children eat in the lunchroom. Special classes are conducted in the special's classrooms.

Decision Process: Head of School notifies the community of COVID concern for the school based on public health data and/or school circumstances and notifies the Board of reasons; Board votes within thirty-six hours.

Orange (Class Stays Together): Special classes are conducted in the special classrooms; lunch siloed in regular classrooms; parents not permitted in classrooms; masks required for all students in common areas (carpool, hallways, and chapel); Only parents and guardians of current students are allowed to visit and must be masked and are not admitted inside classrooms. Visitors must have had no COVID symptoms in the last five days. Visitors will have their temperature checked.

Decision Process: Head of School notifies the community of COVID concern for the school based on public health data and/or school circumstances and notifies the Board of reasons; Board votes within thirty-six hours.

Red (Class Stays in Classroom): Classes remain in person with all specials including lunch siloed with a virtual chapel; masks required for all students at all times; no visitors permitted; students not permitted to walk hallway (except Logic School); if a student is sick, then the nurse or Head of School visits the classroom.

Quarantine Policy: Being in a class with someone who tests positive is an exposure. Where the point of exposure occurred in the school setting, students who are **asymptomatic** may immediately return to class if the parent chooses but must wear a mask while on school property for five days after exposure.

Where the point of exposure occurs in the school setting, students who are **symptomatic** must follow the isolation policy indicated below.

Isolation Policy:

- Any student or faculty member who tests positive for COVID-19 will be required to isolate in accordance with GADPH guidelines.

MEDICATION

We will administer medication to your child **ONLY** under the following conditions:

1. The medicine, whether prescription or over the counter, must be brought to the school office by parents and labeled with your child's name.
2. Prescription medicine must bear the original pharmacy label with your child's name as the patient (e.g., not brother or sister).
3. A parent must fill out a medication permission form (located in the school office) that includes dosage and dates for administering medication for all over the counter and prescription medicine.
4. The office will administer first-aid for minor cuts and scrapes.

EMERGENCY MEDICAL CARE

If a child becomes ill or injured while at school, the parents will be contacted immediately. For this reason, it is of the utmost importance that the Emergency Contact Information is kept up to date in FACTS SIS. If the parents cannot be reached, a designated relative or neighbor (or, in an emergency, the family physician) may be contacted. In case of extreme emergency, if the school is unable to contact the parents or the family physician, the doctor or hospital of the school's choosing may be contacted and asked to administer emergency aid to the child. Obviously, in case of a perceived life-threatening emergency, emergency services will be contacted.

PARENT NOTIFICATION

A. Illness/Injury/Adverse Reaction to Prescribed Medications:

See Emergency Medical Care above

B. Exposure to a communicable disease:

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- | | | |
|----------------|-------------------|--------------|
| 1. Chicken Pox | 5. Whooping Cough | 9. Impetigo |
| 2. Measles | 6. Pinworms | 10. Pink Eye |
| 3. Mumps | 7. Scabies | 11. Lice |
| 4. Pneumonia | 8. Ringworm | |

C. Exclusion of sick children:

Children who come to school with a fever, excessive sneezing or coughing, upset stomach, and the like, risk spreading illnesses to other children. Please keep your children at home when they are ill or exhibit any of the following symptoms:

1. Any fever: Students should remain at home, fever free, for 24 hours or for 1, full, school day following the day the student is sent home before returning to school.
2. Vomiting or diarrhea (If vomiting or experiencing diarrhea at school, the student will be sent home immediately and can return with no other occurrence for 24 hours, or for 1, full, school day following the day the student is sent home.
3. Inflamed throat and/or mouth
4. Rash (unless known to be non-contagious)
5. Coughing, sneezing, runny nose or eyes (unless clear drainage due to allergies)

CHILD ABUSE REPORTING REQUIREMENTS

Under Georgia law, code section 19-7-5, mandatory reporting is required by Covenant Christian School teachers/staff/officials when reasonable cause exists to believe a child has been abused, which is defined as follows:

“(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child; (B) Neglect or exploitation of a child by a parent or caretaker thereof; (C) Sexual abuse of a child; or (D) Sexual exploitation of a child.

“An oral report shall be made as soon as possible by telephone or otherwise followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by

the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.”

TUITION, FINANCIAL POLICIES, BEFORE/AFTER CARE

Covenant Christian School is a not-for-profit, 501(c)(3) corporation. We are a ministry to Christian families desiring a Christ-centered, classical, quality education for their children. We are not subsidized by any church or denomination. As a result, tuition is our primary source of income. Financial policies at CCS are designed to be as clear and equitable as possible.

We believe that the tuition and fees are an investment in your child’s education and religious formation. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition and the manner of payment. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. As with any relationship, communication is key. This policy aids the Board in their responsibility to ensure those financial resources are in place, but in no way does it replace the need for one-on-one interaction between our families and staff. Please take the opportunity to read and understand our financial requirements.

