



Covington Christian School

Parent/Student Handbook

Updated November 2020

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A Word from the Administrator

Dear Covington Christian School Family,

We are privileged to offer Christian education to those who desire it for their young people. It is exciting; it is challenging, and it is a sacrifice to keep this school doing what God designed it to do. Teaching truth and God's love to children every day is a big task. Helping to shape a young person's view of life to be biblical in its foundation and compassionate in its relationships is a desperate need in the world in which we live. We are grateful for your support.

This handbook is given to both students and parents to explain the framework in which we have chosen to operate as a group of believers for the special purpose of daily education. Parents and students, by your enrollment at Covington Christian School, you are agreeing to the philosophy, mission and policies set forth in this handbook.

It is our desire that our students grow spiritually by responding positively to Jesus Christ and His will for their life. Throughout Scripture we see that doing the will of God in all of life brings "life and peace" (Romans 8:5, 6). A life in tune with the will and Word of God is a life that reaches to its fullest potential. CCS also has the desire and was established to reinforce that which is taught in the home.

Welcome to Covington Christian School. May God bless us with your presence and contribution to our school's mission as we endeavor to accomplish our mission and purpose with godly teachers and parents working together to prepare students academically and spiritually so that they might reach our world for Jesus Christ and change it for His glory.

Yours for Christian Education,

Justin Wilderman
Administrator

History

Covington Christian School (formerly Covington First Baptist School) began in 1979 under the leadership of Gregg Curtis, the Pastor of Covington First Baptist Church. The first School year was 1979/1980 with a total of 16 students. The two grades offered were K4, taught by Karen (Haga) Howard with a total of 12 students, and K5, taught by Sally Griswold, with a total of 4 students. Over the years, more grades were added including junior high and high school classes. In 2011, CCS gained accreditation from the American Association of Christian Schools and became eligible to participate in the Indiana Choice Scholarship Program. In 2013, the decision was made to eliminate grades 9-12. CCS currently serves students in grades K3-8th.

Statement of Faith

1. In the Scriptures of the Old and New Testaments as verbally inspired of God (2 Timothy 3:16; 2 Peter 1:19-21) and inerrant in the original writings (Matthew 5:18), and that they are supreme and final authority in faith and life (1 Peter 1:3; 2 Timothy 3:16-17).
2. In one God, eternally existing in three persons: Father, Son and Holy Ghost (Ephesians 4:4-6; Jude 20-21; Revelation 1:8).
3. That Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary and is true God and true man (Luke 1:35; John 1:1-4, 10:30).
4. That man was created in the image of God (Genesis 1:26), that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God (Genesis 1:23-24, 5:5); and that all human beings are born with a sinful nature (Romans 5:12-15, 6:6), and, in the case of those who reach moral responsibility, become sinners in thought, word and deed (Romans 3:23).
5. That the Lord Jesus Christ died for our sins according to the Scriptures (1 Corinthians 15:3) as a representative and substitutionary sacrifice (2 Corinthians 5:21); that all who believe in Him are justified on the ground of His shed blood (Romans 3:23-25, 5:9).
6. In the resurrection of the crucified body of our Lord (1 Corinthians 15:20), in His ascension into Heaven, and in His present life there for us a High Priest and Advocate (Hebrews 7:25-8:1).
7. In "that blessed Hope" (Titus 2:13), the personal (Zechariah 14:4), premillennial (Revelation 20:4b, 6) and imminent return of our Lord and Savior, Jesus Christ.
8. That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Romans 19:9; 1 Corinthians 12:13).
9. In the prominence of the local and visible Church (Acts 15:22; Revelation 1:4), baptism, by immersion for believers (Acts 9:36-39; 10:47, 11:15-17) and the ordinance of the Lord's Supper (Luke 22:19-20; 1 Corinthians 11:23-34).
10. In the bodily resurrection of the just and the unjust (John 5:28-29), the everlasting blessedness of the saved (Revelation 20:6), and the everlasting, conscious punishment of the lost (Luke 16:19-21; Revelation 20:11-15).
11. The God created an angelic being and named him Lucifer—Son of the Morning (Isaiah 14:12). He rebelled against God because of the sin of pride and God cast him out of Heaven. He is the enemy of God and of every believer (1 John 3:8). The believer is admonished to resist him (James 4:7).
12. We believe in the literal Genesis account of Creation in which God through the pre-incarnate Christ (John 1:3) created all of the world and its creatures in six consecutive twenty-four hour days. Mankind was created as man and woman and dwelt in the presence of God in a perfect, sinless state. However, as a result of disobedience to God, sin entered Adam and Eve and they became aware of good and evil. Because of God's grace He condemned Adam and Eve to leave His direct presence and become subject to spiritual and physical death (Genesis 3:2-23). Through Adam sin entered the world and the judgment of death was thus passed to all men (Romans 5:12). But God's redemptive plan allowed for the substitutionary death of His Son Jesus Christ to atone for the sins of man (Romans 5:18), and to bring salvation and eternal life to all who believe (John 3:16). The foundation for the origin and purpose of life, the cause of

death, and the need for a Savior can only be understood in the light and knowledge of the truth as presented in God's Word (2 Corinthians 4:6).

