

SECTION 1 – PHILOSOPHY

MISSION STATEMENT

The mission of CCCS is to glorify God by assisting Christian families in preparing children for godly service through classical education based on Biblical truth.

STATEMENT OF FAITH

The following, together with all the other Christian principles of doctrine and practice, is the basis of faith and doctrine of Covenant Classical Christian School.

- The Bible is the inspired, inerrant Word of God, the written record of His supernatural revelation of Himself to men, absolute in its authority, complete in its revelation, final in its content, and without any errors in its original manuscripts (2 Timothy 3:16,17).
- All men in their natural state are lost, alienated from God, spiritually dead. “All have sinned and fall short of the glory of God” (Romans 3:23).
- Salvation is only by grace, a free gift of God, through faith in the Lord Jesus Christ, who died for our sins according to the Scriptures (Corinthians 15:3). Those who receive Christ by faith have their sins forgiven (Ephesians 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (John 1:12,13) and are made new creatures in Christ (2 Corinthians 5:17).
- God is One God (Deuteronomy 6:4), Who exists in Three Persons (Genesis 1:26): Father, Son and Holy Spirit (Matthew 28:19). Jesus Christ, as the Scriptures affirm, is the Son of God (Matthew 16:16) and Son of Man, was born of a virgin (Luke 1:27,31), and is Himself very God (Titus 2:13). The Scriptures also declare the deity and personality of the Holy Spirit (John 4:24).
- Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (John 20:25-27). The bodies of all believers who die will be raised from the dead and they will receive an incorruptible body like unto His glorious body (1 Corinthians 15:53; Philippians 3:21). All other men will be raised to “resurrection of judgment” (John 5:28,29).
- Christians, God’s new creations by the work of the Holy Spirit (John 3:8), are called to live all their lives in obedience to the precepts of God’s Word (Psalm 119:105). Salvation is unto holiness (Ephesians 1:4; 2:8-10) and the ordinary fruit of a believer’s life is to be practical holiness, defined by keeping the law of God as a continuing expression of gratitude for the great salvation (Ephesians 5:8-10).
- Christian living includes not only witnessing with words and deeds the gospel of Christ, but also doing work and, indeed, everything to the glory of God (1 Corinthians 10:31).
- Jesus Christ will come again on earth the second time (Hebrews 9:38); personally (Acts 1:11; 1 Thessalonians 4:16); bodily (Acts 1:11; Colossians 2:9); visibly (Matthew 26:64; Revelation 1:7).

EDUCATIONAL PHILOSOPHY

We exist primarily to assist Christian parents in training their children. The obligation to train their children “in the discipline and instruction of the Lord” is assumed by Christian parents. Although Scripture requires this specifically of parents, it is proper that they associate with others in the task, enlisting the help of Christians especially equipped with the gift of teaching to aid them and share their authority (Ephesians 6:4; Deuteronomy 6). The instruction of children is not the responsibility of the state or government. When they take this responsibility of instruction, a non-Christian mindset of standards or practices is established. As the government sets the standards for methodology or curriculum, the worst possible result will take place as they establish the world’s standards and neglect the weightier applications of God’s truth to instruction (Isaiah 29:13).

God created the world and each student; therefore, every subject is taught on the basis of Scripture and to the highest possible academic standards in keeping with each student’s ability (Genesis 1:27-28). We are responsible for providing education for the whole person at as high a level of excellence as possible. This purpose is further defined by the following declaration of principle: The Bible is the inspired, inerrant Word of God. This goal of preparation for God’s vocation unifies the Christian educational purpose and process. Since all wisdom is from God, the understanding of his special revelation in Scripture is necessary for the proper understanding of his revelation in nature and history (Proverbs 1:7; 9:10). Education, as a discipline, is under the Kingship of Christ (Colossians 1:15-18).

The education provided must include all spheres of learning unified under the principle of “subduing the earth” for God’s glory (Genesis 1:27-28; 1 Corinthians 10:31). In fulfillment of this purpose and to implement these principles, CCCS seeks to furnish an education with higher goals than academic excellence, shaped by values more ultimate than humanistic ideals. It seeks to train young people who glorify God and serve Him in their families, churches, communities, their country, and throughout the world (2 Corinthians 10:5).

A level of academic and physical training must be achieved which will properly prepare young people for the four most important relationships into which they will enter (Matthew 22:37-39; Genesis 1:27-28).

Man’s Relationship to God: CCCS desires to train children to glorify God in every area of their lives, so that the principles of Biblical Christianity may be carried by the child into all areas of life.

Man’s Relationship to Himself: CCCS desires to help the child establish a right view of the state of man as a spiritual, mental, and physical being so that the child can more properly understand himself and his behavior.

Man’s Relationship to Man: CCCS desires to teach children the Biblical view of society, the value of true friendship, and the responsibilities of human relationships, so that they will know what God has decreed as acceptable in society.

Man’s Relationship to God’s Creation: CCCS desires to teach children a Biblical view of man’s dominion over the earth so that they will see what God has ordained with respect to man’s relationship to the physical universe.

The educational philosophy at Covenant Classical Christian School is founded on what we believe in the following five dimensions of education: beliefs about the learner, beliefs about the teacher, the learning process, the subject matter and the teaching methodology.

Beliefs About the Learner

The most foundational characteristic of the learner is that of being an image bearer of God (Genesis 1:26-27). Each is to be treated with respect and dignity. As an image bearer of God, the person is rational and purposeful (Ephesians 1:1). Students are to understand concepts as well as facts. They are also to be given meaningful work with activities that relate to life's purpose. Students should learn their purpose is to glorify and enjoy God and to be stewards of the creation (Genesis 2:15,19-20). The person is a unique individual whose heart directs all dimensions of life – rational, emotional, physical, social, moral, creative, etc. (Mark 7:21). Learning should take into account the uniqueness of the person and the accountability to a life of faith in Jesus Christ (2 Corinthians 5:7). This includes the need to recognize that a person is sinful, finite and dependent (Genesis 2:16-17; Romans 1:19f). He needs structure, discipline and a model to follow. God provides the standard for all aspects of life in his Holy Word.

Beliefs About the Teacher

The most foundational characteristic of the teacher is also that of being an image bearer of God. The teacher must put the Scriptures into practice to honor and glorify God. The teacher is called to be creatively in charge of the teaching-learning process; being mindful that learning is for life and that the teacher is also a learner during the oversight of the teaching-learning process. Teachers are also to communicate Biblical principles to students in the everyday classroom setting. Therefore, the teacher must pray for the filling of the Holy Spirit to accomplish this purpose and model the Christian life for the students. This is most significant in overcoming the limitations of a teacher's sinful, finite nature.

In addition to a strong Christian faith, teachers are to have a strong understanding and knowledge of the subject matter. Teachers are most effective when they demonstrate a passion for their subject matter. Their subject expertise comes from their education and past experiences. Because Covenant Classical Christian School believes that education should not be tied to any federal, state, or local governing body, teachers are not required to obtain any government-sponsored certification.

The Learning Process

For true learning to take place, the heart of the learner must be touched (Proverbs 4:23; 23:7). The acquiring of information with a Christian emphasis is insufficient. Teaching must start with a Biblical worldview and integrate learning into that view. Reflective thinking that includes problem solving and the applying of ideas necessary for Christian living should be promoted on assignments and tests appropriate for the developmental level of the students. Modeling is very important for learning. When information is acquired in a manner that affects the heart and results in loving service to God, then learning has taken place (Proverbs 2:10-12; Romans 12:1-2).

The Subject Matter

The information studied is distinctive from that provided by secular educators primarily because the framework of understanding is the Scriptures. Although the Bible is not the textbook for all academic study, it provides principles to direct the studies of the various subject areas. Integrated teaching units should be used when feasible. Teachers should, within units, relate concepts from one discipline to another so that a student may see reality from God's perspective. Thus, the subject matter should show that all creation proclaims its Creator (Colossians 1:17). The subject

matter should address different learning styles, developmental levels, skill achievement and various weaknesses and strengths of students. The information learned in a Biblical sense should lead to application of the principles taught (James 1:22). This may be described as excellence in education. The content learned should provide the skills necessary for the student to relate to others in the community, to develop a Christian lifestyle, to discover God's calling for their lives and for loving service.

Teaching Methodology

The teaching methodology flows from the beliefs of the learner, the learning process and the subject matter. In Biblical terms, this methodology may be referred to as knowledge, understanding and wisdom. This approach in education has been called "classical education." The Biblical terms of knowledge, understanding and wisdom refer to stages of learning. The knowledge or grammar stage includes the instruction of the basic skills of reading, writing and math. This is a time for students through drill, recitation, memorization and other methods to be equipped with the grammar basics of each subject. The understanding or logic stage involves the connecting of knowledge basics so that the learner is moved to a new way of thinking that involves loving service to God. The wisdom or rhetoric stage includes the ability to express what has been learned. The learner not only is involved in loving service to God, but also is able to communicate that knowledge to others.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all students in secular schools. It was established as a governmental means of validating academic and facility standards for local public schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Covenant Classical Christian School will not seek to have a secular administration approve or disapprove of its educational standards. However, the CCCS Board acknowledges the importance of Christian evaluation and accountability in the goal of providing an excellent Christian education.