It is vital that all CCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. Timely payments are necessary to maintain a reputable Christian witness in the community. Please carefully read each section of the financial policy below. Should you have questions or encounter any difficulty, please call the office at 770-435-1596.

Any payments must be processed either online through your FACTS account or through the bookkeeper in the business office. For your safety and security, the school office does not process financial payments.

TUITION RATES

Tuition rates listed are for the 23/24 school year. Each year the board assesses tuition and may apply an increase. As soon as new tuition rates become available, they will be sent out to families and updated on the CCS website.

Application fee: **\$75** (Non-Refundable)

Non-Refundable Student Enrollment/Registration fee: **\$500.00** (This amount is paid after the student is accepted.)

ANNUAL TUITION

Parents may choose one of the following payment options:

1. 100% payment in full, upfront by July 31, 2024.

2. Semi-Annual: First payment due July 01, 2024, second payment due October 01, 2024.
 - o There is an annual fee of \$30/family for the 1 or 2-payment plan for the 2024/25 school year.
3. Ten monthly installments OR twelve-monthly installments beginning prior to July through FACTS Tuition, a direct tuition account service.
 - o There is an annual fee of \$55/family for the installment plan for the 2024/25 school year.

First installment is due on July 1 or 20

Note: The following rates are for the 2023-2024 school year.

Grade Level	Annual Tuition	10 Monthly Installments	12 Month
K-4 (1/2 day)	\$8,196	\$820	\$683
K4 Full Day	\$11,206	\$1,121	\$934

TUITION DISCOUNTS

The Board has approved discounts for Re-enrollment of 5% (for current families who re-enroll during the months of October through January only) and Longevity of 1% for each year completed.

LATE PAYMENTS & DELINQUENT ACCOUNTS

It is the responsibility of each school family to inform the school office of any changes needed to be made in the tuition payment plan. Without such information, the following policy will apply when tuition payments are received late:

Full Payment: If the total tuition is not paid by July 20, the status will be changed to the ten-month payment plan through FACTS. The family will be billed the \$55 set-up fee.

Two Payments: If 50% of the total tuition is not paid by July 20, the status will be changed to the ten-month payment plan through FACTS. The family will be billed the \$55.00 set-up fee.

Late Payments of Deferred Payment Plans: All late payments or payments missed due to insufficient funds will incur a late fee (You may incur additional fees from your financial institution). A missed payment will be reattempted by FACTS within 15 days.

Delinquent Accounts:

The following guidelines apply to all accounts that are past due, including tuition or before/after care:

- If your account is past due, your FACTS SIS account may be disabled. Access may not be re-instated until the account is brought up-to-date.

- If a families' before/after care account becomes past due for more than 5 days, we reserve the right to add the balance into the next tuition payment with FACTS.
- Any past due accounts at the end of the school year may result in re-enrollment for the following year to be blocked. Additionally, student academic records will be held from parents or schools requesting files until the account is paid in full.
- After thirty (30) days of delinquency, a \$25 finance charge may be applied per student to the current balance due. A letter will be sent to the parents/family stating that the student may not be allowed to return to school if the account is over 60 days of delinquency.
- After sixty (60) days of delinquency, if no agreement has been made, the student may not be permitted to class until the account is made current. If this happens, the student may be not allowed to take final exams, receive report cards, begin another semester, transfer permanent records, or graduate until the account is current. Students may receive zeroes for work missed. No records may be transferred to another school until all accounts are complete.
- If a student is not attending Covenant Christian School due to payment delinquency, the student may not be allowed to participate in any sporting event or school activity during this time.

Delinquent Accounts from Previous Year(s):

- Returning Students
 - If the amount owed is less than \$200, the delinquent amount may be included in FACTS first payment for the year.
 - If the amount owed is over \$100, access to FACTS SIS may be suspended and the student's report card may not be released.
 - If any outstanding balance remains at the end of the school year, the student may not be re-admitted to Covenant Christian School for the next school year until paid in full.
- Non-Returning Students:
 - Access to FACTS SIS may be terminated.
 - Student records may not be released.

Penalties for Persistent Delinquent Accounts:

- Covenant Christian School reserves the right to impose penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams,

restricting student participation in extra-curricular activities, withholding of yearbooks and withholding of transcripts and records.

Withdrawal:

- Tuition for the entire academic school year is expected. If a student is withdrawn for any reason, the Head of School may request an exit interview with the parents. All tuition and fees for the entire year are payable whether the withdrawal is voluntary or involuntary (e.g., expulsion). Depending on the circumstances of the withdrawal, the board of trustees at its discretion may make an exception to this policy. Generally, the minimum amount the board will assess for a withdrawal is 10% of the total tuition plus the full tuition amount of the current month the student is being withdrawn. In order for the board to consider any tuition reimbursement for withdrawal of a student, the parent/guardian or person responsible for the tuition must obtain a student withdrawal form from the office, fill it out, and submit it to the headmaster, who will present to the board committee for approval.
- There is a withdrawal fee of \$50.00.