13. We believe that principles of marriage and sexuality are self-evident truths confirmed by Scripture, nature, and the historical deterioration of civilizations that stray from them. The only legitimate marriage is the joining of one man and one woman (Genesis 2:24) and that God has commanded that no intimate sexual activity be engaged in outside of marriage between one man and one woman. Any perversion of God's gift of sex and sexuality is strictly forbidden by God.*

Covington Christian School reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student whose lifestyle or actions at home or abroad are contrary to the biblical principles, faith and practice represented in this handbook.

*Perversions of God's gift of sex could include acts of fornication, adultery, homosexuality, lesbianism, bisexuality, bestiality, pornography and attempts to alter one's gender (Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; Hebrews 13:4; I Thessalonians 4:1-8. These referenced verses are not exhaustive.

School-Home Fellowship Covenant

1. We covenant together to pray for the ongoing success of each other, and that God will keep the evil one from hindering the ministries of Covington Christian School.
2. We covenant to support one another in spirit and in truth. We will endeavor to forsake a critical spirit and walk humbly before God.
3. We covenant to maintain financial faithfulness to each other. We will fulfill our financial obligations/commitments to those to whom we have given our word.
4. We covenant to assist each other whenever possible. We realize that Christian education demands more than tuition money to exist. We will give "as God has prospered us" and use the talents of our hands for the success of our school.
5. We covenant to deal with problems together in a biblical manner of privacy, prayer and honesty.
6. We, parents of CCS, do covenant to bear the responsibility of training our children in a godly manner at home and support the training of our children in a godly manner through their school years.
7. We, the faculty and administration of CCS, do covenant to bear our responsibility before God to train the children of our school in a Christ-exalting manner. We train our children to honor God above all, obey parents and authority, be faithful to their local church and pursue academic excellence. We further will strive to maintain balanced cooperation between the home, our school, and the church.

CCS Philosophy

We believe that the ultimate authority abides in the Godhead, has been delegated to the Lord Jesus Christ and delineated in the very pages of Scripture. All truth is God's truth and defines what is real. Because fallen man by nature has departed from God and His Truth, biblical education serves to confront the whole person with God's Truth, thus freeing the person from his own selfish inclinations. Children are a heritage of the Lord with the parents, especially the fathers, being responsible for their education in God's truth (Deuteronomy 6:7). Foundational

to our curriculum is the undeniable facts that God is the Creator and Author of all truth. Thus, CCS exists to educate the whole child: mind, body and spirit. We aim to prepare young people to rightly handle the Word of God and to carry with them a biblical worldview.

Mission

Covington Christian School exists to educate the whole child: mind, body, and spirit. With biblical truth as the foundation of all learning, we will employ godly teachers to assist the home and local church in developing children who have a biblical worldview featuring the pre-eminence of Jesus Christ.

Objectives

- 1) Academically we desire to:
 - a) Teach each subject so that the highest academic attainment possible for each student is reached.
 - b) See the Creator's unique handiwork and design in each academic pursuit.
 - c) Develop respect for our bodies as temples of the Holy Spirit.
 - d) Teach intelligent care of the body.
- 2) Spiritually we desire to:
 - a) Build a Christ-controlled personality, enabling the individual to adjust to life's situations in a God-honoring way.
 - b) Develop self-discipline as a result of being Spirit controlled and developing the fruit of the Spirit of Galatians 5:22
- 3) Socially we desire to:
 - a) Instill a loyalty to Christ in all areas of life.
 - b) Develop a compassionate understanding and active interest within the family unit.
 - c) Prepare children to live in the world in a compassionate Christian manner.
 - d) Teach a biblical perspective of loyalty to country.

Vision

Covington Christian School must provide a biblically-based curriculum taught by teachers who have a personal relationship with Jesus Christ, striving to discern the spiritual and educational needs of their students so that they can walk in the truth of God's Word. Our five year plan targets an increase in enrollment in order to support the teaching staff financially, to make health insurance available to staff, to improve existing facilities, to better equip the classroom and playground needs, to update and keep our technology and online resources current, to offer resources and educational training to our parents and community, to establish an active alumni association and to structure a survey program to assess parent, student and staffing needs.

