



COVENANT CHRISTIAN ACADEMY

UPPER SCHOOL STUDENT HANDBOOK

CCA MISSION STATEMENT AND CORE VALUES

OUR MISSION

The mission of Covenant Christian Academy is to provide students with a classical education that:

- Imparts an excellent academic foundation and a love for learning,
- Trains them to see and submit to the Lordship of Christ in every sphere of life, and
- Prepares them to effectively serve God and thoughtfully engage the world with a distinctly Christian worldview

WHAT IS A CLASSICAL EDUCATION?

Classical education belongs to the authoritative, traditional and enduring stream of education begun by the Greeks and Romans, developed by the Church through the centuries and renewed by contemporary educators. Infused with the liberal arts and sciences, classical education includes the language arts of the trivium (grammar, logic and rhetoric) and the quantitative arts of the quadrivium (mathematics, science, music and visual arts). Students study great works of art and literature, both old and new, by methods best suited to their developmental stages. As participants in the great conversation of history's finest thinkers, students acquire more than vocational skills; they prepare for their roles as informed citizens, thinking Christians and virtuous shapers of culture.

OUR CORE VALUES

In the pursuit of our mission, we hold to the following core values:

1. We embrace historic Christianity as represented in the tradition of the Protestant Reformation with the major tenets of
 - a. ***Sola Scriptura***: We reaffirm the inerrant Scripture to be the sole source of written divine revelation, which alone can bind the conscience. The Bible alone teaches all that is necessary for our salvation from sin and is the standard by which all Christian behavior must be measured.¹
 - b. ***Solus Christus***: We reaffirm that our salvation is accomplished by the mediatorial work of the historical Christ alone. His sinless life and substitutionary atonement alone are sufficient for our justification and reconciliation to the Father.¹
 - c. ***Sola Gratia***: We reaffirm that in salvation we are rescued from God's wrath by his grace alone. It is the supernatural work of the Holy Spirit that brings us to Christ by releasing us from our bondage to sin and raising us from spiritual death to spiritual life.¹
 - d. ***Sola Fide***: We reaffirm that justification is by grace alone through faith alone because of Christ alone. In justification Christ's righteousness is imputed to us as the only possible satisfaction of God's perfect justice.¹
 - e. ***Soli Deo Gloria***: We reaffirm that because salvation is of God and has been accomplished by God, it is for God's glory and that we must glorify him always. We must live our entire lives before the face of God, under the authority of God and for his glory alone.¹
2. While we hold to a distinctly Reformed doctrinal tradition, we welcome and respect other Christian perspectives in the CCA community.
3. The responsibility to train and educate children belongs to parents. CCA serves "in loco parentis" to assist parents in fulfilling this biblical charge.
4. A home life that embodies biblical principles and lifelong learning provides a strong foundation for a CCA education. Active parental involvement, in age-appropriate ways, is important to a child's education. Parents are welcome in the classroom and are encouraged to participate in the overall life of the school.
5. In our common pursuit of lives that please God and honor one another, we value mutual respect, edifying speech, humble behavior, gentlemanly conduct, modest appearance, and biblical conflict resolution. We hold high expectations for the conduct and behavior of the entire school community -- students, parents, faculty and staff.
6. A warm and well-ordered atmosphere facilitates the education of our students. We continually strive for an environment that is joyful, peaceful and disciplined.
7. Gifted teachers with a passion for learning and a love for students are essential. They must model careful thinking while evaluating ideas and philosophies, both historical and contemporary, in light of God's word. Our teachers should cultivate wisdom in our students while building a solid academic foundation.

¹ The Cambridge Declaration of the Alliance of Confessing Evangelicals

ACADEMIC ISSUES

The Excellent Student

The excellent student at CCA is not defined by numerical grades. The following “intellectual virtues” taken from *Habits of the Mind* by James Sire challenge each teacher and student to apply biblical principles to the area of academics. They illustrate what it means to be faithful with one’s gifts and abilities—how a godly person would approach the learning process. As these virtues grow within a student academic growth will follow.