Financial Aid:

- Each year the board of trustees includes in the budget limited financial aid for students who can demonstrate that without financial assistance they would otherwise be unable to attend our school. Each candidate is required to complete an application online for aid. Information submitted is strictly confidential. The complete application, together with any other information the candidate deems appropriate to submit, will be used in determining how much, if any, financial assistance is awarded. Candidates are notified by mail, and the financial aid awarded is applied to reduce the tuition balance. You may apply for financial aid after re-enrolling or applying to the school.

BEFORE/AFTERCARE PROGRAM

Beforecare Hours	7:00 – 8:00 a.m.	Aftercare Hours	3:30 – 6:00 p.m.
Beforecare Fees	\$72.00/month or \$12.00/day	Aftercare Fees	\$15.00/day (or \$7.50/day if attending an after-school activities)

Payment is preferred in advance for the Before/Aftercare Program. Payments may be made online via FACTS SIS or you may bring the money to the business office the next school day.

Any account that becomes past due may result in losing access to Before/Aftercare services and/or your FACTS SIS account being disabled. Access may not be reinstated until the account is brought up-to-date.

Late Pick-ups

All students should be picked up by 6:00 p.m. A charge of \$5.00 will be added for each minute a student is late being picked up.

MONEY SENT TO SCHOOL

Do not send money with your child to the school. Please come to the business office to make payments, mail them to the school, or call via phone to pay by credit or debit card.

MISCELLANEOUS POLICIES

FIRST DAY OF SCHOOL FOR YOUNG STUDENTS

Entering preschool is a big step in the life of a young child! Even though it may be very difficult, the first day of preschool is more successful if the parents do not stay with the child. The first day sets the tone for the rest of the year. The adjustment to school life is relatively easy or more difficult according to the personality and maturity of the child and according to the reaction at home. The classroom situation, with new friends, new surroundings and activities can both excite and wear children out. If your child is overly tired at first, it does not mean he/she cannot adjust, but only that you must be patient until he/she gets used to it. Please speak with the teacher if you have any concerns or notice unusual changes in your child.

NEW STUDENT PROBATION

Every new student accepted into Covenant Christian School will be on probation for nine weeks in order for the administration/faculty to assess his/her academic, behavioral, and social compatibility with the general program of the school and/or grade level. A student's failure to pass the probationary assessment, as judged by the administration/faculty, may result in any of the following individual or combination of the following actions, while not being limited to these actions:

1. Extended probation
2. Reassignment of the student to a different class or grade.
3. Required counseling, remediation, testing, tutoring, and other programs as designated by the administration
4. Required withdrawal of the student by the administration

PARENT AND TEACHER FELLOWSHIP (PTF)

The Parent and Teacher Fellowship (PTF) is the main school parent support group. It is organized around a three-fold mission to encourage fellowship among parents and teachers, to raise support for specific student and teacher projects, and to promote the overall ministry of the school as directed by the Head of School. Membership is on a voluntary basis and is comprised of parents of enrolled students and teachers. Officers are elected each spring for the following school year. The PTF Council is made up of the officers, PTF class representatives, the Head of School and Faculty. Announcements of meetings and activities are made throughout the school year.

FACTS SIS

FACTS SIS is a private and secure parents' portal that allows parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. FACTS SIS is used as one of the primary sources of communication and information for CCS. Every parent must create a FACTS SIS account. Instructions on how to create an account are given to new families at the time of registration.

PARENT PRAYER AND ENCOURAGEMENT

The continued blessing from God is a direct result of the prayers of families and friends of our school. Teachers and staff are encouraged, students' lives are changed, and the overall program is strengthened when God's people pray for our school. In addition, thoughtful and encouraging comments and notes sent to the teachers and staff are greatly appreciated. Many individuals are involved in the nurture of each student every day, and an expression of appreciation for them provides real and sustained encouragement in their work.

FUNDRAISING AND DONOR SUPPORT

The volunteer and charitable support provided by the CCS community contributes to the school's educational programs in significant ways. Covenant enjoys a tradition of philanthropic support and appreciates the many ways in which its partners contribute time, energy, and financial resources.

As in most private schools, tuition does not cover the entire cost of running the school. Covenant has been intentional in keeping fundraising to a minimum. To that end, CCS holds several events throughout the year that contribute directly to the Covenant Fund. The Covenant Fund helps support the life of the school and enhance the educational opportunities in the classroom and beyond. Each year, families are asked to prayerfully consider making a contribution, at the level comfortable to them, to help cover the remaining needs of the school.

