

# STUDENT HANDBOOK

## 2021-2022



“Academic Excellence in a Christian Atmosphere”

COVENANT CHRISTIAN ACADEMY  
Of the Lehigh Valley  
75 E. Union Blvd.  
Bethlehem, PA 18018  
610-868-7302  
[www.cca-lehighvalley.org](http://www.cca-lehighvalley.org)

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## TO OUR PARENTS

Thank you for choosing Covenant Christian Academy for your child's education. Training children is an awesome responsibility, and the staff of CCA is committed to doing it with excellence. However, we cannot do it alone. You, the parents, remain the primary teachers and trainers; for Deuteronomy 6:6-7 is God's instruction to parents, not school teachers.

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." – Deuteronomy 6:6-7, NIV*

Therefore, educating your child must be a cooperative effort between home and school. If either is lacking, the student will not have the full learning experience necessary to be a well-adjusted, mature adult. We ask you to begin this school year by reading this handbook with your child, impressing on him/her the importance of respecting authority – teachers, staff, bus drivers, and other parents. **PLEASE KEEP THIS HANDBOOK FOR THE ENTIRE SCHOOL YEAR!** This book will be our guide for any issues that may arise during the course of the year.

Children are so precious to Jesus. He showed us that no matter how busy we are or how important our work may be, we should always make time for them! "Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these" (Mark 10:14, NIV). May God bless our year together!

In His service,

A handwritten signature in black ink, appearing to read 'Philip Miller', with a long horizontal flourish extending to the right.

Philip Miller  
Principal

## **PHILOSOPHY OF EDUCATION**

Our philosophy is based on the Holy Bible, which presents God as the Center of Life. He created and sustains all things through His Son, Jesus Christ. (Colossians 1:26-27)

Covenant Christian Academy has been established to provide a sound education of high academic standards, integrated with the truth of the Holy Scriptures, and to assist parents in applying Scriptural direction. (Deuteronomy 6:6-7; Ephesians 6:4)

We believe that true education must meet the needs of the whole child spiritually, mentally, emotionally, physically and socially. We realize that although knowledge of content is similar between the Christian and non-Christian viewpoints on a given subject, no subject can be taught in the totality of its truth if the Creator, Christ, is ignored or denied.

The goal of our educational process is to instill in our students a system of values consistent with the Bible, and to educate youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

Attendance at Covenant Christian Academy is a privilege, not a right. Parents and students are expected to be fully supportive of the philosophy of our school.

## **MISSION STATEMENT**

Covenant Christian Academy exists to be an extension of the Christian family in training and developing the whole student for committed service to our Lord Jesus Christ through quality academic instruction, imparting Biblical values and providing activities designed to foster personal growth.

*It is, therefore, the goal of Covenant Christian Academy to teach and support the principles, beliefs and values of the Statement of Faith, Philosophy of Education and Mission Statement in our role as an extension of the Christian family in the process of educating our children.*

## **ORGANIZATIONAL MEMBERSHIP**

CCA is a parent-run school governed by the CCA Board of Directors. The Board consists of a minimum of six individuals and up to a maximum of ten individuals with majority parent representation.

We hold memberships with:

- The Association of Christian Schools International (ACSI)
- The Mid-Atlantic Christian School Association (MACSA)

## **ADMISSIONS POLICY**

Covenant Christian Academy (CCA) admits students of any race, color, national origin or ethnic background.

All applications are made to the governing authority of CCA, who reserves the right to accept or reject any application. The admission procedures include the submission of a written application form with the application fee, an application review, a family interview, payment of the registration fee, and testing to enable the administration to make a responsible decision.

Only the authorized guardian of a potential student may apply for admission to CCA. An authorized guardian is defined as a person who meets the current IRS criteria to claim the applicant as a dependent on their current federal tax return. Proof of the parents/guardian's compliance with this requirement may be requested by CCA at any time. This requirement must be met as a condition of continued enrollment and serves as the basis for qualification for multiple child discounts and financial aid.

Christian testimony affirming at least one (1) parent/guardian's acceptance of Jesus Christ as their Lord and Savior and faithful church attendance by the applicant and his/her parents/guardian are preferred. Regular attendance at scheduled parent-teacher conferences are also conditions for acceptance and continued enrollment. Parental involvement in the School's activities and functions are critical to our school's success. Financial obligations must be met for continued enrollment.

All applicants who are accepted are done so on a six-week trial basis. If at any time during the school year the student's conduct or academic performance or any other requirement for admission falls below the acceptable standards as established by the CCA Board of Directors, then tutoring, counseling, or withdrawal may be required.

Students entering Kindergarten must be five (5) years old by October 1<sup>st</sup> of that current year. New students in all grades will be expected to take an entrance examination as part of an overall screening process.

Enrollment as a student at CCA does not guarantee re-admission or continued enrollment. CCA reserves the right to deny admission or discontinue enrollment to any student whose actions demonstrate that it is not in the Academy's best interest.