Covenant Classical Christian School is accredited through Christian Schools International (CSI), the oldest Christian association of schools in the United States and Canada, and SCISA (South Carolina Independent School Association). We are also a member of ACCS (Association of Christian and Classical Schools).

GOVERNMENT

Covenant Presbyterian Church (PCA) established the school with a kindergarten in 1955. In 1982, the Session and congregation organized the grade school to provide the children of the church and the community at large with a well-balanced learning environment for the educational development of the total child. The members of the CCCS Board are approved by the Session of Covenant Presbyterian Church. The Headmaster, the PTO and any other board-designated committees report to the board. The staff and faculty report to the Headmaster who gives spiritual guidance and leadership and carries out the daily administration of the school.

HOLIDAYS

CCCS believes that holidays are God's gifts to men to celebrate and cause the hearts of His people to be uplifted and refreshed in His presence. The school, therefore, does not promote Halloween as a holiday and does not draw attention to Santa Claus or the Easter Bunny in our holiday festivities.

SPIRITUAL LIFE

Your family devotions greatly contribute to the total development of the child's life and the school. You may want to review Bible lessons and be aware of memory work. The New International Version of the Bible is used in all memory work unless otherwise determined by the teacher.

Regular church attendance is strongly encouraged for the entire family. Families are also encouraged to include prayer requests and prayers of thanksgiving for the school during family devotions. Devotions are held each day in the classroom. Chapels are held weekly with the students participating in many of them. May God grant us the privilege of seeing your child grow spiritually as well as mentally and physically.

SECTION 2 – ADMISSIONS

ADMISSION POLICY

Attendance at CCCS is based upon evidence that the parents are committed to the Lord Jesus Christ and to the principles and program of Christian education offered by CCCS. Therefore, the administration is responsible for screening new and continuing families relative to such commitment. The registration process includes a pastoral reference letter initiated by the administration. It is important that families are regularly involved in the life of an evangelical church.

The selection of families is not based upon denomination affiliation, race, or sociological factors. Covenant Classical Christian School does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its employment, educational and admission policies, scholarship programs, and athletic and other school-administered programs. It is our desire to minister to the entire family; however, if our classes cannot meet the needs of a student, the student is not accepted.

September 1 is the birth date cutoff for enrollment, hence a child must be five (5) years old (kindergarten), or six (6) years old (first grade) on or before September 1 of that year. CCCS does not seek to push or frustrate a child when he/she is not developmentally ready. A child's age is often not the best determining factor for readiness in school. A placement test is administered to new students entering CCCS in kindergarten through eighth grade. The non-refundable application fee includes testing and the application process.

Upon the student's attendance of the first day in a semester, the family is obligated to pay tuition for the remainder of that semester.

RE-ENROLLMENT

For CCCS families, the registration payment for the following year is due in February and is non-refundable after the last business day in March. A re-enrollment form must be signed and turned in to the School Office along with the registration fee in order for a class space to be secured for the upcoming school year. Monthly penalties apply for late registrations. See fee schedule for details.

A student may be un-enrolled before the beginning of the next academic year because of outstanding financial balances or frequent violations of school rules.

SCHOLARSHIP PROGRAM

Limited monies are available for new and returning families requiring assistance with tuition. CCCS uses an independent company (ISM-FAST) to make recommendations for scholarships. You must apply online. All documentation must be received and processed by FAST on or before the published deadline. Scholarships are awarded in May.

WITHDRAWAL POLICY

Parents must obtain a Withdrawal Notice from the School Office. This form is completed and submitted to the School Office 30 days in advance of the withdrawal date. All textbooks, library books, and athletic uniforms must be returned. The balance of the semester's tuition and any outstanding debts must be satisfied. A student's records are not forwarded if the withdrawal process is incomplete.

PAYMENTS

Tuition is invoiced monthly and is due the first of each month according to the payment plan. If the payment is received after the tenth of the month, regardless of a weekend, holiday or school break, it is considered past due and a \$25 late fee is assessed. Extended care fees are billed weekly. Monthly statements are emailed after the tenth of the month when there is an outstanding balance. There is a \$20.00 fee for all returned checks.

Any account that has two returned checks within a one-year period is required to pay cash. Parents are encouraged to contact the Financial Administrator as soon as possible concerning a problem with finances. If an account is in arrears of a month's tuition or a two-week extended care fee, the student may be removed from enrollment and unable to return until the account is current. A student's records are not transferred until all outstanding debts are satisfied. All debts must be satisfied prior to graduation for senior students.

REFERRAL PROGRAM

A referral program is established to promote CCCS to the community. For each new family recruited and enrolled at CCCS for the entire year, families receive a 10% discount (up to 50%) on the net amount of their oldest child's tuition payment for one year. The referral form must be received in the School Office prior to the prospective family's inquiry. Referral forms received after contact with the School Office is made are not considered. In the event that more than one family submits the same name, the earliest referral receives the discount. After two (2) years, a new referral form must be submitted.

SECTION 3 - STUDENT EXPECTATIONS

ATTENDANCE

We believe regular attendance in classes is essential to the success of a student's school experience. One can never fully make up or compensate for absence from class. Please do not plan a vacation during school days or early dismissals for weekend trips as students need to be in class daily. **The school day for both Grammar School (grades 1-5) and Upper School (grades 6-12) is 8:15 am to 2:55 pm.**

Grammar School: When a student is absent, a note or email from the parent to the teacher explaining the absence or a doctor's excuse must be sent with the student when he/she returns. Unless this procedure is followed, the absence is unexcused.

Upper School: When a student is absent, a note or email from the parent explaining the absence or a doctor's excuse must be sent to the School Office when the student returns. Unless this procedure is followed, the absence is unexcused.

A student is considered absent for the entire day if he/she leaves the classroom before 11:51 am for Upper School or 11:45 for Grammar School. To be considered present for the whole day, the student must arrive before 11:51 am for Upper School or 11:45 am for Grammar School. Any student who is absent from school may not participate in extracurricular activities that day without prior approval. A pre-arranged absence is not automatically an excused absence but is subject to review. A written request addressed to the Headmaster must be submitted in advance and must include the following information: date, teacher, date(s) of requested absence, reason for absence, parent's signature and phone number.

If a student must leave school before the end of the day, a note is sent from the parent to the teacher explaining the reason for the early dismissal. Parents or legal guardians are to go to the School Office to sign out a student. The parent receives a dismissal slip to present to the student's teacher. Teachers do not dismiss students without receiving a dismissal slip. Students are at no time permitted to go to the parking area to meet parents. Students are not released to anyone other than the student's parent(s) or legal guardian unless the office has been previously notified in writing. In an emergency, a request by telephone is accepted. When someone other than the parent or legal guardian picks up a child, a photo ID is required.

It is the student's responsibility to ask the teacher what work needs to be made up following any absence and it is up to the teacher and the student to determine a time to make up tests or other work. Work is not provided in advance. Assignments must be made up within two days for every one day of absence or receive a 0. A student who has unexcused absences may receive a 0 for all work missed or a penalty deemed advisable by the teacher/school.

Assignments are posted on ParentsWeb for all grade levels. When a student in grades 1-6 is absent, books may be retrieved from the bookshelf inside the Educational Building following the dismissal of school prior to 4 pm.

When a student is absent more than twenty (20) days he/she may not be promoted to the next grade. This rule may not apply to cases of extended or chronic illness certified by a physician or absences that are due to an emergency situation approved by the School Office as excusable. Successful summer tutoring may be an option for advancement.

TARDINESS

When a student is tardy, a parent must accompany the student to the School Office or the student must have a note explaining the reason for the late arrival. If this procedure is not followed, the tardy is unexcused. Three (3) unexcused tardies result in a \$5.00 fine. Each succeeding unexcused tardy receives a \$10.00 fine. Excessive tardies are addressed by the Headmaster.

Excused tardies include car trouble, temporary illness or unavoidable, reasonable circumstances. Unexcused tardies include arriving late for any reason not in keeping with reasonable prudence, e.g., oversleeping and traffic.

Students are expected to be on time to each class throughout the day. The consequence for any unexcused class tardy is administered by the teacher.

CODE OF CONDUCT

Students are expected to conduct themselves in a manner that befits young Christians. They are to exhibit a proper reverence for God and His Word and to adhere to Biblical principles of good behavior with all the ability that their age and maturity affords them. Behavior that is unbecoming of a Christian family may result in action leading to dismissal from CCCS.

- Students are expected to obey the civil laws as those laws are in agreement with the Scriptures.
- Students are expected to conduct themselves so as not to hinder their own instruction or the instruction of others.
- Students are expected to show proper respect for God's creation and to act as good stewards of it.
- Students are expected to conduct themselves appropriately with the opposite sex. Therefore, students are not permitted to exhibit inappropriate public displays of affection at school or at off-campus events (e.g., holding hands, embracing, or kissing).