Acquisition Virtues:

Passion for Truth

Inquisitiveness/Curiosity
Teachableness
Persistence
Humility

Application virtues:

Passion for Holiness

Desire to apply what is learned
Love for God and others
Fortitude
Integrity
Humility

Maintenance virtues:

Passion for Consistency

Perseverance
Courage
Patience
Tenacity
Humility

Communication virtues:

Compassion for Others

Clarity of expression
Orderliness of presentation
Aptness of illustration
Humility

The Acquisition Virtues govern how and why people learn new things, emphasizing that truth is the goal of learning. One who exhibits these qualities will ask questions and will continue asking questions until he understands. He will not act as if he cannot learn anything from certain people or as if all his assumptions must be correct. Learning will not be limited to school hours or to academic settings. All of life is this person’s classroom.

The Maintenance Virtues remind us that effort is required not only to acquire knowledge but to retain it. When remembering or recalling information is a struggle, these characteristics cause a person to press on. This person won’t be found cramming for exams or only working hard when report card time comes close.

The Application Virtues demand that the learner do something with his knowledge. We are not to be simply collectors of information and insight; we must apply our knowledge to life. Having integrity leads people to hold themselves to the same standard to which they hold others. They practice what they preach, even when it is hard. These students are not those of which James would say that they look in the mirror but go away without fixing anything.

The Communication Virtues concern how we express our knowledge to others. Do we talk over their heads, or do we find ways to make sure that what we are saying is clear to our audience? Taking time to carefully present information, either in writing or orally, in a way that considers the audience is one way that we honor others—even when those others are teachers!

Humility dominates the lists as it speaks to the motivation behind all the other virtues. Is chasing the truth only for the purpose of dominating others? Does one put together a carefully constructed presentation only to look better than one's classmates? Or, are one's academic abilities and hard work offered with the recognition that all good things have come from God and are to be used for the good of others and the glory of God? The humble student refrains from flaunting either his mistakes or his successes in ways that belittle others. The humble student can celebrate others' success and will help others in their weaknesses. The humble student measures neither himself nor others by their academic accomplishments.

HOMEWORK FORMAT

In order to encourage careful work, teachers will not accept homework papers in the following conditions:

- Wrinkled or crumpled
- Perforated edges
- Math not done in pencil
- Any other work not completed in blue or black ink
- Scribbled out errors or excessive White Out
- Missing staple
- Incomplete heading

Papers arriving in such condition must be re-done and will receive a ten percent deduction.

LATE ASSIGNMENTS

Homework assignments are due at the beginning of the class period. Any assignment turned in after the papers are collected is late. You are not permitted to complete assignments during class and turn them in that period for full credit. Homework handed in later that same day or the second day will receive a 35% reduction. A perfect paper would, therefore, be graded with a 65% rather than a 100%. Work will not be accepted the third day, and a zero will be recorded in the grade book.

Large assignments, such as papers and projects, will be penalized ten percent per day late. Assignments may not be turned in for credit more than five days past the due date.

Two-Hour Delay Schedule for Upper School

Two-hour delay schedule will rotate on an A, B, C cycle as follows:

A: 8:00 to 10:00 deleted from the schedule with the remainder of the day as normal

B: 10:00 to 12:00 deleted from the schedule

- 8:00 to 10:00 classes meeting from 10:00 to 12:00
- Afternoon as normal

C: 1:00 to 3:00 deleted from the schedule

- 8:00 to 10:00 classes meeting from 10:00 to 12:00
- 10:00 to 12:00 classes meeting from 1:00 to 3:00

GUIDELINES FOR WORK MISSED DURING AN ABSENCE

You are expected to complete all assignments given to your class during your absences. You should plan to make up work within the number of days following your return equal to the number of days you were absent. If you will need more time for make-up work, you should make arrangements with each teacher *prior* to the due dates of the work.

The first day that you return from an absence, you should turn in homework that was due the first day of your absence, and you should be ready to take tests given on the first day you were absent. If you think that is there reason to put off handing in homework or taking a test, you should initiate a conversation with the teacher *prior* to class.