Covenant Christian Academy reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a student at any time.

## **FINANCIAL POLICIES**

*The following policies are reviewed annually by the CCA Board of Directors:*

### **Application and Testing Fee**

A \$50.00 (\$75.00 for two or more) application and testing fee is charged for processing the application and administering the entrance test. This fee is due at the time of the testing and is non-refundable (unless the student is not accepted).

### **Registration Fee**

A \$50.00 (\$75.00 for two or more) registration fee is charged to reserve a place in class for the student and establish student files. For new students, this fee is due when you're notified that the child is accepted. Returning students should include the registration fee with their re-enrollment form. This fee is non-refundable and non-transferable.

### **Book Fee**

Tuition payments do not cover the cost of books and supplies. A non-refundable book fee of \$175, per student, is charged to cover the textbooks and workbooks a student will need during the school year. Book fees are due by July 1<sup>st</sup>. This fee must be paid in order for your child to begin the school year.

### **Tuition**

Tuition and fees are reviewed annually. Tuition and other fee information will be provided to every family at the time of application or re-registration. It is expected that parents enrolling their children will meet their financial obligation to Covenant Christian Academy (CCA) of the Lehigh Valley by paying tuition and fees on time.

Families can pay their tuition bill in one of three ways:

1. Full payment in August. This payment will be made directly to the school and will entitle you to a 5% discount on your tuition bill.
2. A two payment option with half paid in August and half paid in January; this plan entitles you to a 3% discount on your tuition bill.
3. 10-Month Plan. Automatic ACH payments are processed through ESSA Bank, or you may pay directly at the school office. Most plans run from September – June.

## **DELINQUENCY POLICY**

Covenant Christian Academy of the Lehigh Valley wants to keep tuition rates low so families can benefit from a quality, Christian education at a reasonable cost. To achieve this, we need each family to stay current on their financial obligations. If accounts are not current, certain documents may be withheld until payment is received, for example, a student's report card.

If you experience a financial hardship, please contact the school immediately.

The policy for payment and late fees is as follows:

- Accounts must be paid by the designated date.
- Accounts not current by the 10<sup>th</sup> day past the due date will be assessed a \$25.00 late fee.
- Accounts not current by the 20<sup>th</sup> day past the due date will be assessed an additional \$50.00 late fee.
- Accounts not current by the 30<sup>th</sup> day past the due date will result in suspension from school until the full balance is paid, including a \$100.00 re-entry fee (*unless another payment arrangement is made through the Board of Directors*).
- Report cards will not be issued if your account is delinquent. Permanent records, transcripts, and diplomas will not be issued until your account balance is brought current.
- Any checks returned due to insufficient funds will be issued a penalty fine of \$35.00.
- Re-enrollment will only be accepted for families whose account is current.
- We reserve the right to take collection action on your account up to and including sending it to a collection agency.

We are unable to accept post-dated checks.

## **WITHDRAWAL POLICY**

In the event a student withdraws from CCA and transfers to another school, all financial obligations (including, but not limited to: tuition, fees, books, etc.) must be paid in full before the student's records will be released.

*Current tuition amounts, fees, books, registration, etc. are available from the office on the Tuition information sheet.*

### **Early Withdrawal Policy**

- If a student withdraws in the 1<sup>st</sup> semester, parents/guardians are responsible for tuition payments for half the year.
- If a student withdraws in the 2<sup>nd</sup> semester, parents/guardians are responsible for the entire tuition amount.

## **FIRST DAY OF SCHOOL**

We feel it is in the best interest of the child if parents leave him/her with the teacher on the first regular day of school, except for Kindergarten Students. Even if the child seems frightened or uncertain, the teacher is trained to help your child soon feel loved and comfortable in the classroom. Parents remaining at the door make the period of adjustment more difficult for the child, the parent and the teacher.

**Should parents desire to see their children or their teacher after this time, please go through the school office.**

## **HOLIDAYS**

Holiday themes which are not consistent with Christianity will not be celebrated. Halloween or any recognition of the holiday is strictly prohibited at CCA. Children are not permitted to bring costumes for *any reason* during this season.

Covenant Christian Academy will not emphasize the humanistic view of the holiday seasons. The Scriptural emphasis of each holiday will always be maintained. For example, our fall emphasis will be on "Harvest" rather than Halloween. The Christmas emphasis will be "The Birth of Jesus" rather than Santa Claus. The emphasis at Easter will be "The Resurrection of Christ" rather than the Easter Bunny.

## **STANDARDS OF CONDUCT**

Covenant Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10, Galatians 5:14). The result is a life consecrated to God and separated from the world.

The Christian life should be marked by self-control and honorable conduct. Each student is expected to respect the property God has provided to CCA and the rights of others. We offer these guidelines as what we see as essential rules of conduct and procedure in this school. These rules will be taught to the students and consistently enforced by the teachers in the classroom and throughout the school.