RULES

- Chewing gum is not permitted on campus.
- Students are not permitted to sit or congregate in any stairwell or entrance to a school building before, during or after the school day.
- Students are not permitted in any classroom unattended by a faculty or staff member. Classrooms are locked when teachers leave. Students are not allowed back in the school buildings unsupervised.
- Only gym bags and book bags may be placed on the top of lockers in Petersen Wing. During lunch and PE, these items may be placed on the floor neatly against the wall. Students are disciplined if these rules are not followed.
- Only Upper School students (grades 6-12) are allowed to have cell phones on campus. High school students may use cell phones before or after school only. Cell phones may

not be used during school hours and must remain off. Parents may desire their middle school student to carry a cell phone for off campus extracurricular activities after school. Middle school students may not use cell phones on campus. Cell phones are confiscated if this policy is abused and parents are notified to pick up the cell phone from the School Office.

- Administration reserves the right to inspect book bags, lockers, cars, etc. if deemed necessary. Any item that a student brings onto campus and/or uses on campus may be examined if a teacher/staff member has good reason to believe that it may contain something that is prohibited by the Family Handbook (to include, but not limited to, alcohol, cigarettes, drugs, weapons, sexually explicit material). Any search must be done with the approval of the Headmaster and with a witness present.

Upper School Honor Code (Romans 13:8-14)

To God Almighty:

- I seek to honor the Lord in all that I think, say, and do (Deuteronomy 26:17).
- I submit myself to the authority of His grace and His commands (2 Timothy 3:16-17).
- I recognize that my appearance and behavior reflects on Him as much as on me (I Corinthians 10:31).

To my parents:

- I attempt to honor my parents in everything I think, say, and do (Exodus 20:12).
- I seek to learn all that I can from them (Ephesians 6:1-3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Psalm 78:1-8).

To my church:

- I submit to all the ecclesiastical authorities God has placed over me (Titus 2:1-5).
- I make worship, discipleship, and spiritual growth a priority in my life (Galatians 2:20).
- I attempt to be an ambassador of Christ and His Church wherever I am (Matthew 28:19-20).

To my teachers:

- I demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Hebrews 13:1).
- I seek to do all the work I have been assigned with diligence and integrity (Ephesians 5:8-17).
- I do my utmost to learn as much and achieve as much as I possibly can (Philippians 4:8-9).

To my classmates:

- I honor and respect the time, work, and feelings of my fellow students (Romans 12:9-18).
- I try to model honesty, integrity, kindness, and modesty in my relationships (Philippians 2:3-7).
- I realize that conflict affects everyone at school, and strive for peace (Ephesians 4:1-6).

(Adapted from Franklin Classical School with permission)

COMPUTER/INTERNET POLICY

Covenant Classical Christian School offers access to a computer lab and computers in the classroom. These computers are connected to the Internet via a broadband line. The computer lab's purpose is to provide an opportunity to learn computer skills, have access to word processors and spreadsheets, and offer on-line resources.

The privilege of using the computers is provided with the expectation that students are responsible for appropriate use. The following policies have been established to ensure that the computer equipment is well taken care of for use by everyone. Abuse of these policies will lead to immediate discipline in a loss of privilege and up to and including suspension from school.

These rules apply to all computer use at Covenant including student's own personal digital assistants (PDA), tablet PC's, laptops or other technological devices. These devices may be used for calendars, keeping notes and writing reports but may only be used with the teacher's permission. *Students may not access the Internet with wireless technology.*

- Conduct on the computers is to reflect and be consistent with Christian ethical principles and precepts and the high standards of character expected of all students of Covenant Classical Christian School.
- Students are not permitted to be in the computer lab or use classroom computers without adult supervision.
- Students are to treat the equipment with care and ask for help when necessary.
- No access or transmittance of material that is in violation of local, state, or federal laws, that is profane, abusive, or otherwise questionable is permitted. This includes, but is not limited to, anything that is copyrighted, threatening, obscene or covered by trade secret. If students encounter inappropriate material by accident, they are required to report it to their teacher immediately.
- Material is not to be downloaded or incorporated into one's own work without properly identifying and citing the source. Failure to do so is plagiarism.
- No instant messaging, social networking, checking personal e-mail or beaming of PDA material is permitted.
- The computers are not to be used for any commercial activities or any political lobbying.
- Students are not to reveal personal information about themselves without permission from teachers or parents and are to never reveal information about others when communicating on the Internet.
- No food or drink is allowed while using any computer.
- *Students are not to change, move, or otherwise tamper with computer hardware or network connections. Computer games or programs are not to be installed on computers in the lab. No program on any computer is to be deleted. Students are not allowed to change the computer color schemes or the desktop arrangement. Students are not to rename any computer files or move program or document files. They are not to delete cookies or history.*
- Students are not to remove CD's, books or computer disks from the lab.
- Students are not to attempt to access any locked files on the computers.

CCCS UNIFORM POLICY

BOYS EVERYDAY WEAR

Choose from the 'Everyday Wear' options that best suit your child's needs. "Any offered" denotes any offered within CCCS color choices.

Lands' End
www.landsend.com
(School Code: 900119801)

French Toast
www.frenchtoast.com
(School Code: QS445RY)

K & M Uniform
4507 Forest Drive
Columbia, SC 29206
(803) 782-4115

SHIRT Color(s)	Mesh or Interlock (Long OR Short Sleeve) <i>White, Maize, Navy, Cobalt</i>	Knit or Pique Polo (Long OR Short Sleeve) <i>White, Yellow, Navy</i>	CCCS Polo (Required for Wednesdays) <i>Cobalt</i>
SWEATER VEST Color(s)	Any offered <i>Maize, Navy</i>	Any offered <i>Navy</i>	N/A
SWEATER Color(s)	Any offered <i>White, Maize, Navy</i>	Any offered <i>Navy</i>	N/A
PANTS Color(s)	Pleat-front, Plain-front or Elastic Waist Chino (NO Cargo) <i>Khaki, Navy</i>	Pleated, Plain-front or Adjustable Waist Twill Pant (NO Cargo) <i>Khaki, Navy</i>	Pleated or Flat-front <i>Khaki, Navy</i>
DOCKER – Original Khaki Classic Fit <i>Khaki (Not Cement), Navy</i>			
SHORTS Color(s)	Pleat-front or Plain-front Chino (NO Cargo) <i>Khaki, Navy</i>	Pleated or Flat-front Shorts (NO Cargo) <i>Khaki, Navy</i>	Pleated or Flat-front Shorts <i>Khaki, Navy</i>
TURTLENECK/ MOCK TURTLENECK Color(s)	Any offered <i>White, Maize, Navy</i>	N/A	N/A

NO BRAND SPECIFIED

BELTS Plain or Braided Leather Color(s) – <i>Brown or Black</i>	SOCKS Color(s) – <i>White, Navy, Black or Brown</i>	SHOES Athletic or Dressy Casual Color(s) – Coordinating Color NO sandals, flip-flops, moccasins, slippers or boots (NO Bright Colors or Plaids)
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BOYS - DRESS UNIFORM (REQUIRED FOR SPECIAL EVENTS)

All students are required to have the items listed under 'Dress Uniform' for their grade level (unless marked 'optional').

Lands' End
www.landsend.com
(School Code: 900119801)

French Toast
www.frenchtoast.com
(School Code: QS445RY)

K & M Uniform
4507 Forest Drive
Columbia, SC 29206
(803) 782-4115

TIE Grades K -5	N/A	N/A	CCCS Plaid
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TIE** Grades 6-12			CCCS Plaid
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PANTS Color(s)	Pleat-front, Plain-front or Elastic Waist Chino (NO Cargo) <i>Khaki</i>	Pleated, Flat-front or Adjustable Waist Twill Pant (NO Cargo) <i>Khaki</i>	N/A
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DOCKER – Original Khaki
Classic Fit
Khaki (Not Cement)

SHIRT Color(s)	Any Oxford <i>White</i>	Any Oxford <i>White</i>	N/A
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NO BRAND SPECIFIED

BELTS Plain or Braided Leather Color(s) – <i>Brown or Black</i>	SOCKS Color(s) – <i>Navy, Black or Brown</i>	SHOES Dress – NO sandals, flip-flops, moccasins, slippers or boots Color(s) – <i>Black, Brown or Navy</i>
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OUTERWEAR (THAT CAN BE WORN IN THE CLASSROOM)

CCCS Hoodie (Special Order Through CCCS) <i>Navy, Cobalt</i>	Fleece Zipfront Jacket, Half-Zip Jacket OR Vest <i>Classic Navy, Cobalt</i>	Uniform Sweater Options	N/A
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Uniform Sweater Options

ATHLETIC WEAR (REQUIRED FOR PE CLASS – GRADES 7-12)

Athletic Shorts
Dark Navy, Deep Cobalt

****Grades 6—12:** A striped tie is another option for boys in grades 6-12. Please click on the link, <http://tinyurl.com/n4jlbw>, to view the tie (www.TheTieBar.com - Item #11357). The tie comes in two lengths, 58" and 63". The longer length is recommended for those who are 6'2" or taller. The cost is \$15 or \$20, depending on the length.

GIRLS EVERYDAY WEAR

Choose from the 'Everyday Wear' options that best suit your child's needs. "Any offered" denotes any offered within CCCS color choices.