WORKDAYS

Workdays are planned for a variety of jobs requiring the skills and labors of school parents and friends. Through parent participation in these activities the school is able to keep its operational costs low. In order to keep tuition and fees at reasonable levels, parent cooperation and support in work projects is essential.

ROOM PARENTS

Mothers or fathers who are interested in becoming Room Parents may do so by signing up for this job at the Parent Orientation Night or by informing the classroom teacher. Room Parents will be responsible for helping with parties and field trips as well as coordinating with the PTF representative for their child's class. The parents who serve as PTF Representatives will attend a monthly meeting and coordinate the PTF activities/fundraisers for the K4 class. We hope that each parent will grace us with his or her special gifts, talents, and interests at some point during the school year. Parents and grandparents are encouraged to volunteer for story time, arts and crafts, music, technology or any other area that will enhance our learning experience. Above all

other needs, however, the Principal and teachers seek your constant prayers for the health and well-being of our classes and school.

PARTIES

Special class activities are held during the year for individual classes such as Christmas, 100th day of school (end of January or early February), Valentine's Day, and end-of-the-year. In general, the Room Parent will coordinate the class parties; however, all of our parents will be asked to provide donations, goodies, decorations, games, crafts, etc. Please do not provide decorations involving Santa or celebrating Halloween. Any parent who would like to plan a party for the class should contact the teacher.

Each student will be recognized on his/her birthday. If you would like to do something special on your child's birthday (cupcakes, cookies, etc. during snack time), that would be great! Please let the teacher know ahead of time. Teachers and staff must check all ingredients on packages. Balloons and goody bags are not allowed for birthday celebrations. Also, we ask you not to distribute party invitations at school unless all of the students in the class are invited.

HOLIDAYS

Covenant Christian School maintains the sacredness of holidays. Christmas is celebrated as the birth of Christ; thus, content related to Santa Claus is not permitted. Easter is celebrated as the death and resurrection of Christ; thus, content related to the Easter Bunny is prohibited. Themes of Halloween (witches, goblins, etc.) are not permitted.

CHURCH ATTENDANCE

CCS believes that the Christian church is the primary institution to which God has committed the ministry of the Word of God and pastoral oversight. We require our CCS parents to maintain active membership in local Christian churches of evangelical faith. We want all of our students to commit to fruitful participation in their churches and, therefore, expect that our students will regularly attend Sunday worship in local churches of historic Christian faith.

PERSONAL ITEMS

Students may not bring to school video games, disc players, MP3 players, I Pods, action figures, toys, or any other items not required for class without prior approval. The school is not responsible for damage or loss of any item brought to school by any student for any reason, and the school may confiscate inappropriate items if brought on to the campus.

LICENSED MEDIA

Strict copyright laws protect the rights of owners of copyrighted media used by schools and households. Videos, social media, books, and other printed or recorded materials used at CCS may be used only in the manner for which they were licensed. Photographs of current students may be used in CCS licensed materials from time to time. Names of students will not be published in publications without prior parental consent.

LOST AND FOUND

The school office or the child's classroom will keep any lost item. Please be sure that any clothing, books, book bags, and other items are labeled with the child's name. This is especially

important for uniform items since they look alike for everyone. If any unlabeled item is unclaimed at the end of each semester, it will be sold in the uniform store or given to charity.

SNACKS

At 9:45 am, each K4 class will have a 15-minute break for snack. The Full-Day K4 classes will have a second Snack at 2:15 p.m. Please send healthy snacks and drinks, approved by the USDA, for your child to enjoy. Please do not send high sugar-content snacks. Students are not permitted to chew gum and may NOT share snacks with other students.

LUNCH

The school's hot lunch program is catered by Chef Advantage. Parents may order lunch for their child(ren) by going to the caterer's website to complete the order. Instructions for ordering lunch are provided to parents at the time of registration and the beginning of the school year. Any questions regarding problems with individual lunch orders or requests for refunds should be handled directly with the caterer. If a child is absent from school, a lunch credit will not be issued.

Students may also bring a lunch from home; however, lunches must not require special handling or preparation and must be entirely self-contained. Do not send any items in glass containers.

Students are expected to eat lunch at school. Lunches must be brought from home with the student in the morning. If your child forgets lunch, you will be contacted about bringing one for them. Parents are invited to eat lunch at school with their children.

PHYSICAL EDUCATION

CCS now offers a PE program designed for K4 students. This group instruction for 30 minutes every week is VITAL. It will improve the student's health-related fitness and motor skill development, thereby enriching the psychological well-being of the whole child. PE uniform is required. Students are also asked to bring a bottle of water to every class.

The aim of our charge is love that issues from a pure heart and a good conscience and a sincere faith. I Timothy 1:5