### In General

- Students shall show respect for each other's rights and property.
- Students shall respect and obey their teachers and other school personnel.
- Students shall respect and take care of school property. Students and parents will be held responsible to pay for any damages.
- Students shall not leave class or school property without permission.

### In the Building

- No running shall be allowed in the building except during supervised Physical Education activities.
- No talking in the halls when other classes are in progress.
- Walking single file and to the right to allow others to pass in the halls.
- No rowdiness will be allowed in any area.
- No aggressive physical contact of any kind is allowed, even under the guise of joking. The ***Hands Off Rule*** is always in effect.
- Each student is expected to help maintain the general cleanliness of the school by picking up any paper or litter dropped.

### In the Classroom

- Teachers will make specific rules for their classrooms.
- Students will listen when others are speaking and will raise their hands for permission to speak.
- No writing or passing of notes, tossing objects, or playing with "attention getting" objects shall be allowed.
- Seat assignments will be made by the teacher.
- Coats and jackets are to be hung in the coat areas provided.
- A student must never go into a teacher's desk, another student's desk or use items belonging to someone else without permission from the owner or teacher.
- No student is to add or delete anything from any bulletin board without teacher approval.

## Additional Concerns

No PDA - Public Display of Affection

Hall Pass - Hall passes are required any time a student is in the hallway or on school grounds during a regular class time.

Food - Food is not allowed during class time.

Back Packs - Must not be left in walkways or on classroom floors. This is a safety hazard.

Gum - No chewing gum is allowed.

Electronic Devices, games, tablets, iPads, phones, etc. should remain in the students backpack during school hours.

Ungodly literature and magazines will be confiscated and destroyed.

Any weapon of any kind at any time is strictly forbidden.

Occult literature and games are strictly prohibited.

Name calling, teasing or other means of hurting each other will not be tolerated.

Attitude - Perhaps the most important thing is the student's attitude. If a student has an inappropriate attitude he/she will be talked to by his/her teacher. If that does not work, a conference will be set up with the parent. **Repeated bad attitude will be grounds for expulsion.**

*Covenant Christian Academy is not responsible for lost, broken or stolen personal property. We reserve the right to take whatever action it deems necessary, including but not limited to, immediate suspension or expulsion to maintain its standard of conduct.*

## **WEAPONS POLICY**

### **Firearms & Dangerous Weapons on School Premises Policy**

The purpose of this policy is to ensure a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. The policy provides the power for school administrators and leadership to address potentially dangerous situations swiftly.

This policy serves to display “restorative justice”, which focuses on repairing harm, restoring relationships, and helping students become accountable for their actions.

Please discuss this policy with your children and emphasize that it is against school policy to bring weapons of any type to school. Also, please emphasize to your children, the importance of telling a teacher or staff member immediately if there is a weapon at school. This way, we are all working together to keep our school safe.

It is a violation of CCA policy for any student to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used for school activities.

### **Firearm Policy is regulated by State Law and is as follows.**

Pennsylvania prohibits the possession of firearms in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.<sup>1</sup> However, a defense to the statute exists where the weapon is possessed and used in conjunction with a lawful supervised school activity or course or “is possessed for other lawful purpose.”<sup>2</sup>

State law prohibits hunting with a firearm in a “safety zone,” defined as an area within 150 yards of “any attached or detached playground of any school, nursery school or day-care center.”<sup>3</sup>

Holders of a license to carry a firearm are subject to these location limits.

1. 18 Pa. Cons. Stat. Ann. § 912.
2. 18 Pa. Cons. Stat. Ann. § 912(c).
3. 34 Pa. Cons. Stat. Ann. § 2505(a), (c).

Antique firearms and fireworks are not included in this definition. Nor are knives included in the definition.

The following persons may carry firearms into school buildings and premises, as necessary:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture, or firearm safety course;
- C. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Students who violate this policy shall be subject to discipline.

### **Statement on Firearms Policy Enforcement**

This policy will be implemented per the due process provisions applicable. Each incident will be reviewed on a case by case basis and will be subject to disciplinary action as deemed necessary from the CCA Board of Directors in cooperation with the CCA School Administration and local law enforcement agencies as required by law.

1. Any student found to be in possession of a firearm will be immediately removed to the school office.
2. The firearm will be confiscated and locked away, and will not be returned to the student at any time.
3. School Administration will immediately notify the student’s parents or guardians of the policy violation.
4. When necessary or required by law, School Administration will contact local law enforcement officials promptly.
5. School Administration will notify The CCA Board of Directors. The Board of Directors will hold an emergency meeting to discuss the incident and disciplinary action necessary.
6. CCA may suspend or expel a student for violation of Firearms & Dangerous Weapons on School Premises Policy and reserves the right to take whatever action it deems

necessary to enforce the school's policy and provide a safe environment for students.