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French Toast
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(School Code: QS445RY)

K & M Uniform
4507 Forest Drive
Columbia, SC 29206
(803) 782-4115

SHIRT Color(s)	Mesh or Interlock Polo, Knit Peter Pan (Long OR Short Sleeve) <i>White, Maize, Navy, Cobalt</i>	Interlock Knit or Pique Polo (Long OR Short Sleeve) <i>White, Yellow, Navy</i>	CCCS Polo (Required for Wednesdays) <i>Cobalt</i>
SWEATER VEST Color(s)	Any offered <i>Maize, Navy</i>	Any offered <i>Navy</i>	N/A
SWEATER Color(s)	Any offered <i>White, Maize, Navy</i>	Any offered <i>White, Navy</i>	N/A
JUMPER Color(s)	Solid Jumper <i>Khaki, Navy</i>	Two Pleat Front Jumper <i>Navy</i>	Drop Waist Jumper <i>Khaki, Navy</i>
SKORT/SCOOTER Color(s)	Long Chino Skort <i>Khaki, Navy</i>	Kick Pleat Scooter <i>Khaki, Navy</i>	N/A
SKIRT Color(s)	Pleated Skirt, Long Pleated Skirt, A-Line Skirt, Long Chino Skirt <i>Khaki, Navy</i>	Pleated Skirt, Long Skirt w/Back Panel <i>Khaki, Navy</i>	Box Pleated Skirt <i>Khaki, Navy</i>
PANTS Color(s)	Plain-front Chino, Pleat-front Chino, or Elastic-waist Chino (NO Cargo, NO Crops, NO Low Rise, NO Flares) <i>Khaki, Navy</i>	Flat-front, Pleated or Adjustable Waist <i>Khaki, Navy</i>	Flat Front or Pleated Pant (NO Low Rise) <i>Khaki, Navy</i>
SHORTS** Color(s)	Pleat or Plain-front Chino (NO Cargo) <i>Khaki, Navy</i>	Bermuda or Pleated (NO Cargo) <i>Khaki, Navy</i>	Pleated or Plain-front Shorts (NO Low Rise) <i>Khaki, Navy</i>
TURTLENECK/ MOCK TURTLENECK Color(s)	Any offered <i>White, Maize, Navy</i>	N/A	N/A

****Due to the various sizes of students, length of shorts is determined in different ways. Shorts are within three inches of the knee for most girls; however, for taller girls the inseam must be longer than seven inches and near three inches of the knee.**

NO BRAND SPECIFIED

BELTS

Plain or Braided Leather
Color(s) – *Brown or Black*

SOCKS AND/OR TIGHTS (OPTIONAL)

Color(s) – *White, Navy,
Brown*

SHOES

Athletic or Dressy Casual – NO sandals, flip-flops, open-toe,
mule, slingback, espadrille, heels, clogs or boots
Color(s) - Coordinating Color (**NO Bright Colors or Plaids**)

GIRLS - DRESS UNIFORM (REQUIRED FOR SPECIAL EVENTS)

All students are required to have the items listed under 'Dress Uniform' for their grade level (unless marked 'optional').

Lands' End
www.landsend.com
(School Code:
900119801)

French Toast
www.frenchtoast.com
(School Code: QS445RY)

K & M Uniform
4507 Forest Drive
Columbia, SC 29206
(803) 782-4115

SKIRT

Grades 6-12

N/A

N/A

CCCS Plaid

JUMPER

Grades K-5

N/A

N/A

CCCS Plaid

BLOUSE

Color(s)

Oxford - Standard, Pintuck or Pinpoint (Long, 3/4, OR Short Sleeve)
White

Oxford or Peter Pan Blouse (Long, 3/4, OR Short Sleeve)
White

Oxford or Peter Pan Blouse (Long OR Short Sleeve)
White

SWEATER

Color(s)

Any Offered
White, Maize, Navy

Any Offered
White, Navy

N/A

NO BRAND SPECIFIED

SOCKS AND/OR TIGHTS - OPTIONAL

Socks (Summer); Tights or Hose (Winter)
Color(s) - *White, Navy*

DRESS SHOES

NO sandals, flip-flops, open-toe, mule, slingback, espadrille, heels,
clogs or boots
Color(s) - *Brown, Black or Navy*

OUTERWEAR (THAT CAN BE WORN IN THE CLASSROOM)

CCCS Hoodie (Special Order Through CCCS)
Navy, Cobalt

Fleece Zipfront Jacket,
Half-Zip Jacket OR Vest
Classic Navy, Cobalt

Uniform Sweater Options

N/A

Uniform Sweater Options

ATHLETIC WEAR (REQUIRED FOR PE CLASS – GRADES 7-12)

Athletic Shorts
Dark Navy, Deep Cobalt

GRAMMAR SCHOOL STUDENT DRESS CODE

Dress clothes are required for all SCISA student activities. No shorts are allowed. There are other occasions such as music programs, field trips and other special programs where students are asked to wear more formal or informal attire. In these situations, parents receive written notification.

Dress Code for Male Students

- Hair is clean and neatly cut. Hair does not extend past eyebrows or the top of shirt collars and does not completely cover the ears. No unnatural hair color allowed.
- Pants are worn on the waist, not the hips. Pants are not allowed to drag on the floor or bunch up around the ankles.
- Shorts are not worn in the months of December, January and February.
- Belts are worn inside the belt loops of pants and shorts.
- All shirts are tucked into pants and shorts.
- **No colored or printed t-shirts are permitted underneath uniform shirts. Only white t-shirts may be worn.**
- **The neck button of the oxford shirt (Dress Uniform) must be buttoned. The necktie knot must be worn at the neck, not loosely tied. The long sleeve oxford shirt (Dress Uniform) may not have sleeves rolled up. Shirt cuffs must be buttoned.**

Dress Code for Female Students

- No unnatural hair color allowed.
- Skirt, skorts and jumpers are knee-length or longer.
- Shorts are not worn in the months of December, January and February. Due to the various sizes of students, length of shorts is determined in different ways. Shorts are within three inches of the knee for most girls; however, for taller girls the inseam must be longer than seven inches and near three inches of the knee.
- Belts are worn inside the belt loops of pants and shorts.
- All shirts are tucked into skirts, skorts, pants, or shorts unless designed to be worn outside. Care must be given so that undergarments are not visible. **A cami or tank top may not be visible at the neckline. If either extends below the shirt, it must be a school uniform color (i.e., white, yellow, navy, cobalt) and may not have lace.**

Dress Code for All Students

Hats: Hats, stocking caps, and sweatbands may not be worn inside any building.

PLEASE LABEL ALL PERSONAL ARTICLES THAT COULD BECOME CONFUSED WITH THE POSSESSION OF OTHERS.

DRESS POLICY FOR SCHOOL SPIRIT DAY

Every Wednesday is "School Spirit Day." All students are required to wear a CCCS blue school shirt. Long-sleeve school shirts are available. Only white long-sleeve shirts are allowed to be worn underneath the short-sleeve shirt.

DRESS POLICY FOR OFF-CAMPUS ACTIVITIES

The attire for off-campus activities is determined by the teacher prior to each event or activity.

Casual Dress:

Males – Khaki pants and CCCS school shirt.

Females – Khaki skirt, skort, or pants and CCCS school shirt.

Daily Dress:

Males/Females – School dress that complies with CCCS Uniform Policy.

Enforcement

If a student in the Grammar School is inappropriately dressed, a parent/guardian is informed that the attire is inappropriate and may be asked to bring a uniform if a student is a repeat offender. A blue slip may be issued and a possible detention assigned.

UPPER SCHOOL STUDENT DRESS CODE

"Let your moderation be known unto all men. The Lord is at hand" (Philippians 4:5). Scripture teaches us that our children and we are to dress in good taste and in moderation. Students and parents are reminded that the way a person dresses is a visible testimony of his/her relationship with the Lord and that we, therefore, at all times, should strive to maintain an appearance that pleases Him and represents the standards of our school.

It is the responsibility of the parents or legal guardians to see that their student does not violate the dress code during the regular school hours and all school-related events, including athletic events.

In addition to the daily dress code described below, additional guidelines have been added for School Spirit Day and off-campus activities. The attire for off-campus activities is determined by the supervising teacher prior to each event or activity. Dress clothes are required for all SCISA student activities. No shorts are allowed.

Dress Code for Male Students

- Hair is clean and neatly cut. Hair does not extend past eyebrows or the top of shirt collars and does not completely cover the ears. No unnatural hair color is allowed. No facial hair is allowed.