Characteristics of Covington Christian School

- 1) A Christian Bible-based philosophy of education that exalts Christ as the source of all life. (Hebrews 12:2)

- 2) A curriculum that is bible-related and that includes bible study as a daily activity.
- 3) Christian, Spirit-filled teachers who feel they are called to the teaching profession and who love children.
- 4) Christian counseling in academic, personal, and vocational matters by teachers and Spirit-filled Christians.
- 5) A Christian atmosphere and standard that encourages maximum personal development.
- 6) Opportunity for social contacts in a Christian environment.
- 7) Chapels and programs that inspire and challenge Christian endeavors and attainment.
- 8) A program that emphasizes and encourages patriotism and Christian citizenship.
- 9) A Christian parent-teacher relationship that supports and encourages a Christian education.

Admission Standards

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

CCS adheres to the age guideline established by the Indiana Department of Education (IDOE). September 1 is the cut-off date for students entering kindergarten. It is also required that updated immunization records and a copy of the official birth certificate be on file before a student begins the school year.

The Board of Directors of Covington Christian School invites transfer students from public, private or home-schooled education. It is our desire to offer a biblically based education in a safe, friendly and loving atmosphere. Transfer students may be accepted based upon the recommendation of the Principal and Administrator to the Board of Directors.

Indiana Choice Scholarship applications will be submitted during the application process at Covington Christian School. The CCS office will have current Department of Education eligibility guidelines available. An application must be complete and approved by the administrator. If students have been approved for free or reduced lunch at their current public school, verification will be made with the Department of Education prior to applying for the voucher. Otherwise, proof of income must be made available before the application of a school voucher can be submitted. Also, there must be written verification that a child is in foster care.

As required by the Choice Scholarship program, all participating schools must hold a lottery in case the number of voucher applicants exceed the number of seats available at the school. While a waiting list for accepting applications has been non-existent thus far, CCS will conduct a lottery on the first Monday of May each year if enrollment exceeds space available.

Each student and his/her parent(s) will be interviewed and introduced to the mission and purpose of Covington Christian School. They will be required to agree to abide by the practices and policies outlined in this book. Transfer students will be placed in the appropriate

educational level based upon previous records, previous test scores, IEP, or other placement testing deemed necessary by the Principal or Administrator. Special needs children will be considered on a case by case basis depending on whether the current staffing, program or facility can meet the child's particular need. Students who are two or more years behind the grade level for their age will not be accepted unless appropriate staffing is in place. Staffing depends largely upon enrollment which dictates finances.

Covington Christian School does not accept students who have been expelled from other institutions.

Enrollment at CCS is a privilege, not a right. This privilege will be forfeited by any student who does not conform to our standards of conduct in behavior and attitude. It is expected that students are respectful and courteous to those in authority and to their peers.

Financial Responsibilities

All tuition and fees are due and payable as follows:

- 1) Enrollment fees are due at the time of student registration or application. Book fees are due the second week in June. All tuition is due and payable in one of the following ways:
 - a) Full tuition paid on/or before August 1 shall receive a 5% discount.
 - b) Under the two-pay system, the first 50% of the tuition is due and payable on/or before August 10 and the balance shall be due and payable on/or before January 10th.
 - c) You may choose to pay the tuition in ten or twelve consecutive month increments due and payable on/or before the 10th of each month.
 - d) If none of the above payment plans work for you, we may be able to customize a plan that is mutually agreeable. Please contact the administrator to discuss customized options.
- 2) When a student attends any part of a month, tuition for that month must be paid. If tuition is paid for the year and a student leaves, a refund will be paid for those months the student did not attend any day.
- 3) Financial aid may be available for those in need. Financial aid may be obtained in the following ways:
 - a) Application for a state voucher may be made through the school.
 - b) Application for a scholarship through a scholarship granting organization may be made through the school.
 - c) Request for financial aid through the school if designated funds are available.

Delinquent Accounts

Monthly payments must be received on/or before the 10th day of each month. After the 10th of the month, there will be a \$25.00 late fee assessed to unpaid accounts. When an account becomes 30 days late, the account will be assessed with a 1.5% monthly service charge.

In the ten-payment plan, the first payment is due on/before August 10, and the last payment is due on/before May 10. In the twelve-month payment plan, the first payment is due on/before August 10 and the last payment is due on/or before July 10.

CCS reserves the right to take all legal necessary steps to collect delinquent accounts. The parent/guardian shall be liable for all costs of collections as necessary to bring the account current. We also reserve the right to terminate the student's education at CCS if an account becomes more than 60 days delinquent.

No student with an account payable will be able to enroll for the next school year unless the account is made current. In addition, transcripts of students with delinquent accounts will not be released until the balance is made current.

Standards of Conduct

In keeping with our mission, our standards of conduct include high expectations of character such as courtesy in language and actions, industry, morality, and honesty. The CCS staff will do its utmost to assist the parents in developing God-honoring character while delivering a top-quality education.