7. Any student who gives a weapon to another student will also be subject to similar disciplinary action as outlined above.
8. Decisions regarding the specific length of a student's disciplinary action will be made by the CCA Board of Directors with advisement from the School Principal. The disciplinary action will be kept confidential and attached to the formal incident report completed by School officials.

### **Dangerous Weapons**

Dangerous Weapons - means any object, device, or instrument designed as a weapon or capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury including but not limited to: sling shots, billy clubs, metal knuckles, daggers, any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility, spring blade), nun-chu-ka sticks, throwing stars, air guns, stun guns, chains, ice picks, pipes, tear gas, BB or pellet guns, explosives, razor blades, swords, and devices intended to injure a person by an electric shock.

### **Statement on Dangerous Weapons Policy Enforcement**

This policy will be implemented per the due process provisions applicable. Each incident will be reviewed on a case by case basis and will be subject to disciplinary action as deemed necessary from the CCA Board of Directors in cooperation with the CCA School Administration and law enforcement agencies (when necessary or required by law).

1. Any student found to be in possession of a weapon, as defined herein, will immediately be confined to the school office.
2. The weapon will be confiscated and locked away, and will not be returned to the student at any time. School officials will determine if the weapon can be released to the student's parents or guardians.
3. School Administration shall notify the student's parents or guardians of known or suspected violations of this policy immediately.
4. When necessary or required by law, School Administration will contact local law enforcement officials promptly.
5. School Administration shall notify the CCA Board of Directors of the incident immediately. The Board of Directors will hold an emergency meeting to discuss the incident and disciplinary action necessary.
6. CCA may suspend or expel a student for violation of Firearms & Dangerous Weapons on School Premises Policy and reserves the right to take whatever action it deems necessary to enforce the school's policy and provide a safe environment for students.
7. Any student who gives a weapon to another student will also be subject to similar disciplinary action as outlined above.
8. Decisions regarding the specific length of a student's disciplinary action will be made by the CCA Board of Directors with advisement from the School Principal. The disciplinary action will be kept confidential and attached to the formal incident report completed by School officials.

### **Personal protection spray devices**

Personal protection spray devices (including but not limited to gas repellent, pepper gas, mace, etc.) may be carried on school premises providing the following criteria are in place:

Persons between fourteen and sixteen years of age with written parental or guardian permission, provided to the school administration, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and sixteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of CCA policy and will be subject to disciplinary action.

### **Look-Alike Weapons**

Students may face disciplinary action for possessing AirSoft and other look-alike weapons on school property. In many cases, these simulated weapons meet the definition of a dangerous weapon because they expel a projectile. Students may also face discipline if they act with malice and display an item that appears to be a firearm, even if the item is not in fact dangerous.

Students may also face disciplinary action if they act with malice and display an item that appears to be a firearm or dangerous weapon, even if the item is not in fact dangerous.

This policy shall not apply to a weapon, or item that otherwise would be considered a weapon, being used as part of a supervised school program approved by the school and is being used by an individual who is participating in the program.

### **“BE Attitudes”**

- |                    |                 |                     |
|--------------------|-----------------|---------------------|
| 1. Be attentive.   | 5. Be diligent. | 9. Be pure.         |
| 2. Be cooperative. | 6. Be kind.     | 10. Be respectful.  |
| 3. Be dependable.  | 7. Be neat.     | 11. Be responsible. |
| 4. Be honest.      | 8. Be obedient. | 12. Be sensible.    |

Jesus taught that all of the commandments are contained in these two:  
“Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind.... Thou shalt love thy neighbor as thyself.” (Matthew 22:37-39)

It is impossible to cover every incident that could arise concerning dress code, attitudes, or relationships. If we will all have a living Christian attitude and a cooperative spirit, we will all do just fine.

In the atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine interest between faculty, student and parents, there is a fine opportunity for development of strong Christian character.

*Thank you for your help in these areas.*

## **DRESS/UNIFORM CODE**

Uniforms are worn to exemplify Christ and consistently put emphasis on one's character and abilities through Him, rather than fads and fashions.

Our uniform supplier is FLYNN & O'HARA, located on 1876 Catasauqua Road, Allentown, Pa or you can visit their website at [www.flynnohara.com](http://www.flynnohara.com). If you need an order form, please contact the school office.

Used uniforms are also available to purchase/swap; call the CCA office to schedule a time to look at them.