- No earrings or other body piercing may be worn.
- No visible tattoos allowed.
- Pants are worn on the waist, not the hips. Pants are not allowed to drag on the floor or bunch up around the ankles.
- Shorts are not worn in the months of December, January and February.
- Belts are worn inside the belt loops of pants and shorts.
- All shirts are tucked into pants and shorts.
- **No colored or printed t-shirts are permitted underneath uniform shirts. Only white t-shirts may be worn.**
- **The neck button of the oxford shirt (Dress Uniform) must be buttoned. The necktie knot must be worn at the neck, not loosely tied. The long sleeve oxford shirt (Dress Uniform) may not have sleeves rolled up. Shirt cuffs must be buttoned.**

Dress Code for Female Students

- No unnatural hair color allowed.
- Only earrings in the ear lobe are allowed. No other body piercing may be worn.
- No visible tattoos allowed.
- Skirts and skorts are knee-length or longer.
- Belts are worn inside the belt loops of pants and shorts.
- Shorts are not worn in the months of December, January and February. Due to the various sizes of students, length of shorts is determined in different ways. Shorts are within three inches of the knee for most girls; however, for taller girls the inseam must be longer than seven inches and near three inches of the knee.
- All shirts are tucked into skirts, skorts, pants, or shorts unless designed to be worn outside. Care must be given so that undergarments are not visible. **A cami or tank top may not be visible at the neckline. If either extends below the shirt, it must be a school uniform color (i.e., white, yellow, navy, cobalt) and may not have lace.**

Dress Code for All Students

Hats: Hats, stocking caps, and sweatbands may not be worn inside buildings.

Dress for Physical Education

Bottom: Lands' End athletic shorts are required for PE for students in grades 7-12.
T-shirt: T-shirts may not have unacceptable printed slogans, rock group and/or inappropriate logos.

PLEASE LABEL ALL PERSONAL ARTICLES THAT COULD BECOME CONFUSED WITH THE POSSESSION OF OTHERS.

DRESS POLICY FOR SCHOOL SPIRIT DAY

Every Wednesday is "School Spirit Day." All students are required to wear a CCCS blue school shirt. Long-sleeve school shirts are available. Only white long-sleeve shirts are allowed to be worn underneath the short-sleeve shirt.

DRESS POLICY FOR OFF-CAMPUS ACTIVITIES

The attire for off-campus activities is determined by the teacher prior to each event or activity.

Business Dress:

Males – Blazer (navy), uniform dress pants, long-sleeve oxford shirt (white), CCCS plaid tie or striped tie, dress shoes, dark socks.

Females – CCCS plaid skirt, uniform blouse, dress shoes according to Uniform Policy.

All clothing is neatly ironed.

Casual Dress:

Males – Khaki pants, CCCS school shirt, black/brown casual dress shoes.

Females – Khaki skirt, skort or pants, CCCS school shirt, leather or fiber casual dress shoes.

All clothing is neatly ironed.

Daily Dress:

Males/Females – School dress that complies with CCCS Uniform Policy.

Enforcement

If a student in the Upper School is inappropriately dressed, he/she may receive a Dress Code Slip and be notified of a five-day dress requirement. **This consists of the oxford shirt, school tie and khaki pants for the boys, and for the girls, the plaid uniform skirt and a dress uniform blouse that must be tucked in regardless of its design.** If a student is inappropriately dressed, a parent/guardian may be called to bring clothing that meets the Uniform Policy. **STUDENTS CITED A THIRD TIME FOR INAPPROPRIATE DRESS IS SUSPENDED FROM SCHOOL.**

SCHOOL PROPERTY

Textbooks and supplementary books are issued by number to each student and the condition of each book is noted at the time of issue. These books and other items available for the students' use are the property of CCCS and must be taken care of properly. Books require appropriate protective coverings. Damage or loss of any of these materials or any school property is billed accordingly to the parent(s) or legal guardian.

SECTION 4 – HEALTH AND SAFETY

ACCIDENT INSURANCE FOR STUDENTS

Enrollment in a group student accident insurance plan is provided for each student. The maximum medical limit is \$1,000,000. Coverage under this plan is “excess,” which means that it does not respond to the extent that a parent’s existing medical insurance will cover the bills. If the student has no existing insurance, the plan becomes “primary” and pays the “usual and reasonable” expenses up to \$1,000,000. If the parent’s medical insurance covers some, but not all of the bills, this plan will fill in the gaps for “usual and reasonable” expenses. Parents must first follow the rules for obtaining benefits from their personal insurance or payments under the student accident insurance may be reduced by 50%.

HEAD LICE

Head lice are common in school-age children. If you discover that your child has a case of head lice, please notify the School Office. Follow the necessary treatment procedures. A notice is sent to parents in the class it affects. Do not send your student to school until there is no presence of either lice or nits. To prevent the spread of lice, encourage children not to share combs, brushes, or caps at school.

RINGWORM

CCCS follows the regulations set forth by the SC Department of Health and Environmental Control for schools which state: Children with ringworm of the scalp must remain out of school until they have begun treatment with a prescription oral antifungal medication. Your child may return to school with a medical note. Children with ringworm of the body may return to school with a parent note once they have begun oral or topical antifungal treatment. If the ringworm is on an area that cannot be covered by clothing, it must be loosely covered with a bandage while at school. A notice is sent to parents in the class it affects.

ILLNESS

When a student comes to the office not feeling well and has a temperature of 100 degrees or higher, the parent is contacted to come for the student. Therefore, it is important that the emergency numbers on file in the office are current. The student may return to school when fever free for 24 hours without the aid of a fever reducing medication. Students infected with a contagious disease, suffering a severe injury or who have had surgery should remain at home until a physician approves their return to school. Any restrictions regarding activities should also be communicated to the school.

IMMUNIZATIONS

All children entering school must have on file a South Carolina Certificate of Immunization indicating immunizations required by the SC Department of Health and Environmental Control are current. All shots are available at the local health department.

INCLEMENT WEATHER

In the event of bad weather, check the website for information. WIS-TV (Channel 10) is also notified concerning the closing or opening of CCCS or you may call the School Office for a recorded message.

MEDICATION

Over-the-counter medications are administered as designated under “Medication Consent” on a student’s Student Information Form. Other medication is only administered if the parent completes a Medication Authorization (available in the School Office) which includes the name of the medication, reason for use and dispensing instructions. Any special handling applicable to the medication such as refrigeration, dilution or other special treatment must be clearly communicated. In the event of a medication error, parents are notified immediately.

MEDICAL EMERGENCIES

Examples of medical emergencies that require immediate medical care by a health care professional include the conditions listed below.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Seizures
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Vomiting blood
- Possible broken bones
- Shock

Steps that are followed in the event of a medical emergency:

- 1) Staff with CPR/First Aid training is on-site in each building at all times students are present.
- 2) 911 is called immediately upon recognizing signs and symptoms that require immediate medical attention.
- 3) The student’s parent/guardian is called immediately after calling 911 to inform them of the child’s symptoms and where they will be transported for medical care.
- 4) Staff provide CPR/First aid until emergency personnel arrive.
- 5) A staff person accompanies the student to the hospital if the parent has not arrived at the school in time.
- 6) The student’s emergency medical information form is taken to the hospital.

EMERGENCY PREPAREDNESS

Covenant Classical Christian School has the emergency evacuation plans listed below. Monthly drills are conducted. A record of all fire and severe weather drills is kept noting the date and time of each drill. Escape routes are posted in each classroom. Teachers review procedures and instructions with students at the beginning of each school year.

Fire Drill Procedures:

- To signal a drill or an actual fire, a bell rings a continuous long ring.
- When the alarm sounds, occupants are to get up from their seats and exit quietly, moving along the instructed route in single file.
- Students continue moving until they are at least fifty (50) feet away from the building. They are to line up in straight lines according to the class they were in when the alarm sounded and face the building they left. Teachers use a class roster and check to see that all students are present.
- When occupants exit the building they are not to talk, run, push, etc. They are to leave quickly and quietly.
- The teacher is the last person to leave the room and closes the door.
- Occupants are to stand quietly outside until the “all clear” signal is given.

Bomb Threat Procedures:

In the event of a bomb threat, each building is notified prior to the sounding of the fire alarm (a continuous long ring). The same procedures as for a fire drill are followed except students move as far away from the buildings as possible.

Tornado or Severe Weather Procedures:

- A weather radio is located in the School Office. In the event of a severe weather or tornado watch or warning, information is received from the National Weather Service.
- Once the need for an evacuation is determined, a verbal alarm is given.
- Occupants are to go to designated areas as quickly and quietly as possible. They are to sit on the floor with heads down, covering face and head with arms. Instructions are posted in each classroom.
- Windows and doors are to be closed.
- Upon receiving a severe weather warning, students are not sent home early and may be kept beyond regular school hours. Students are safer at school than in a bus or car. Students are dismissed when the severe weather warning is lifted.

Intruder Procedures:

In the event that an intruder or a student shooter is discovered on campus, the following procedures are followed:

- Upon the discovery of an intruder/shooter, the School Office must be notified immediately.

- The office then uses a designated signal via Walkie-Talkie to notify the following campus areas:
 - a) Petersen Wing (Room 1)
 - b) Harrison Building (1st Grade)
 - c) Sanctuary Basement (Language Room)
 - d) Education Building (5th Grade)
- The School Office notifies the following areas via phone intercom:
 - a) Church Office ⇨ Sanctuary
 - b) Petersen Hall
- The Police Department is notified ASAP.
- Teachers/Staff in these buildings do the following:

Petersen Wing

Room 1 Teacher: Notifies the other teachers, checks bathrooms, locks the main door

Room 4 Teacher: Locks the main door closest to Room 4

Harrison Building (AM)

1st Grade Teacher: Notifies K teacher ⇨ Art Room ⇨ 2nd/3rd grade teacher

Harrison Building (PM)

1st Grade Teacher: Notifies Art Room ⇨ 2nd/3rd grade teacher
(Full-Day Kindergarten will be with 1st grade)

Each teacher locks their door.