Academic Policy

All students are expected to do all assignments in a complete, organized, legible and neat way to the very best of their ability. All assignments shall be submitted at the prescribed time. Any and all assignments that are not submitted, submitted in poor quality, incomplete and/or late shall, in fact, reduce the student's grade on that particular assignment. This may result in a lower final grade and/or failure of the academic course.

Students may be asked to re-submit an assignment that was not submitted in a presentable manner.

It is expected that parents check the student's agenda books daily for assignments and to check over assignments done at home.

The teaching staff will keep parents informed of student progress in the following ways:

- Notes in agenda book
- Progress reports
- On-line records
- E-mails
- Personal conferences

Behavior

If a student is found to be in direct, intentional breach of the CCS standards of conduct, the following steps shall be taken: (A direct, intentional breach would be conduct that was violated after a teacher or principal has verbally counseled a student over behavior issues and the student continues to ignore the counsel.)

- Step One: First Warning—the administration shall give specific, direct verbal and written warning to the student who has an infraction. Parents will be notified in writing and a copy of the written warning will be filed in the student’s record.
- Step Two: Second Warning—the administration shall again give the student a verbal and written warning that specifically and directly outlines the offense. The parents will be notified in writing and a copy of the written warning will be filed in the student’s record.
- Step Three: Final Warning—the administration (principal and administrator) shall meet with the parents and student. All effort will be made by CCS to work with the parent and student; however, once the final warning has been given, the student will receive a three-day suspension for further offenses. If the school and the parent or guardian are not in agreement, enrollment will be terminated.
- Step Four: Suspension—a three-day suspension will be given once a student has continued to breach the standards of conduct after a parent conference. The student will receive a zero on all graded assignments and tests during that period; however, assigned work must be completed so that the student does not fall behind.
- Step Five: Expulsion—once a student has reached this level it is apparent that the student and/or parent cannot live under the conditions of enrollment at Covington Christian School. In that case, the student will be suspended and cannot re-enroll for at least one academic year.

Special note: If the behavior is considered severe enough, CCS retains the right to proceed directly to suspension or expulsion.

Eagle Code of Conduct – Classroom Discipline

A chart of honorable characteristics with corresponding Scripture verses will be posted in each classroom. Characteristics that will be featured are obedience (Titus 3:1), diligence/responsibility (Colossians 3:23), orderliness/neatness (I Corinthians 14:40), honesty (Proverbs 14:25), kindness (Ephesians 4:32), and service (Galatians 5:13b).

Grades One – Four

When a student shows excellence in any of the above categories, the classroom teacher will mark that trait on an Eagle Code of Conduct Character Card which will be used at the end of the grading period to determine the “Eagle Honorees” awards. From these quarterly awards, students will be chosen at the end of the year for the CCS Eagle Award.

Conversely when a student displays an undesirable character trait the fourth offense will be recorded on the Eagle Code of Conduct Character Card which will be sent home on Friday for a parent signature. The card must be returned on Monday. Failure to return a card will result in a fifth offense. If a fifth offense occurs within the week, the student will be sent to the

Guidance Counselor or Administrator along with the card for further action. On Monday, any offenses will be cleared, and the student will start anew.

Grades Five – Eight

When a student shows excellence in any of the character traits during a nine-week period, the Eagle Code of Conduct Card will be marked and saved to determine “Eagle Honorees” at the end of the grading period. From these quarterly awards, students will be chosen at the end of the year for the CCS Eagle Award.

Conversely, if a student has received four offenses during a nine-week period in any class, an Eagle Code of Conduct Card will be marked and will be sent home for a parent signature. If the signed card is not returned the following Monday, it will be considered a fifth offense. On a fifth offense within a nine-week period, the student will be sent to the Guidance Counselor or Administrator with the Eagle Code of Conduct Card for further action. These cards will be returned to the homeroom teacher to determine end-of-the period conduct grades.

To summarize, the following steps will be taken when a child is not exhibiting one of the above character traits:

- First Offense: Warning
- Second Offense: Warning
- Third Offense: Warning
- Fourth Offense: Eagle Code of Conduct Card will be sent home for parent signature.
- Fifth Offense: Students will be sent to Guidance Counselor or Administrator for further action.

Conduct Grades

The Eagle Code of Conduct Cards will be used to determine a conduct grade at the end of each grading period. Conduct grades will be recorded as A, B, C, D or F. Each time a student is sent to the Guidance Counselor or Administrator, the conduct grade will drop one letter.

CCS is committed to helping a child make good choices that please Jesus rather than self and is committed to balancing negative consequences with positive recognition.

Drug Use

There is zero tolerance for drug, alcohol, or tobacco use either in or out of school. Casual conversations about drug, alcohol or tobacco use may be considered destructive, negative speech and will be treated as disrespectful.

Weapons

Toy or real weapons are not allowed and will be immediately confiscated. Any

real weapon will result in immediate suspension and possible expulsion. Parents and authorities will be notified.