The following items **MUST** be purchased from Flynn & O'Hara. (No Substitutes):

### **GIRLS:**

Plaid Jumper	Grades K-4
Plaid Skirt	Grades 5-8
Burgundy Crisscross Tie for Chapel and special occasions	Grades 5-8
Grey or Black Pants	All Grades
Grey or Black Shorts (up to Nov. 1 and after April 1)	All Grades
Burgundy Sweaters                      Vest or Cardigan	All Grades
Optional Polos Burgundy or White w/Logo, Long or Short Sleeve	All Grades

### **BOYS:**

Grey or Black Dress Pants	All Grades
Grey Corduroy Pants	All Grades
Grey or Black Shorts (up to Nov. 1 and after April 1)	All Grades
Burgundy Sweaters                      Vest or Cardigan	All Grades
Optional Polos Burgundy or White w/Logo, Long or Short Sleeve	All Grades
Burgundy Necktie for Chapel and Special Occasions	All Grades

### **BOYS & GIRLS GYM UNIFORM :**

CCA Sweat Pants  
CCA Sweatshirt (Regular or Hooded)  
CCA T-Shirt & Shorts

### **BOYS & GIRLS CHAPEL UNIFORM:**

White shirts/blouses only, **NO** polos  
Slacks, Pants, Skirts, Jumpers, Shorts  
Ties – **ALL** boys and Middle School girls

### **Purchase through Flynn & O'Hara or locally:**

Optional White Peter Pan Collar Blouses (Girls in K-4)  
White Oxford Button Blouses (Girls in ALL grades)  
White Oxford Shirts (Boys)  
White Turtleneck Shirts

### **DRESS DOWN DAY GUIDELINES**

Clothing must fit appropriately. Shorts, skirts, dresses, skirts must be mid-thigh length or longer. Clothing must be free of offensive pictures/words. Attire should reflect modesty, neatness, and good Christian testimony.  
NO clogs, flip flops, sandals, or tattoos!

- \*Comfortable dress shoes for classroom
- \*Sneakers for recess, gym day, dress down
- \*Plain Black Sneakers acceptable at ALL times
- \*Jewelry, Make-up (grade 6-8 only), in moderation.
- \*No unnatural hair colors.
- \*Hemlines to the knee.
- \*All pants and skirts worn at the natural waistline.
- \*Shirts and blouses must be tucked in. Shoes must be tied.
- \*Clothing must be clean, unwrinkled and mended.

## **DISCIPLINE**

Believing discipline to be ordained by God and directed by His Word for the instruction and development of one's character (Proverbs 29:17; Hebrews 12:6,7)....Also believing that discipline is necessary for the welfare and success of the student as well as the entire Academy.... And further believing that discipline is most effective when supported by both the parents and the Academy....

*Loving discipline will be part of the daily program of Covenant Christian Academy.* Each teacher is given the liberty of enforcing classroom regulations in accordance with Christian principles. We strongly feel that the teacher's time should be spent on academic instruction and not be consumed with behavioral problems. First offenses will be dealt with immediately and carefully by the teacher. Repeated, willfully disobedient offenses will require stronger measures of correction. Parents will be notified of disciplinary actions taken, and these actions will become part of the student's record. If at any time the school feels that student or parental cooperation is lacking, the student may be requested to transfer.

Attendance at Covenant Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Covenant Christian Academy.

### Progressive Discipline Procedures

Behavior problems which are not resolved through verbal warnings and corrections will warrant a written discipline slip. Discipline Slips will be issued for the following infractions:

Disrespectful to other students	Not reporting after school as directed
Disrespectful to a teacher or staff member	Unauthorized absence from class
Unacceptable language	No textbook or class materials
Persistently disrupting the class	Chronic class/school tardiness
Lying/cheating/stealing	Damage to school property
Fighting/pushing/tripping	Failure to return a Discipline Slip

The first three Discipline Slips must be signed by the teacher and parent, and returned the next school day.

The Fourth Slip is cause for an "After School Detention" and must be signed by the teacher, principal and parent, and returned the next school day. The "After School Detention" will be served from 3:00 to 4:00 the next regular detention day following the infraction in order for the parents to have time to make transportation arrangements for their child.

Any serious infraction after that constitutes a Fifth Slip which is cause for suspension from school. It is signed by the principal, teacher and parent. Missed work may not be made up and will receive a zero (0) grade. A parent conference is required as well. Details of the suspension will be explained at the conference. Any further discipline violations after suspension may be cause for expulsion from Covenant Christian Academy.

*Covenant Christian Academy reserves the right to take whatever action it deems necessary, including but not limited to, immediate suspension or expulsion to maintain its standard of conduct.*

Please be aware the conduct of your child will be reflected on the child's report card. Any student who has received four or more discipline slips will not be permitted on Honor Roll.

Conduct and behavior evaluations on the report card will also include dress code and lunch room violations. Students are responsible for proper uniform dress in the classroom and at gym. (See pages 11 & 12.) Students are responsible for their conduct while eating their lunch. These violations are cumulative and may result in other Discipline Slips.