Education Building

5th Grade Teacher: Notifies 4th and 6th grade teachers, checks bathrooms, locks the main door

Language Room

LR Teacher: Notifies the School Library and Music Room and locks the outside entrance

4. Every staff member is required to:
 - Pull any student in the hall into their classroom; notify teachers of misplaced students
 - Make sure their door is locked
 - Turn off the lights in the room
 - Close blinds on the windows
 - Have students/staff get on the floor below window level
5. Teachers/staff must follow the above procedures until an administrator or police officer personally notifies them to alter the above procedures.
6. Upon the departure or capture of the intruder/shooter, the phrase “Teachers report to the chapel” is used to notify the teachers via Walkie-Talkie that the danger has passed. The designated teachers then alert teachers in their buildings by saying “Teachers report to the chapel.”

SECTION 5 - ACADEMIC STANDARDS

Our grading system is designed to give parents the most accurate evaluation of their student's progress and provide student accountability. We at CCCS understand that God made each student unique in talents, understanding, maturity and personality. A student's academic progress reflects their personal, social, and study habits. God gives a high standing to the one that labors diligently. "Lazy hands make a man poor, but diligent hands bring wealth" (Proverbs 10:4). "The plans of the diligent lead to profit as surely as haste leads to poverty" (Luke 10:7). Paul says, "When we were with you, this we commanded you, that if a man will not work, he shall not eat. For we hear that there are some which walk among you disorderly, working not at all, but are busybodies. Such people we command and urge in the Lord Jesus Christ to settle down and earn the bread they eat" (2 Thessalonians 3:10-12).

Grading System – The ParentsWeb is an online tool to inform parents of their student's academic performance for grades 2 and up. Parents should check this information regularly. Report cards are issued four (4) times during the school year at intervals of approximately nine weeks. Kindergarten receives report cards two times during the year, in January and at the end of the year. All entries made by the teacher on the student's report card are the result of careful evaluation of the student's learning, effort and self-discipline. The following grading scales are used.

Kindergarten and skill sets in grades 1-6:

E	Consistently Displayed
S	Satisfactory
N	Needs Improvement
U	Indicates Problem

Grades 1-3:

E	Excellent Progress	93 – 100
G	Good Progress	85 – 92
S	Satisfactory Progress	77 – 84
N	Needs Strengthening	70 – 76
U	Unsatisfactory	69 – Below

Grades 4-5:

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
U	69 – Below

Upper School (Grades 6-12):

A+	98.0 – 100	C	79.0 – 81.9
A	95.0 – 97.9	C-	77.0 – 78.9
A-	93.0 – 94.9	D+	74.0 – 76.9
B+	90.0 – 92.9	D	72.0 – 73.9
B	87.0 – 89.9	D-	70.0 – 71.9
B-	85.0 – 86.9	U	69.9 or below
C+	82.0 – 84.9		

Homework – Teachers assign homework as they deem necessary and it is listed on ParentsWeb. Full instructions regarding how and when it is to be completed are given to students. Ordinarily, homework for the Grammar School is not assigned on Wednesdays or over the weekend so that quality time with families and churches can be fostered. Homework is less at these times for students in the Upper School.

Homework is not intended to be busy work, nor is it intended to take long periods of time. It is meant to supplement and strengthen our program as well as develop responsibility and independence in your child. In case of sickness, please refer to Section 3 for procedures.

Late Assignments – One aspect of academic excellence is doing work on time; hence teachers may penalize students for turning in late homework, class work, papers, etc.

Student Retention – Any student who earns one or more U's in two or more major subject areas may be required to repeat the grade. Summer school or tutoring may be necessary (with successful test results) before the student can be reconsidered for enrollment in the next grade level. A teacher may also recommend retention based on professional judgment.

Tutoring – Fifty-minute tutoring sessions are available. See fee schedule for amount. Tutoring required for grade advancement must consist of no less than 600 minutes over the summer.

Standardized Testing – Grades 2, 4, 6, 7 and 8 are tested. If a student misses this scheduled testing for valid reasons, make-ups are arranged. Make-ups are not allowed for planned absences. Standardized test results are mailed with the final report card at the end of the school year.

Student Records – Records are locked in a fireproof cabinet in the School Office area. The administration, faculty, secretary and parents (according to office procedure) have access to student files.

Academic Requirements/Guidelines for Sports – All student athletes must have a passing grade (70 or above) in ALL classes at the end of each quarter. **This does not include semester exams and semester averages.** Students who do not have a passing grade are suspended from a team according to the following guidelines. Coaches notify students of their suspension no later than the day before a game.

Failing one (1) class: Students are allowed to try out and practice with the team but are not allowed to dress out, play in any games or travel with the team.

Failing two (2) or more classes: Students are not allowed to try out, practice, dress out, play in any games or travel with the team.

For a student to be considered part of the team or to letter, they must complete the entire sport season (includes rescheduled games and playoffs) unless they are injured or given a medical leave of absence, both of which require a doctor's notice. If a student does not complete the entire season he/she is unable to participate in team photos and attend the Athletic Banquet.

HIGH SCHOOL HONOR ROLL

Headmaster's List – At least a 4.5 GPA with no class below an A- (4.0)

High Honor Roll – At least a 4.1 GPA with no class below a B (3.25)

Honor Roll – At least a 3.7 GPA with no class below a B (3.25)

HIGH SCHOOL GRADUATION REQUIREMENTS FOR CLASSES GRADUATING IN 2011

<u>College Preparatory Diploma:</u>	<u>Units</u>
English	4
Mathematics	4
Science	3
History (Includes ½ credit of Government)	4
Rhetoric	1
Foreign Language	3
Physical Education	1
Computer Science	1
Logic	1
Bible	2
Economics	½
<u>Fine Arts</u>	<u>1</u>
Total	25½

HIGH SCHOOL GRADUATION REQUIREMENTS FOR CLASSES GRADUATING IN YEARS 2012 AND THEREAFTER

<u>College Preparatory Diploma:</u>	<u>Units</u>
English	4
Mathematics	4
Science	3
History (Includes ½ credit of Government)	4
Rhetoric	1
Senior Thesis	½
Foreign Language	3
Physical Education	1
Computer Science	1
Logic	1
Bible	2
Economics	½
<u>Fine Arts</u>	<u>1</u>
Total	26

Community Service – Ten hours of community service per high school year are required for graduation.

Covenant Service – Five hours of Covenant service per high school year are required for graduation.

Credits – Students will earn a high school credit for Latin. Algebra I may be taken in 8th grade for high school credit.

College Visitation – Juniors are allowed three (3) college visit days. Seniors are allowed (4) college visit days including the day when the PSAT is administered to grades 9-11.

Course Enrollment/Withdrawal – Students must obtain a Class Enrollment/Withdrawal form from the School Office. The form requires the teacher’s recommendation and/or approval, guidance approval, and student and parent signatures. Completed forms are submitted to the School Office within the first two weeks of class. Once the two-week deadline has passed, students may not be added or removed from class rosters.

Honor’s Course Enrollment/Withdrawal – A student’s grade average must be a minimum of 90% in the prerequisite course for honor class enrollment consideration. If this requirement is met, students must (1) obtain a Class Enrollment/Withdrawal form from the School Office, (2) fill out and sign form, and (3) obtain recommendation and/or approval from the teacher, guidance office, and parent. The form is turned in to the School Office within the first two weeks of class. Once the two-week deadline has passed, students may not be added or removed from honors’ class rosters.

HIGH SCHOOL EXAM POLICY

Definitions:

- a. The fall semester consists of the first and second nine-week terms.
- b. The spring semester consists of the third and fourth nine-week terms.
- c. The semester examinations are those exams that cover material in an entire 18-week semester.

Exempting Examinations:

- a. There are no exemptions for the fall semester examinations.
- b. Only seniors with an “A” average in a class can exempt the spring semester examination for that class.
- c. A list of students exempting exams must be provided to the School Office prior to the start of exams.

Material Covered in Semester Examinations:

- a. The fall semester examinations are to include only content covered during that semester.
- b. The spring semester examinations are to include only content covered during that semester.
- c. Examination questions are related to the essential questions for the course content covered during the semester.
- d. The examinations are designed so most students complete the examination within three-fourths to four-fifths of the total time allowed.

HIGH SCHOOL COMMUNITY SERVICE

REQUIREMENT: Each high school student is required to complete and record 10 hours of community service per year. Community service must receive prior approval from the homeroom teacher and be completed by May 1. Report cards are held until this requirement is met.

Community service is recorded on a student's transcript. Requirements must be met for a student to graduate. Seniors must have completed all community service to participate in graduation.

PURPOSE: First, community service gives students a structured opportunity to let the light of Christ shine through them in such a way that men may see their good works and so glorify God in heaven. Second, community service gives students a structured opportunity to serve the welfare of their neighbor and community. Third, community service gives students a structured opportunity to develop their own gifts, talents, and interests in the service of God's kingdom.