Bullying

Bullying means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

As CCS endeavors to develop children who have a biblical worldview, children will be guided into making right choices with their words and actions towards one another. The following verses are guidelines in acceptable behavior towards one another.

- Prov. 12:18 - Reckless words pierce like a sword, but the tongue of the wise brings healing.
- Ps. 19:14 - May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.
- Romans 12:9-10 - Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in brotherly love. Honor one another above yourselves.

Hurtful words and actions will not be tolerated. Students who have engaged in this type of behavior will be counseled. If the behavior continues and becomes what would be considered an act of bullying, consequences outlined in Section 2 under Standards of Conduct will be followed.

Sexual Harassment

Sexual harassment of any kind of a student is prohibited at Covington Christian School. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behaviors of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of academic standing; or
- submission to or rejection of such conduct by an individual is used as a basis for an academic decision affecting an individual; or
- such conduct unreasonably interferes with an individual's academic performance or creates an intimidating, hostile or offensive academic environment.

A staff member and a student are prohibited from being in a secluded area of the building without other persons being in the area.

For the complete CCS Sexual Harassment Policy, you may ask for a copy in the school office.

Dress Code

Appearance plays an important role in conduct, respect, modesty, and safety. The purpose of our dress code is designed to hold students to the highest level of behavior, work ethic, and appearance. An important goal is to draw attention to Christ rather than self.

Parents will be notified in writing when a dress violation has occurred. A copy of the notification will be filed in the student's records. These matters will be dealt with privately with as little disruption to our program as possible. Students normally will not be sent home; however, if modesty is an issue, the student may be asked to wear a sweater or jacket, or a parent may be asked to bring in other clothing. It would be considered an area of discipline if dress code violations occur often and/or willfully.

Girls

Girls may wear capris, leggings, pants or jeans that are not overly faded or torn. Skirts and dresses must come to the knee. Long shorts may be worn during the first and last nine-week grading periods per CCS school calendar.

Girls may wear blouses or tops with sleeves and the neckline should be cut no lower than a three-finger span below the clavicle. When girls are sitting at their desks, they are generally leaning over. Low cut tops are an unnecessary distraction. Blouses or tops should also be long enough to avoid any mid-drift skin or underclothing from showing. Blouses or tops may include brand names or decorative designs. Shirts with Scripture is allowable, but please avoid shirts with inappropriate messages and other writing.

Boys

Boys may wear jeans or docker-styled pants that are not overly faded or torn. Pants must fit properly at the waist. Underclothing should not be visible. Long shorts may be worn during the first and last nine-week grading period per CCS school calendar.

Shirts must be crew neck, turtleneck, button front, or polo. Shirts with Scripture is allowable, but please avoid shirts with inappropriate messages and other writing

For playground safety both boys and girls may wear casual shoes with a good back support and students in grades one through four should wear socks with their shoes for playground safety. Flip flops or sandals similar to flip flops are not acceptable.

Special Dress Days

Special dress days may be scheduled throughout the year, especially during school spirit week.

Special Programs

At CCS programs, students are expected to dress more formally. This would include dresses/skirts for girls and docker-style pants and button-up shirts for boys along with dress shoes or sandals. All dresses and skirts should be knee length and tops should have sleeves and not be low cut.

Other

Things that draw attention such as nose or excessive earrings, body piercing, odd hair colors, excessive make up or clothing accessories are unacceptable. Head coverings inside the building are not acceptable. In addition, boys should have a short, clean-cut hair style.

Elementary and Junior High Promotion Policy

Description of Subjects:

- 1) Core subject: mathematics, English, reading, social studies, science
- 2) Supporting subject: spelling, phonics
- 3) Incidental subject: Bible, art, music, physical education/health, penmanship

Promotion Policy

In order to be promoted, the final yearly average for core subjects (the average obtained from the two semester grades) must be at least 70%. The combination of the yearly average of incidental, supporting, and core subjects must be at least 70% in order to be promoted.

Retention and/or Summer School Requirement

If more than one quarter (nine-week period) of a core subject is failed (65 or below), summer school **must** be attended. If more than two quarters (a semester) of an incidental subject is failed (below 65) summer school may be required.

If the yearly average of a core subject *and* an incidental subject falls below 65%, the student may be either retained or summer school required. This will be decided in a joint meeting of teachers, administrator, principal, and parents.

If the yearly average of a core subject and an incidental subject falls below 65%, and the student has not been responsible in completing assignments, projects or preparing for tests, the student may be asked not to return.

If the yearly average of core, supporting and incidental subjects are at or below 70% for a student who has an official IEP, the parents, consultant, principal, and administrator will consult and plan a specific educational strategy for that student.

Summer school will be scheduled for three complete weeks during the month of June. Each course will be scheduled for one hour at a cost of \$150 per course.