These guidelines are in place so that homework and studying does not pile up after an absence; we do not want you to feel overwhelmed and behind for an extended time. If you are absent but not too ill to do reading and studying, we encourage you to get homework assignments during your absence so that the work is not daunting upon your return.

In cases of extended or serious illness or a death in the family, you and/or your parents should make special arrangements with Mrs. Burlew and each of your teachers to come up with a plan for make-up work.

STUDY HALLS

Study halls are to be silent, individual work periods for students. You must come prepared with enough school work or reading to fill the study hall period; locker trips mid-period are not allowed. Students working on group projects must have a note from the course teacher for permission to work in the hallway or in another classroom.

GRADE RECORDING

Grades are available through RenWeb during the trimester. Your parents will receive weekly email progress reports containing your grades; they may also check the RenWeb website at any time.

ACADEMIC HONESTY

Students are expected to do their own work on both homework assignments and tests. Unless a teacher indicates that a particular assignment is to be done collaboratively, students are expected to work alone. Teachers will be glad to clarify what constitutes appropriate ways to give and receive help from peers or parents in a class or for a specific assignment.

Cheating includes *both* the giving and receiving of answers on assignments and tests, and both the giver and the receiver will receive disciplinary action, as per the Discipline Policy (because giving answers is part of the plan for deception). The receiver of answers will, in addition to disciplinary action, receive zeros for the academic work involved. Students found to have plagiarized work will be expected to re-do the assignment. Students unsure of how to properly reference the ideas and/or words of another author should consult with the teacher overseeing the assignment.

Students are expected to do their own typing or word processing on all assignments unless arrangements have been made with the teacher due to extenuating circumstances. This includes the expectation that parents will not type a student's assignment.

ACADEMIC ELIGIBILITY

Students are eligible to participate in CCA extra-curricular activities (sport, drama, clubs, yearbook, newspaper, etc.) according to the following guidelines.

1. Eligibility will be evaluated at the midpoint of each trimester and at the end of each trimester. Students will be ineligible for the following reasons:
 - a. A grade of D in more than one subject.
 - b. A grade of F in any subject.
2. A student's eligibility may be re-instated as soon as the grades shown in RenWeb are raised to acceptable levels. This may happen at any point during the trimester.
3. Summary of #1 and #2: Students may become ineligible only twice in each trimester cycle but may be reinstated at any point.
4. Ineligibility is not meant as punishment for past academic work; it provides the student with both the incentive and the time to give extra effort to academic work.
5. The student is expected to maintain the academic standard on normally assigned coursework. Extra-credit work for the purpose of raising a grade may not be given by teachers to a student on academic suspension, *unless the entire class is receiving the same optional assignment.*
6. Curricular goals and lesson plans made by the teacher will determine how often assessments are given. Teachers are not expected to increase the frequency of assessments in response to a student's ineligibility.
7. All students will be considered eligible at the beginning of each school year.

USE OF COMPUTERS DURING THE SCHOOL DAY

1. Students may not use the internet, wireless or wired, during the school day without specific permission of a teacher. Students are not allowed to plug computers into the internet access points unless a teacher is physically present with them.
2. Students may not work on any non-class related activity on a computer during study halls. This includes photo work of any type. Students in a photography class or in yearbook club must have specific permission from the teacher to work on photos and must do so in another room to avoid distracting others around them; a pass should be brought to the study hall monitor.
3. Juniors and Seniors may sign-out school owned laptops for use in doing school projects.

ELECTRONIC DEVICES

1. Students may not use any electronic games, listening devices or cell phones in the school building between 7:30 and 3:30. These items must be turned off and be kept out of sight in a backpack or locker.
2. No headphones may be used with a computer during the school day without permission from a teacher.
3. No cell phone calls may be made by students during the school day, even to parents. Phone calls must be made from the school office.
4. Cell phones that are seen or heard by a teacher will be placed in the school office.
5. At dismissal time, permission to make a phone call to a parent from a classroom may be granted by the teacher.
6. An electronic device seen by a staff member will be kept in the school office until a parent retrieves it.
7. When a teacher allows the use of calculators for class work, the calculators used must meet the standards set for use of calculators in SAT testing—no QWERTY keyboards, no PDA-type devices, no cell phone calculators, etc.