GUIDELINES: First, community service primarily benefits or contributes to the community or society. The intention is to encourage service beyond the spheres of family, school and the local church (mission trips are allowed). Second, community service is strictly voluntary. No payment may be received for the service provided. Third, community service focuses involvement, as much as possible, on one cause or organization over the course of a year. Ten hours of service to one cause is preferable to giving 1 or 2 hours to a number of different causes.

IDEAS/SUGGESTIONS: Community service includes a wide variety of worthwhile endeavors. Students may serve a cause or organization that has evangelism as its primary focus, such as neighborhood Bible clubs or a summer mission trip. Students may serve a cause or organization that seeks to relieve human suffering such as a food bank, a shelter for the homeless, or a clothing exchange. A cause or organization that seeks social change such as pro-life groups, anti-gambling or abstinence campaigns are acceptable. Political campaigns or summer camps are also acceptable. The possibilities are endless, as long as it fits within the guidelines.

HIGH SCHOOL COVENANT SERVICE

REQUIREMENT: Each high school student is required to complete and record 5 hours of Covenant service per year. Report cards are held until this requirement is met. Covenant service is recorded on a student's transcript. Requirements must be met for a student to graduate. Seniors must have completed all Covenant service to participate in graduation.

GUIDELINES: Covenant service is service within the school community.

IDEAS/SUGGESTIONS: Students may participate in a PTO work day, assist a teacher or assist in the School Office. Students who participate in Student Council and/or National Honor Society earn 2 hours of Covenant service for each per year.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) recognizes juniors and seniors who qualify for membership in the following areas:

- Scholarship: 90% cumulative grade average
- Leadership
- Christian character
- Service

All students who qualify academically complete a form outlining their experiences in leadership and service. The entire faculty is given the opportunity to provide input regarding these students in the areas of leadership, Christian character, and service. A five-member NHS Faculty Council

evaluates all applicants to determine who is chosen for membership. Once students are selected, CCCS holds a public induction ceremony.

NHS functions as a club at CCCS and follows the club guidelines.

SECTION 6 - DISCIPLINE

We believe that discipline is an integral part of life and is not to be viewed as merely punishment, but as correction to the end that those who are disciplined may grow in godliness. Discipline is no less a part of training a child than is teaching the child to read (I Timothy 4:7; Proverbs 29:15,17). We believe that the discipline of children is primarily the responsibility of the parents. Parents whose children are enrolled at CCCS must not abdicate their responsibility in this area and expect the school to be responsible for raising their children "in the nurture and admonition of the Lord." On the other hand, parents must be willing to delegate their authority over their children to the school so during school hours the children may be trained through biblically applied discipline.

It is our aim that all discipline is administered in love and humility in keeping with Biblical standards. Normally, disciplinary procedures are carried out by the teachers in keeping with their instruction methods and individual capabilities. Discipline may include, but is not limited to, discipline slips, detentions, extra work, and spanking. If you have questions concerning a discipline situation, please make an appointment with your student's teacher to address the matter in person.

The student is made fully aware of his/her offense and is told why an action or attitude constitutes an offense. The student is given ample opportunity to repent, to make restitution, if necessary, and to be reconciled to the offended parties.

SLIP SYSTEM

Discipline slips are issued via email. Once a student receives two blue slips within a nine-week period, a pink slip is issued for the next offense unless the initial offense is of the nature that warrants a pink slip. Similarly, two pink slips results in the issuance of a white slip.

SLIP TYPE	REASONS GIVEN
Blue	Minor offenses such as missed assignments, being disruptive in class, chewing gum, etc.
Pink	More serious offenses such as disrespect for a teacher or classmates, starting a fight, cheating on a test, use of profanity, etc.
White	Continual or major offenses that require a conference with both parents. Consequences of a white slip may possibly lead to suspension or expulsion from CCCS.
Dress Code	Given to Upper School students who do not observe the dress code requirements.

Detention – Teachers, as a means of training for appropriate conduct, may assign detentions. Detentions are held on the afternoon appointed by the teacher. Students are supervised and assigned to a work detail. Students receiving three (3) detentions in a given grading period are

suspended for not less than two (2) days. Teachers contact parents at least one day prior to detention. Consequences for a detention not served in a timely manner may result in an additional day of detention.

Homework Detention – Teachers may assign students to a homework detention for missed assignments. Generally, homework detention is held two afternoons each week from 3 to 4 pm.

If a student continues to exhibit an unteachable spirit in a particular area, or if he/she is generally rebellious, the teacher may send the student to the Headmaster for further action.

If, in the judgment of the teacher, an offense warrants it, the teacher may administer a spanking. A teacher may refer a student to the Headmaster for spanking. The student is removed from the classroom and the reason for the spanking is explained. No more than three swats are given on the buttocks area only. The teacher or another responsible adult personally witnesses the spanking. The parents are called or sent a notice informing them of the circumstances.

If further discipline is necessary, the Headmaster and the student's teacher request a meeting with the parents at which time the student's problems are discussed and the aid of the parents solicited. The purpose for such a meeting is not to rebuke parents for lack of discipline on their part. Rather, it is intended to promote a cooperative effort toward the solution of the student's problem. If after repeated warnings and disciplinary action a student is not responding to correction, the student and parents are requested to meet with delegates of the CCCS Board. Disciplinary action may be a one to three day suspension or expulsion.

SUSPENSION

Suspension implies that the student exhibits behavior or attitudes that constitute a serious disciplinary problem. Upon suspension, the school notifies the parents stating the grounds for suspension and the duration of the suspension. During the period of suspension, the parents along with the student, are required to meet with the administration for the purpose of enlisting the parents' aid in solving the student's problems. Suspensions may also be necessary for a first time offense of a more serious nature. The following actions normally result in an immediate suspension from school for a period of one to three days:

- Fighting, smoking, etc. on campus or at any school-related function
- Abusive language and/or disrespectful conduct
- Excessive discipline slips
- Other offenses of a serious nature (i.e. cheating, defacing property, situations of a sexual nature, etc.)

EXPULSION

After exhausting all of its capabilities to redirect a student's behavior, the school reserves the right to expel (permanently dismiss) a student. Expulsion implies the immediate loss of all rights and privileges associated with being a student at CCCS.

Expulsion usually occurs when the following behavior takes place: using, consuming, supplying, selling or possessing drugs and/or alcohol; repeatedly violating certain school rules despite warnings and other disciplinary actions; parents of a student show a failure to cooperate with school authorities in the discipline of their children; assault or battery of a teacher; and stealing or other serious moral offenses.

Expulsion is not made without the approval of at least two (2) of the following parties: the Headmaster, the CCCS Board Chairman, and another board member. Said parties must meet together to consider any and every expulsion prior to taking action. Any student who is expelled may not be re-admitted until the following school year and then only with the approval of all three of the parties mentioned above. Again, the parties must meet prior to granting re-admission. Tuition paid is forfeited.

APPEALS PROCESS

If a student believes he/she has been unjustly disciplined, he/she may request a private meeting with the teacher and graciously present his/her account. The teacher may agree with the student and seek to correct the injustice. If the teacher does not agree, the student should respectfully accept the teacher's judgment and IN NO CASE should he/she argue with the teacher. This form of appeal is intended solely for the use of the student.

In the case of expulsion, written notice of appeal must be given to the Headmaster within three (3) days of the student's expulsion. The appeal in this case is presented to the board for their decision.

SECTION 7 - COMMUNICATION

PARENT/SCHOOL RELATIONS

Parents are urged to speak directly to the appropriate teacher to discuss any problem concerning their student. There are three scheduled conference afternoons a year. Parents are strongly encouraged to come and talk with the teachers during these scheduled times. These days are listed on the school calendar. If parents desire a conference at another time, please call the School Office to arrange an appointment.

Please be prompt in providing requested forms or information to the teacher and/or School Office.

GRIEVANCES

Dr. Paul Kienel, in his pamphlet entitled, "The Matthew 18 Principle for Solving School Problems," says the following: *Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. The following are the words of Jesus:*

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony 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, treat him as you would a pagan or a tax collector."

In keeping with this Scripture passage, we are providing you with some basic principles to follow:

- Everyone connected with our school is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers and happy, well-disciplined

students promote the school. Everyone should seek the best interests of the school in conversations.

- Remember to pray faithfully for students, teachers, and the whole school. Whenever possible, aim to keep your student's training consistent with the instruction you expect him to receive at school and support the work of his teacher with your encouragement.
- A student does not always hear or see a situation accurately. Contact the school immediately if you have a question and give us the opportunity to remedy any apparent problems.
- Discuss any disagreement you may have with a teacher in person. Take the time to talk with the teacher directly. Gossip never solves problems.
- Complaints, concerns, problems, or other matters are to be channeled by parents according to the school's chain of command. All persons are encouraged to deal with a situation at its source. This usually means speaking with a particular teacher or appropriate staff member in an attempt to get clarification or resolution. Once an honest attempt has been made and clarification, resolution, or satisfaction has not been reached, the person then proceeds to the next level of authority, the school Headmaster. If satisfaction is not realized with the Headmaster, a person proceeds to the CCCS Board by writing a letter to the attention of the board chairman.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of our PTO is to encourage a working together of parents, teachers and concerned friends in order to provide the best in Christian education for every student enrolled. Your active participation is needed to strengthen the life of home and school.