Grade Reports, Testing, Awards, Grade Scale, Tutoring

Reports

Report cards will be made available at the end of each nine weeks. Student grades may be viewed on-line at any time. In addition, parents will receive copies of the on-line version mid-

quarter of each nine weeks. Access to the on-line grades will be given to parents at the beginning of each year.

Students at Covington Christian School are required to take the state testing (I Step) each year. Students in grade three will be required to take the state's I Read exam yearly. Although testing results will be considered, they will not solely determine promotion or retention of a student. Students will not receive any special preparation for these tests. Teachers will teach the objectives of their courses which align with state requirements.

Academic Awards

All A, A/B, and B honor roll will be recognized at the end of each nine-week period. The President's Award will be awarded at the final program of the year. The President's Award (a national award) is given to students in grades four and above who have earned 90% or above in all core subjects. A medallion is awarded to students in grades one through three who have maintained an A average for the entire year.

Karen Howard Achievement Award

This award is given to one student in grades K5 to fourth. The recipient of this award is chosen by the principal and is based on academic achievement and citizenship. The award is named after Karen Howard (Haga), a longtime teacher at Covington Christian School. She was one of the first teachers at CCS when it opened in 1979. Mrs. Howard retired after the 17/18 school year after having served at the school for many years.

Judy Rennaker Leadership Award

This award is given to one student in grades five to eight. The recipient of this award is chosen by the principal and is based on leadership qualities as demonstrated by the student, citizenship, and academic achievement. The award is named after Judy Rennaker, former teacher, administrator, and principal at CCS. Mrs. Rennaker retired after the 17/18 school year after having served at the school for many years.

Grading Scale

92-100	A
88-91	B+
84-87	B
81-83	B-
73-80	C
68-72	D
65-67	D-
64 or below	F

Tutoring

Students may receive before/after school help from teachers who are available. It is required that tutoring be done in an area in which at least two adults are present so that no teacher and student will be alone in any isolated area. Teachers may opt to give extra help during a recess break. In that case, classroom doors will remain open and adults will be nearby.

Homework Policy and Student Agenda Books

It is expected that students complete every assignment given to the best of their ability. All students will carry a student agenda book in which to write down assignments. Parents of students in grades one through four must sign the agenda books daily. If the student has completed an assignment at home, parents should check to make sure it was done correctly and neatly. Most work will be completed at school.

Students in grades one to three should have no more than 30 minutes of homework several times a week. Grades four through six should have no more than 45 minutes of homework several times a week. Seventh and eighth graders are given time in class to do assignments; however, at least 45 minutes per night should be expected. Special projects should be done incrementally over a period of time until the due date.

If a particular student works more slowly than others, extra time for homework may be needed or the parent and teacher may consult to reduce homework where possible.

Missed Assignments or Poor Presentation of Work

Students will not receive extra help or tutoring when they have chosen not to do an assignment or if the presentation of the work is not acceptable. The teacher will determine if the student made a poor choice or was unable to do the work. Assignments that need to be made up or redone will be sent home for parental direction. If the work is turned in within a teacher specified time period, the student may receive a grade; however, the teacher will reduce the grade by one letter grade.

Absences

A parent/guardian should phone the office by 9:00 a.m. when a student is absent. If the call was not made, a note must accompany the child upon return to school. *If parental notification has not been made, the absence will be considered unexcused.* Please note: It is up to the parent to let the office know if a hot lunch needs to be cancelled; otherwise, the parent will be responsible for payment.

Examples of appropriate excused absences:

- Illness
- Doctor's appointment
- Maternity

- Military (parent leaving for or returning from deployment)
- Funeral

Excessive absences will hinder the child's progress. If a child is habitually absent, the administration may require a physician's excuse for any absences. In addition, if the absences are unnecessary, the child will be considered truant and must be reported to legal authorities. Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused.

If a child has a chronic medical condition, it needs to be documented. CCS is required to report absences to the state and CCS is further required to report unnecessary, excessive absences to family services.

Any absences for things other than illness or medical emergencies must be scheduled at least 24 hours in advance and all work must be made up. Otherwise, the absence is considered unexcused. Absences for things other than medical reasons will be extended only to students whose grades are advanced and the student is able to make up the extra work. In such cases, the teacher will assign a due date for work to be made up.

Any student with more than 9 absences a semester or 18 per year, other than for serious illness, will not be promoted.

Tardiness

A student is considered tardy when he/she is not in their seat when class is scheduled to begin. If school begins at 8:00, students need time to put away their things, turn in notes or money and be in their seat by 8:00. Students who are consistently tardy miss instruction time.

To receive an excused tardy, a parental note must be presented to the teacher when the child arrives.

If a student is consistently tardy a conference will be scheduled with parent and/or guardian. A student who is tardy five (5) or more times a grading period may receive a 30 minute after school detention.