Dress Code violations (3 Dress Code violations = 1 Discipline Slip):

No tie	Wrong shoes
Skirt length	No socks
Untidy uniform	Clothing not clean upon arrival at school
Wrong gym attire	

Lunch Room violations (3 Lunch Room Violations = 1 Discipline Slip):

Throwing food	Leaving without permission
Failure to dispose of waste	Disrupting other students

Discipline Slips will follow a student through one semester (2 marking periods). The student's record will be cleared each semester, provided Discipline Slips have not gone to the fifth offense. The Fifth Discipline Slip is not cleared after two marking periods.

Any questions or concerns by a student or parent regarding Academy discipline will be handled in the following manner:

- 1) The student will go privately and, in a proper manner and with proper department, discuss the situation with the teacher.
- 2) If unresolved, the student should discuss the issue with his/her parents. *Parents need to remember that the student's version of the story could be emotionally biased.*
- 3) If still unresolved, the student and parent should *schedule* a conference with the teacher.
- 4) If still unresolved, the student and parents should *schedule* a conference with the teacher and principal.

### Signatures and Responsibility

One of the focal points in student responsibility is the exchange of information between school and parent. The majority of this material is sent home with the student. To ensure that parents see this information, periodic signature lines are added. Teachers often request that homework and tests be signed by parents. A failure to return the required signature is considered a failure in student responsibility and will be disciplined according to the policy set by the classroom teacher. You will receive a complete explanation of classroom policy from your child's teacher.

## **CURRICULUM**

CCA uses the A Beka, Bob Jones, and ACSI curricula and textbooks. We employ traditional teaching standards in a traditional classroom setting. We endeavor to maintain high academic standards, believing that as Christians we are called to excellence.

## **REPORT CARDS**

The school year is divided into four nine-week periods. Report Cards are issued at the end of each. In addition, progress reports are sent home at the half-way point of each marking period. All reports which are sent home must be signed by the parents and returned to school the following day.

## **GRADING SYSTEM**

A+ 100, 99, 98, 97	B+ 89, 88, 87	C+ 79, 78, 77	D+ 69, 68
A 96, 95, 94, 93	B 86, 85, 84, 83	C 76, 75, 74, 73	D 67, 66
A- 92, 91, 90	B- 82, 81, 80	C- 72, 71, 70	D- 65

Specified areas such as Homework, Conduct, Physical Education, etc. will be graded as:

O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory

Kindergarten Report Cards are written specifically for the Kindergarten Program.

*Parent-Teacher conferences are encouraged and scheduled as needed by either the parent or the teacher. Please do not hesitate to contact the teacher for an appointment.*

## **AWARDS**

The following accomplishments are recognized throughout the year:

High Honor Roll

Honor Roll

Perfect Attendance

## **HONOR ROLL REQUIREMENTS**

The Honor Roll is comprised of students who have earned "A" or "B" grades in all subjects with no unsatisfactory or incomplete grades. The High Honor Roll is reserved for students who have obtained academic achievement by earning straight "A" averages in all subjects with no unsatisfactory or incomplete grades.

## **RETENTION**

Students in grades 1-8 who receive three or more "F's" for the year in major subjects (Bible, Math, English, Reading, Science, and Social Studies) will be required to repeat the year. A student who fails one or two courses would be required to successfully complete summer school and/or summer tutoring requirements in order to be promoted.

Students who do not satisfactorily meet the attendance requirements of Covenant Christian Academy (based on PA attendance law) are subject to retention or forfeiture of academic credit.

## **ACADEMIC / BEHAVIORAL PROBATION**

Students may be placed on academic probation status if they fail to meet the entrance test or previous course grade requirements, or if during the school year their overall grade average falls below acceptable standards.

Behavioral probation may result from any previous behavior problems involving the student. Participation in certain school-related activities may be restricted for a student on any probationary status. The administration will determine when the probationary period is ended.

## **HOMEWORK REQUIREMENTS**

Homework is considered an essential ingredient in your child's education, linking the school and home together in the educational process. Failure to complete homework will directly affect the academic grade average. Homework will be assigned at the discretion of the teacher.

Homework is given for several reasons:

for reinforcement  
for practice

for remedial activity  
for special projects

Homework will be kept to a minimum for weekends and holidays. Children will be encouraged to have homework and projects completed accordingly.

## **PARENT VOLUNTEERS**

Parents and grandparents are strongly encouraged to be involved in school activities. Volunteer assistance is needed in such areas as field trips, library aides, parties, special classroom projects and school programs and committees. One important note: *Volunteers will carry out school policies, not set them.* Guidelines are available from the office. Volunteers will attend informational/training sessions for certain opportunities. All volunteers will have a criminal background check completed.

## **CHRISTIAN CONCILIATION**

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the Academy, or any one of several possible areas. This is often the result of lack of communication between those involved. As Christians, Scriptural principles for resolving conflicts should always be followed. Matthew 18:15-17 and I Corinthians 6:1-7 determine the procedure of Christian conciliation that is used in resolving all disagreements at Covenant Christian Academy.