SCHOOL MEMOS & NEWSLETTERS

Most notices are distributed via email. Please notify the School Office of any changes in your email address. Notices and other information sent home through students are generally distributed on Mondays and Thursdays. The school newsletter, the *Covenant Communiqué*, is distributed monthly via email and posted on ParentsWeb and the school website. Please keep these publications throughout the month so you can refer to them when necessary.

TELEPHONE

The School Office only relays messages to the student in an emergency. Parents are not to call the School Office to speak with their student. Transportation and lunch needs must be communicated to your student prior to school. The phone outside the School Office is available for parent use. Grammar School students are not to use the telephone during the school day. Upper School students must get a phone pass from a teacher and may make calls during lunch and after school only at the phone outside the School Office.

FAMILY DIRECTORY

Family Directories on ParentsWeb are for the purpose of contacting other CCCS families for school-related issues. The use of the directory for the purpose of solicitation is strictly prohibited.

SECTION 8 – GENERAL INFORMATION

CLUBS

CCCS service and special interest clubs exist at the initiation of a student, staff and/or parent. Guidelines for establishing a club on campus are available in the School Office.

CONTRIBUTIONS

CCCS is continually striving to improve the quality of education offered to its students. Contributions to the school or any part of its program are welcome and encouraged. Tuition alone cannot pay all the expenses incurred in an operation of this size. The school is dedicated to the Lord's work and continued support allows us to carry out this task. CCCS is qualified to receive gifts which are tax deductible.

DISMISSAL

Parents are assigned a family number (K-6th) to hang on their rear view mirror for the purpose of student identification at dismissal. It is imperative that parents follow this procedure for safety and promptness.

EXTENDED CARE

An extended care program is available for the convenience of families whose children are enrolled at CCCS from 7:30 am-8:05 am and from 3:00-6:00 pm. Students in afternoon extended care may bring a snack or purchase snacks from a limited supply available. Extended care fees apply for *all* students who arrive before school or stay 15 minutes past dismissal. Extended care fees are billed weekly. A fee of \$1.00 per minute is assessed for students who arrive prior to 7:30 am or stay later than 6:00 pm (if more than one child is in the family, the family rate is \$1.50/minute). If you have an emergency, please call extended care at 787-0224. On days when there is no school and extended care is offered from 8 am to 6 pm, a reservation must be made through the School Office. A minimum number of reservations (4 hour minimum) must be received for childcare to be offered. Students with reserved spaces who do not come are billed a \$15 no show fee.

High school students arriving before 8:05 am may meet, weather permitting, at the campus picnic table behind Petersen Wing. High school students may not be unsupervised at any other campus location. Upon dismissal, high school students remaining on campus may go to the same picnic table area until 4:30 pm. All high school students are required to be off school grounds by 4:30 pm or must report to extended care. **High school students remaining in extended care may not use a cell phone. The school phone must be used for any calls.** *During inclement weather, high school students must report to extended care before and after school.*

FIELD TRIPS

CCCS is an academic institution that seeks to prepare students for all of life. Thus, our curriculum is not restricted to a classroom, but allows students to explore, use, develop and care for the world so they may responsibly respond in loving service to God. Field trips allow students to develop individual strengths and independence. They provide the opportunities for students to better experience life and thus develop a vision for life. The cost of field trips is not

included in tuition and is the responsibility of parents. Students and chaperones are responsible for the cost of the field trip even in the case of absence. Field trips may require students to bring a bag lunch or be prepared to purchase a lunch. Students must adhere to the assigned dress code on field trips.

CCCS values parents providing transportation for field trips. To provide for the safety of students CCCS runs a drivers license check with the SC DMV, verifies parent insurance on a vehicle, provides drivers with first aid kits, instructions on what to do in the event of an accident, a map to out-of-town destinations, and coordinates cell phone numbers when a trip has multiple drivers.

Parents providing transportation for field trips are required to ensure each student is securely buckled with appropriate safety restraints. Students under twelve years old must not sit in a seat with a front air bag. Drivers stop for emergency reasons only. It is of chief importance for parents to abide by the rules and procedures established by the classroom teacher for field trips. Drivers must have \$100,000/\$300,000 bodily liability and \$100,000 property damage coverage. In addition, it is recommended that drivers have uninsured and underinsured motorists coverage in limits of \$100,000/\$300,000/\$100,000.

HOME EDUCATOR'S LIAISON PROGRAM (H.E.L.P.)

Covenant Classical Christian School provides an instructional program that is based upon a Biblical world and life view. The mandate of Deuteronomy 6:6-7 places the responsibility of godly nurture and upbringing of children on the parents. CCCS seeks to assist parents with this responsibility by providing a Christ-centered education. This involves a well-rounded curriculum and a challenging atmosphere at home. Thus, CCCS provides a support service to assist parents who choose to make the sacrifice and commitment necessary to teach their children at home. Attendance in core and elective classes and participation in some field trips is available. Applications are available in the School Office.

ITEMS FROM HOME

The following items are prohibited on the school campus: MP3 players, CD players, televisions, radios, electronic games, walkie-talkies, comic books, and any form of fireworks. Buying, selling or trading of any items is prohibited on campus or any school-sponsored event, athletic event, field trip, etc.

LOST AND FOUND

Mark all personal articles so they can be returned to the student if lost. Lost items are taken to LOST AND FOUND. Any items not claimed by the end of each nine weeks are taken to a charitable organization.

LUNCHROOM GUIDELINES

Students are permitted to bring their lunch or pre-order from Schoolhouse Fare online. Use the link found on the CCCS webpage. The lunch staff is unable to microwave lunches brought from home. Parents bringing lunch for their student must deliver it by the beginning of the lunch period. Otherwise, a Lunchable is provided and parents are billed \$2.50 plus a \$2.00 service fee.

- The microwaves located in the lunchroom are a privilege for high school students only.
- When you pack a lunch, remember to put in a napkin and the utensils, cups, etc. needed. If the student drinks water at lunch, include a water bottle.
- Students do not have permission to trade food.
- Please send a nutritious mid-morning snack. Soft drinks are not snacks and must be caffeine free.

STUDENT DRIVING/PARKING

- CCCS is a closed campus and students are expected to remain on the campus from their time of arrival until the end of the day. Students leaving during the school day for any reason need parental permission (i.e., a letter, note, phone call, etc.) in advance of leaving and must sign out in the office. Failure to sign out when leaving constitutes an unexcused absence no matter how valid the reason. Any student leaving and then returning to school during the school day must sign back in at the office upon returning to school.
- Students may not transport other students for any school sponsored activity.
- High school students may not transport or be transported by other high school students without permission from the driver's parents and the passenger's parents. It is the parents' responsibility to communicate this to their student.
- Students are not allowed to enter their cars during the school day.

SUMMER CAMP

Summer Camp is approximately eight weeks during the summer. It is available to students five (5) years old through rising 9th graders who are enrolled in CCCS as well as other children in the community. Various activities are planned both on and off campus. Camp information is distributed to students in the spring, mailed to other interested parents and posted on the school website.

VISITORS

Parents are welcome to visit CCCS. If you plan to visit in a classroom, please notify the office two (2) days prior to the visitation day. All visitors are required to register and obtain a Visitor Pass from the School Office.

Students from other schools ARE NOT permitted to visit CCCS.

Legal guardians must provide written permission for any non-custodial parent to pick up a child or to visit a child in the classroom.

SECTION 9 – UPPER SCHOOL

SOCIAL EVENTS

The Christmas Social and the Spring Social are evening activities sanctioned by Covenant Classical Christian School. Students may not invite non-CCCS students and non-CCCS students may not show up unannounced. CCCS high school students and home schooled high school members of Covenant Presbyterian Church are invited to attend.

The Christmas Social is sponsored by the Student Council. Attendance is not required but encouraged. The Spring Social is sponsored by the Junior Class. Attendance is required for juniors and seniors and optional for sophomores.

Each student is an important part of the student body and, therefore, attendance at social events is important to school unity. In order to avoid the stigma of “not having a date,” and as an expression of Christian charity for those with differing views on dating, we encourage students to attend and socialize with all in attendance.

Students who require early dismissal (hair appointments, etc.) are excused after 4th period (11:51 am) with a written note from a parent. This note is required in the School Office on the Monday before the evening event.

Students attending the Christmas Social and/or the Spring Social must adhere to the following social dress guidelines.

Males:

Suit or blazer/sport coat, dress pants, dress shirt, tie and dress shoes. Tuxedos are optional.

Females:

Consideration must be given to dress style and fit in determining its appropriateness (i.e., neckline, bare back). Dresses must be approved by the faculty advisor for the event.

Dresses – Tea, floor or knee length (nothing above the knee); spaghetti straps allowed; NO strapless dresses permitted

Pants – Formal (black); dressy top/blouse

Shoes – Dress