Arrival Format

Please observe the following pattern when dropping off children at school

- 1) Cars shall turn into the alley adjacent to the school and pull up to the pole nearest the building or follow the cones and drop off at the front door. Students may walk in from that point. There will be an adult at the door to greet students and to help younger students.

- 2) Please do not leave your car unattended during drop off, thus keeping vehicles behind you from moving through. Students should exit from the car on the side closest to the building. Be watchful of children who may drop items and walk back towards the alley traffic.
- 3) Parents are always welcome in the building. Parents who need to enter the building should park in the lot on Sixth Street, along Harrison or Sixth Street or use the alley parking lot.

Dismissal Format

Please observe the following pattern when picking up children from school:

- 1) Only persons authorized by a parent/guardian may pick children up from school. If a person who was not listed on admission documents will be picking up your child, please advise the school office.
- 2) If a student will be leaving before the scheduled dismissal time, the parent/guardian or authorized person must park in the alley parking lot or Sixth Street parking lot and sign the student out at the reception desk.
- 3) All students will remain in their classroom until they are called down by the dismissal attendant via walkie-talkie. The same traffic pattern should be followed as arrival. Parents can form two lines—one moving along the front entrance and the other moving down the alley stopping at the light pole.
- 4) If a parent/guardian or authorized person does not wish to pull into these two lines, then they must park along the street or the lot on Sixth Street. Students will not be allowed to leave the school to walk home or to a car along the street until the car line has completely moved through. This will ensure safety and help staff know that students were picked up by an authorized person. You may park and walk over to retrieve your child, but you are responsible for keeping the child out of the line of moving traffic.

School Office/Reception Desk/Phone Messages

School Hours

The school office will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday during scheduled school days. Summer hours will be 9:00 a.m. to 3:00 p.m. during June. The office will be closed the first two weeks in July and then reopened from 9:00 a.m. to 3:00 p.m. each day. In August, the school office will be open from 8:00 a.m. to 4:00 p.m.

School Closings/Delays

School Closings will be posted on the following media: school website, school Facebook page and OneCall mass message system. Look for Covington Christian School, not Covington Community Schools. If there is a one-hour delay, the building will open at 8:30 a.m. and the building will open at 9:30 am when there is a two-hour delay.

Visiting School

The reception desk will be occupied only during regularly scheduled school days. When visiting the school, please check in at the reception desk and sign in. If you are bringing a lunch, forgotten books, or other items, you may leave them at the reception desk.

Parents and visitors are welcome to come to the school office on the second floor. Please do not interrupt a classroom unnecessarily during the school day. If you need to speak with a teacher, try to do so before 8:00 or after 3:00. You are always welcome to schedule a visit to the classroom.

Parent/Teacher Conferences

Conferences are scheduled shortly after the end of the first nine-week grading period. Teachers are responsible for setting up these conferences. Parents are always welcome to initiate a conference with their child's teacher at any time throughout the school year.

Phone Messages/Calls

You may leave phone messages for a teacher with the receptionist or at the school office and your call will be returned as soon as possible. You may also leave messages for absences, tardiness, etc.

Students must go to the school office to request permission to call a parent. Students may not make calls from a cell phone. Parents may certainly leave messages for students.

Medications

All medications to be given to a student must be stored in the school office. Medications must be labeled and dosage and time to be given must be clearly written. Parents may leave the medication at the reception desk or bring it to the school office.

Anytime a medication is given to a student, the date, time, and dosage will be recorded by the staff member who administered the medication. If a mistake in the dosage given or medication given has been made, a parent will be called immediately.

Parents of students receiving daily medication must fill out a form stating the time, dosage and reason for the medication.

Common Communicable Diseases

Parents should adhere to the following protocols:

- 1) Students may return to school 24 hours after a fever has subsided without medication.
- 2) Students may return to school 24 hours after a gastrointestinal illness that includes vomiting and/or diarrhea.

- 3) Students with conjunctivitis (pink eye) may return after 24-72 hours depending on type or when cleared by a physician.
- 4) Students with head lice will be sent home to be treated and may return the following day after proper treatment.

Technology Use

CCS believes technology, when used in a responsible, efficient, ethical, and legal manner, offers valuable, diverse, and unique resources to administrative staff, teachers, and students that promote educational excellence. CCS is committed to helping students and staff use technology as an effective educational and administrative tool and to meet state and national educational standards. It is understood that students and staff will use technology in a mature and professional manner in accordance with the acceptable use policy.

