



K-5 through Grade 7

### ***Our Mission***

Assisting the church in its God-given mission to the community, Covenant Community Schools serve families by providing Bible-based educational services at affordable rates for children of diverse economic backgrounds and learning styles.



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must be honored.

g. Users will not knowingly or recklessly send false or defamatory information about a person or organization.

#### **5. RESPECT FOR PRIVACY**

a. Private messages may not be re-sent without the consent of the original sender.

b. Private information about other people, including address, telephone number, school address, work address, photographs, etc., may not be sent.

#### **6. INTENDED USAGE**

a. The network may be used only for educational and career development activities.

b. Downloading of files requires teacher approval.

#### **7. PLAGIARISM AND COPYRIGHT RESTRICTIONS**

a. Documents found on the Internet may not be copied for personal use. Such usage constitutes plagiarism (taking the ideas or writings of others and presenting them as if they were yours) and is illegal.

b. Copyright laws protect the creator of a work (document) from having the work reproduced and used by someone else. It is against the law to use another person's work without his/her written permission.

#### **8. INAPPROPRIATE ACCESS**

a. The network may not be used to access material that is profane or obscene (pornography), that advocates illegal acts or that advocates violence or discrimination towards other people (hate literature).

b. For the protection of the network user, any inappropriate information accidentally accessed, should be immediately reported to a teacher or network administrator.

- a. Gaining unauthorized access to the network or to any other computer system through the network or going beyond the user's authorized access is not authorized. This includes attempting to log in through another user's account or access another user's files.
- b. Deliberately attempting to disrupt the computer system or destroy data by spreading computer viruses or by any other means is prohibited.
- c. Using the network to engage in any illegal act is a violation of law.

### 3. SYSTEM SECURITY

- a. Users are responsible for individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should a user provide a personal password to another person.
- b. Users will immediately notify a teacher or the system administrator if a possible security problem has been identified. Looking for security problems may be considered an illegal attempt to gain access.
- c. Users shall avoid the accidental spread of computer viruses by following the school virus protection procedures.

### 4. INAPPROPRIATE LANGUAGE

The following activities are STRICTLY PROHIBITED:

- a. The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language;
- b. Information that could cause damage or a danger of disruption;
- c. Personal attacks or racial remarks
- d. The network may not be used for commercial purposes. Users may not offer, provide, or purchase products or services through the network.
- e. Users may not use the network for political lobbying. The network may be used, however, to communicate with elected representatives and to express opinions on political issues.
- f. Harassment of another person (persistently acting in a manner that annoys another person).

Requests by one user to another to stop sending messages to them

## Welcome

Welcome to Covenant Community Schools (CCS)! Parents who choose CCS make a wise investment in their children's future. Indeed, a Christian education is a blessing of eternal bounds. The administration, faculty, and staff are committed to providing rich experiences that mold each student's character, intellect, and physical being into what God has purposed for his or her life.

Our goal is to provide a well-rounded plan for every student that includes Bible study, academics, physical education, fine arts, and leadership training. At CCS, we realize that every student is different in many ways. As educators, we believe that it is our responsibility to help and encourage students to discover and develop their God-given talents while providing them a solid academic education so that they can compete in this rapidly changing and competitive world.

I know God is preparing our children to lead our nation and the world of tomorrow. Thank you for allowing us the privilege of partnering with you. Thank you for choosing Covenant Community Schools! May God richly bless your family during this season.

Serving the Savior,

Rev. William S. Wright, Headmaster



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## *Network and Internet Policy*

Covenant Community Schools (CCS) offers Internet access for student use. This document outlines network and Internet Acceptable Use Policy.

### EDUCATIONAL PURPOSE

Access has been established for a limited educational purpose. The term "educational purpose" includes educational and career development activities.

CCS has the right to place reasonable restrictions on the material accessed or sent. Users are expected to follow the rules set forth in the Standard of Conduct, policy, and in law.

### STUDENT INTERNET ACCESS

Students will have access to Internet World Wide Web information resources through their classroom or school computer lab. E-mail is accessible for students as required by Texas State Law. Students may have e-mail access under the direct supervision of their teacher using a personal account or as required for related coursework for communication and collaboration under CCS guidelines. Sites used for student collaboration should prevent unauthorized access and protect individual privacy.

### PROHIBITED USES

The following uses are considered prohibited:

#### **1. PERSONAL SAFETY**

- a. The network may not be used to enter personal contact information. Personal contact information includes address, telephone number, school address, work address, self-images, photographs etc.
- b. The network may not be used to arrange meetings with other users.
- c. Personal messages received that may be considered inappropriate or in violation of this policy must be promptly disclosed to a teacher or other school employee.

#### **2. ILLEGAL ACTIVITIES**

programs.

The first parent/staff meeting will be held at the opening of school. Parent/staff meetings are scheduled following the first quarter, and throughout the year as needed.

#### PHOTOGRAPHY AND VIDEO RECORDING

CCS reserves the right to photograph and/or record video of students for promotional and/or disciplinary record according to the Family Educational Rights and Privacy Act (FERPA).

#### PHYSICAL EDUCATION

It is our policy that no student is excused from the required physical education course without a doctor's written excuse. Students are encouraged to wear tennis shoes to school.

The CCS athletic program is a coordinated effort between staff, volunteers, and community facilities.

#### PROGRESS REPORTS

CCS uses a grading system that is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents on the Wednesday following each nine-week period. The report is to be signed by the parent and returned to the school promptly. A fee will be charged for duplicate cards.

#### TELEPHONE USE

Students may use the school telephone for emergency calls only. Students may not display, turn on, or use a cellular telephone or other telecommunication device on school property during the school day (8:15 am-3:45 pm).