If a problem arises, a person should first go to the one directly involved or through whom the offense came. If the problem cannot be resolved at this level, they should agree to be in disagreement, and together obtain counsel of the administration. If still unresolved, the individuals should ask that the Board of Directors arbitrate for a final solution. On the basis of I Corinthians 6:1-7, all parties should agree to accept the final resolution of any dispute as arbitrated by the Board of Directors, and without pursuing unnecessary court action.

## **ATTENDANCE**

Excessive absences hinder academic performance and should be avoided. The only excused absences are student illness, death in the immediate family, or cases in which prior approval was granted by the administration. Students with more than 10 absences per semester may be reported to the respective truancy officer.

Upon the return from absence, the parent must write a dated note to the teacher explaining the reason for the absence. A doctor's excuse is required for more than three consecutive days absent due to illness. The note or doctor's excuse must be sent to the school no later than one day following the student's return to class in order to determine if the absence may be excused. Without a written note from a parent or a doctor, the absence will be counted as unexcused.

Additional reasons for *unexcused* absences would be: "visiting," "stayed up too late," "had to go to the store," "overslept," or "did not have clean uniform," etc.

Vacations during the school year are discouraged. Parents desiring to do so must complete a "Family Leave" request form to be returned and approved by the principal. All tuition fees remain in effect during the absence. This form should be completed two weeks prior to the expected leave. It is the responsibility of the parents and students to make up all missed assignments.

Note: If your child is sick, please keep him/her home. DO NOT send sick children to school in the morning. We respect and join with you in prayer for your child's healing. However, we must ask that you keep your child home until all symptoms are gone and the healing is confirmed.

## **TARDINESS**

A student is considered tardy after 8:20 a.m. (school bus delays are exempt). The student will need a tardy slip from the office before he/she may go to class. Tardiness will be noted on the student's report card. The following measures will also be taken for a nine-week marking period:

1st offense - excused	3rd offense - Discipline Slip
2nd offense - verbal warning	4th offense - After School Detention

Excessive tardiness will be reconciled with loss of student's break time equal to the accumulated times of tardiness.

All unreconciled periods of tardiness will be accumulated until a full day of school has been missed. This will be considered an absence which is unexcused/unlawful, per Pennsylvania School Law 1354 and Pennsylvania School Law 1333.

## **CHECKING IN AND CHECKING OUT**

If it is necessary for a student to arrive late or leave early due to a doctor's appointment or similar need, please signing the IN/OUT sheet in the office. An office attendant will get the student to or from the classroom for you. **All visitors and volunteers must check in at the School Office for security and safety reasons.**

## **EMERGENCY SCHOOL CLOSINGS**

All emergency school closings/delays will be publicly announced on: WFMZ (Channel 69) station, as well as WAEB-AM 790. You may also view their websites: [www.wfmz.com](http://www.wfmz.com) and [www.waeb.com](http://www.waeb.com). This will apply to early dismissals for inclement weather as well. **The CCA phone/text cast system will also be used!**

## **LUNCHES**

Menus will be sent home each month. Students must circle the days they wish to eat hot lunch and return the menus to the school office on or before the due date with a check (made payable to CCA) or cash for the month's lunches. **WE ARE SORRY, BUT THERE WILL BE NO REFUNDS OR TRANSFERRING OF LUNCH DAYS IF A STUDENT IS ABSENT.** Students may also bring a bag lunch. *We are in need of parents to help with the lunch program.* If you are interested, please contact the school office.

## **SENDING MONEY TO SCHOOL**

Please put money in a sealed envelope with the student's name, amount of money enclosed, and purpose for the money on the outside. This will greatly assist the teachers and students in their daily routines and accounting.

## ***SICKNESS AND MEDICATION***

For the welfare of your child and others in the school, all children who are sick must be kept at home. If your child has a fever, please do not send the child to school until he/she is ***fever free for 24 hours***. Since students do participate in outdoor activities as the weather permits, please see that they are dressed accordingly so as to prevent illness.

If your child requires prescription medicine while in school, please send it to the school office along with complete instructions from the doctor's office stating dosage and frequency.

Without the signed consent form, the school is not permitted to administer over-the-counter medication such as aspirin, Tylenol, allergy pills, cough syrup, etc.

Our school nurse makes regular visits to oversee the medical records and required health and dental examinations. This service is provided by the Bethlehem Area School District. Please return all forms sent home by the school nurse.

Students with communicable diseases shall be excluded from school while ill, and during recognized periods of communicability. Covenant Christian Academy reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## ***FIRE/EMERGENCY DRILLS***

Planned escape routes and safe shelter procedures will be practiced by the students, teachers and administration in the event of an actual fire or some type of external threat (such as a person or tornado). Proper identification of warning alerts will be taught to the students.