Students should adhere to the following policy:

- Students must obtain permission from a staff member each and every time they use technology equipment.
- In addition, adult supervision is required whenever a student is working on-line.
- CCS reserves the right to make amendments to the terms and conditions of this policy without notice.
- Users will not download large files or software program without authorization.
- Users will not post chain letters or engage in “spamming” (sending unnecessary messages to a large number of people).
- Users will not create a website using school technology unless under direct adult supervision as part of a school project.
- Users may not use the network for personal and commercial purposes.
- Users will not alter in any way the configuration of a computer or network without permission of authorized staff.
- Users will not access chat rooms or any type of instant messaging.
- User’s activities or projects must reflect our educational standards and policies.

User Personal Safety

The following policy will be adhered to when permission has been granted to bring personal equipment to school:

- Users will not post personal information about themselves or others.
- Users will never arrange for meetings with anyone they have met online without the knowledge of the school and permission of a parent/guardian.
- Users will promptly disclose to their teacher or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not harass another person or engage in personal attacks, including those prejudicial or discriminatory in nature.

Respecting Technology Equipment and Technology Etiquette:

- Users will exercise caution when handling technology devices.
- Users will follow guidelines for proper usage of equipment.
- Users will not use another person's computer resources without authorization.
- Users will not knowingly destroy equipment.
- Users will show respect at all times in written language. Never be abusive or hurtful. Be polite at all times.
- Users will not deliberately pose as a user other than self.
- Users will not forward or post a message that was sent to them privately without the consent of the person who sent it.
- Users will not interfere with other users work or files.

Inappropriate Access to Material (includes, but not limited to):

Users will not use school technology to access material that:

- is profane or obscene
- advocates illegal or violent activities
- advocates discrimination towards other individuals or groups.

If a user inadvertently accesses inappropriate materials, he/she should immediately notify his/her teacher or administrator thereby avoiding an allegation.

Users will not deliberately attempt to override or circumvent the firewall or encourage others to do so.

Illegal Activities (includes but not limited to):

- Users will not attempt to gain unauthorized access to the CCS system(s) or go beyond their authorized access.
- Users will not deliberately attempt to disrupt the performance of any computer system or destroy data via a virus or any others means.
- Users will not use the CCS system to engage in any illegal act.
- Vandalism of any kind will require restitution for costs associated with hardware, software, and system restoration as well as cancellation of device privileges.

Removable Media

Removable data can be defined as but not limited to: CD, DVD, USB devices, camera flash media cards, hard drives physically removed from a laptop or computer-based machine.

CCS has the right to pre-scan any removable media that an individual wants to bring in to the CCS network for viruses and other unwanted malware and spyware. Extreme caution is to be exercised by any individual who uses removable media with regards to safe handling and security of the removal device and its contents. No confidential data is to be transported using removable media.

Plagiarism and Copyright Infringement:

- Users will respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by copyright. Students should check with teachers and support staff regarding laws.
- Users will not plagiarize; therefore, they should cite all quotes, references and sources. Acknowledging the source of a copyrighted material does not substitute for obtaining reproduction rights.
- Users may reproduce copyrighted works within the limits of fair use and using proper citation. Fair use is explained at: <http://www.copyright.gov/fls/fl102.html>.
- Users of CCS' computer lab will not install pirated software. All users should be aware that disseminating illegally obtained software (pirated) is a federal offence which is punishable by imprisonment, fine or both.

Cell Phones

Students may bring cell phones to school; however, they must remain in book bags or lockers and be turned off during the school day. Cell phones are allowed on field trips, but must remain put away and turned off. Parents and students may communicate via the office phone. CCS is not responsible for lost or damaged cell phones.

Electronic Devices

Students may not bring electronic devices to school unless a teacher has specifically given permission to use them under adult supervision for a specified project. If an electronic device is found at school and permission has not been granted, the device will be taken by administration and not returned until the end of the school day. In addition, electronic devices will not be permitted on any field trip. Last, CCS is not responsible for the loss or damage of personal electronic devices.

Emergency Procedures and Safety

For more detailed procedures regarding emergencies, you may ask for a copy of Covington Christian School's Emergency Procedures Manual.

Safety Drills

The following safety drills will be conducted throughout the school year:

- 1) Fire Evacuation Drill (once monthly)
- 2) Earthquake Drill (once yearly)
- 3) Tornado Drill (once yearly)
- 4) Drills to prepare for intruder – these drills will be conducted in an appropriate manner so as not to unnecessarily frighten children. Staff members will have been trained by local law enforcement representatives regarding this procedure.

Building Security

All outside doors will be locked during the school day. Anyone entering the building will have to be let in electronically. Anyone entering the building other than students must sign in at the reception desk. Students will not be released during the day unless an authorized person signs them out at the front desk.

All staff members will carry radios that will enable them to be in contact with one another in case of emergency.

CPR

Teaching staff carry up to date proof of CPR training.

In Conclusion

Covington Christian School's board and staff desire to provide an excellent education built upon the foundation of Scripture in a safe and secure environment. The policies and guidelines in this book are meant to be a servant in order to carry out our mission and purpose.

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