CCA UNIFORMS

See specific age/gender listings on the school website.

STUDENT APPEARANCE GUIDELINES

1. All students will present themselves with an appearance that is characterized as modest, clean, neat, and not distracting (not drawing undue attention to one's self).
2. Hair must be kept clean and neatly combed out of the eyes. Unnatural (i.e.—blue, pink, etc.) hair colors or hair styles deemed to be extreme by a dean or headmaster are not permitted. Facial hair should be neat and defined (not an unshaven look).
3. Jewelry must be minimal and not involve pierced body parts with the exception of girls' ears. Boys are not permitted to wear earrings.
4. All students are required to wear the Covenant Christian Academy approved uniform when in the school building between 7:30 a.m. and 3:30 p.m. Students must enter the building in uniform.
5. The headmaster and deans are authorized to interpret and enforce these guidelines and to grant exceptions where needed.
6. Failure to comply with the requirements of the uniform policy will result in an "Out of Uniform Notice" being emailed to parents.
7. After the first offense, Upper School students may not attend class until uniform problems are corrected.
8. Failure to comply with the requirements of the "CCA Best" uniform policy for a field trip or special school activity may result in exclusion from participation in the activity for which the "CCA Best" uniform is required.

LOCKERS AND LOCKS

1. Each student will be assigned a locker at the beginning of the school year.
2. Students may obtain a lock from the office for a \$5 deposit—returned at the end of the year in exchange for the lock being returned in good condition.
3. Students may provide their own combination locks as long as they provide the combination information to the school office.
4. The office will keep a record of lock numbers and combinations to assist when a combination is forgotten or when a student is absent and books must be obtained for a parent or sibling.
5. Lockers should be locked at the end of each day and may be locked throughout the school day if the student wishes.
6. The tops of the lockers are to remain clear of all items.
7. Coats and empty backpacks may be hung on the hooks during the day
8. All belongings should be kept towards the wall and behind the line of the locker fronts.

LOST AND FOUND

Students should first check with Rev. White for missing things. He will keep them in his office for about a week, after which they will be moved to the school office where they can be retrieved for the following fees:

- Student-owned item: 25 cents
- CCA-owned paperback: \$1
- CCA-owned textbook: \$3

SICK ROOM

The sick room cot is reserved for students who are ill, not those who simply want to nap. A student wishing to lie down in the sick room must first check-in at the school office.

MEDICATIONS

CCA staff members are legally unable to provide medication of any kind to students, except in a case of life-threatening emergency. Students may bring their own medications for use during school hours.

MORNING ARRIVAL

1. CCA doors will be opened at 7:30 for students.
2. Students must enter the building fully dressed—ties, shirts tucked, etc.
3. Students should be in their first period class by 7:55. Students entering class after 8:00 will be considered tardy, no matter what time they entered the building.

PHYSICAL EDUCATION PROCEDURES

1. For scheduled gym classes, all students must wear the CCA approved gym uniform. Students should use the basement level restrooms to change clothes and must leave their belongings in an orderly fashion when they leave.
2. Juniors and Seniors may opt out of Physical Education class according for one trimester for any of the following reasons:
 - a. Participation in a CCA sport during that trimester
 - b. Participation during the trimester in an organized sport outside CCA that is deemed equivalent to the level of activity of a CCA sport
 - c. Participation in a planned fitness program during the trimester. The student must submit the initial plan and then submit weekly records of participation.
3. If a student is not to participate in phys ed class for any reason, a note must be sent by the parent to the teacher responsible for the gym class (not the lead teacher).
4. Students may remain in their gym uniforms for dismissal.

INTERNATIONAL STUDENTS

1. To maximize English learning during school hours, English must be spoken during school hours except at lunch on Fridays and at times when a teacher gives specific permission for another language to be spoken between students.
2. Use of electronic translators during class should be minimal and according to teacher discretion. Students are encouraged to remain immersed in the English conversations and to ask teachers and classmates for clarification rather than frequently using an electronic translator. Printed dictionaries are always welcome.