## ***LOST AND FOUND***

Parents are asked to label everything that their child brings to school: coats, sweaters, supplies, lunch boxes, etc. This will help in returning those "lost items."

Items that are found on school grounds should be turned in to the office or the area designated as Lost and Found. All items that are left over a period of time may be sold or given to charitable organizations.

## ***TELEPHONE CALLS***

Permission to use the telephone will be granted in emergency situations by the teacher or office personnel in charge. Please make certain that all necessary plans and items for the day are taken care of before your child leaves home.

For example: forgotten lunches, transportation for pre-scheduled sports activities, gym clothing, books, signature slips, etc. will not constitute an emergency. We appreciate your cooperation and understanding.

## ***HALL PASSES***

Students are required to have passes from their teacher any time it is necessary for them to be in the halls during class time. This includes permission to use the restrooms or go to the office.

## **TRANSPORTATION**

Busing is provided by the public school transportation program. A request for transportation must be completed upon enrollment. This will be forwarded to your school district.

We have agreed to abide by the rules and regulations for bus behavior and will cooperate with them in every way possible for the protection and safety of all students. Violation of these rules will result in a Discipline Report from the bus driver. Continued violation will result in withdrawal from the privileges.

Students must have a signed permission slip from their parents in order to have an alternate mode of transportation approved. If there is NOT a signed permission slip, the child will remain on his/her regular transportation schedule. Permission to place a student on any bus other than his/her own, must be arranged through the school district(s) involved. Most bus drivers are not permitted to take on a child without prior approval.

## **TRAFFIC FLOW**

There is a need for parents to systematically drop off and pick up students. We have established an easy pattern for traffic flow. Buses drop off and pick up at the main entrance.

Car students are dropped off and picked up in School Street alley. At dismissal, all car-transported children will be waiting with staff monitoring safety and ensuring proper connection with parents or the person(s) designated and approved by the parents.

*Please follow the "traffic flow" and stay in line.*

## **CHAPEL AND ASSEMBLY**

Chapel services are conducted weekly (Monday at 9am), led by the principal, staff or guest speaker. Parents are invited to attend. These services are designed to spiritually inspire and build character in each student.

Occasional general assembly programs will be scheduled for promotional, entertainment or personal enrichment purposes. The times for these assemblies will be announced.

## **BIBLE**

Bible study is recognized at Covenant Christian Academy as of fundamental importance and is a required subject. Scripture memorization is given particular emphasis. Biblical truths are also interwoven into the study of each academic subject. Without a knowledge of the Bible, a student cannot be considered truly educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

## ***CHARACTER DEVELOPMENT***

Character development is the most important work of a school. Training in the Bible, Chapel times, morning devotions, seeking service to the Lord and others develops Christian character. Every class begins their day with prayer and pledges to the American flag, the Christian flag and the Bible.

## ***CHRISTMAS PROGRAM***

Each Christmas CCA presents a musical production for the parents and friends of our school. Practices begin in October and include dramatic and musical training for all students. Participation is required and attendance on the evening of the program is mandatory.

## ***MUSIC LESSONS***

Piano lessons are available on an individual basis from instructors who are approved by our school. Lessons are given after school hours. For further information regarding lesson fees, times, etc., please contact the school office.

## ***FIELD TRIPS***

All field trips are supervised by school staff and planned for their educational value. Parents may be asked to chaperone and provide transportation and assistance when necessary. Parental involvement on these occasions may depend on availability, limitations of the destination or teacher discretion.

Small fees may be charged to cover expenses. Parents will be notified in advance and must sign a permission slip for the student to go. Students who do not have a signed permission slip will have to remain in school.

We consider field trips a privilege for our students. Therefore, students experiencing academic difficulties and/or school discipline may not be allowed to participate.

Unless otherwise noted, the school dress code remains in effect for all school field trips.

## ***PARENTAL SUPPORT***

It is very important for our students to see home and school working together as the Family of God. Therefore, parents are encouraged to participate in school activities as much as possible. Children "light up" when Mom or Dad shows up to help, or attend an activity or event. Please consider the precious times and such short years that we have with our children.

# **STUDENT HANDBOOK AGREEMENT FORM**

\*TO BE TORN FROM THIS BOOK AND RETURNED\*

I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY THE  
POLICIES AND RULES CONTAINED IN THE COVENANT CHRISTIAN  
ACADEMY STUDENT HANDBOOK.

---

Student's Name (Please Print)

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PARENT'S SIGNATURE

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\*\*STUDENT'S SIGNATURE (2<sup>ND</sup> GRADE AND UP)

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DATE

\*SIGN AND RETURN BY FRIDAY, SEPTEMBER 30, 2021

**\*\*COPIES OF THIS PAGE ARE AVAILABLE IN THE OFFICE. THIS  
PAGE MUST BE COMPLETED FOR EACH  
STUDENT IN THE FAMILY\*\***