#### VISITORS

Visitors to CCS must sign in at the school office and obtain a Visitor Tag before proceeding to any classroom. Mothers may breastfeed in the school office.

## *Introduction*

The purpose of Covenant Community Schools (CCS) is to foster character development, academic education, physical education, and leadership training from a biblical world-view.

CCS goal is to serve as an extension of the Christian family and the local church, working with parents to teach and train their children to achieve God's purpose for their lives (Deut. 6:6-7).

CCS utilizes state-of-the-art Bible-based curricula that allow gifted as well as at-risk students the best possible opportunities to learn. Students are intentionally grouped in multilevel classes to maximize academic and social development and to minimize grade level distinctions.

CCS is a professional organization dedicated to development of administrators, teachers, and paraprofessionals through intensive training before being assigned to their respective positions. This professional development includes actions, methods, and strategies for preventing and responding to abuse and neglect of children.

#### SCHOOL COLORS

Covenant Community Schools' colors are red, white, and royal blue. Red represents the blood that Christ shed on the cross that paid the price of sin (Hebrews 9:22). White stands for the purity of the believer through Jesus Christ (Revelation 3:5). Royal blue represents our adoption as believers into the royal family of Jesus Christ. Many Old Testament writers cite blue as being one of the colors of royalty and of the priesthood.

#### SCHOOL VERSE

And he answering said, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbour as thyself. (Luke 10:27, KJV)





## Organizational Structure

### GOVERNANCE

Covenant Community Schools is a ministry of Covenant Christian Church, a non-profit corporation under section 501 (c) (3) of the Internal Revenue Code. The Schools are governed by a volunteer Board of Directors appointed and led by the Pastor of the Church. The Board is responsible for the administrative, academic, and financial policies of the school. In addition, the Board hires the Head of each School to administer the day-to-day operations of the school. Parents are welcome to attend regular meetings of the Board, normally held monthly. Most of the work of the Board takes place through the School Advisory Council. Board members and faculty members must be Christians.



#### **Pledge of Allegiance to the Texas Flag**

*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

#### **Pledge of Allegiance to the American Flag**

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

#### **Pledge of Allegiance to the Christian Flag**

*I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.*

#### **Pledge of Allegiance to the Bible**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.*

### FIRE AND TORNADO DRILLS

Practice fire and tornado drills will be held during the school year.

### GANG-FREE ZONE

Any area within 1000 feet of CCS is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### IMMUNIZATIONS, TB TESTING, AND HEARING / VISION SCREENING

Please check with your child's health care professional to determine the proper scheduling of these items. Newly enrolled students have 30 days to submit documentation of current immunizations. Hearing and vision screening should be done at your child's annual physical.

### HOMEWORK

Homework is assigned as needed for incomplete work. However, KHCS is committed to families having quality time together in the evenings, if at all possible.

### Lost and Found

The Lost and Found is located in the school office.

### MEDICAL GUIDELINES

No staff member will be allowed to administer any medicines without parent authorization in writing. If it is necessary for your student to take "over-the-counter" or prescription drugs while at school, a form detailing dosage and a signed permission slip must be signed and dated. Medications must be in their original containers. All medicines must be kept and administered at the school office. In instances where a student needs medical attention, the principal will call the parent or family doctor (in that order).

### NUTRITION

Parents provide their children's meals and/or snacks and the parent understands the school is not responsible for its nutritional value or for meeting the child's daily food needs.

### PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of Covenant Community Schools. Every parent is strongly encouraged to participate in these informative and helpful

becoming a lady or gentleman. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accordance with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child. Covenant Community Schools is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here, discipline is maintained that is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life (Colossians 3:20; Romans 13:1; Hebrews 13:17; Proverbs 6:23; Proverbs 10:17, 19:18, 22:15)

### **DROP-OFF, PICK-UP, AND EXTENDED CARE**

The school day runs 8:15 – 3:45 Monday through Thursday and 8:15 – 12:00 on Friday. Students may be dropped off no earlier than 15 minutes before school and must be picked up no later than 15 minutes after school ends each day to avoid a late fee. A late fee of \$10.00 for the first 5 minutes and \$1.00 per minute thereafter will be charged per student for violations. After three violations occur within a quarter, the late fee will double.

We encourage parents to sign up for Extended Care (See Fees and Tuition Schedule) if they are unable to drop off and pick up within the designated times. Parents who enroll in Extended Care can drop off students as early as 6:30 am and pick up as late as 6:00 pm Monday through Friday.

## *Educational Philosophy*

### **Worldview & Philosophy of Life**

Worldview and philosophy of life are critical values for an educational institution. As a Christian ministry, the CCS Worldview and Philosophy of Life are grounded in its Statement of Faith. The Statement of Faith includes biblical facts and references to God, man, the inspiration of the Bible, revelation, truth, Jesus Christ, and the Holy Spirit.

### **Philosophy of Schools & Learning**

The purpose of the school is to assist parents with their God-given responsibilities to teach and train their children and to assist children in discovering their unique talents while developing their identities in Christ.

### **Educational Practice**

Basic educational goals are as follows:

1. To give glory to God in all things
2. To develop spiritual servant/leaders
3. To develop an understanding of one's unique responsibility to God
4. To help students make the most of their capabilities and make accommodations for their limitations
5. To encourage creativity and curiosity
6. To equip students to communicate effectively in reading, writing, speaking, and listening.
7. To provide a well-balanced education with academics, fine arts, and athletics
8. To teach students to make constructive use of leisure time

### **Teacher-Learner Relationships**

Since the Bible is the academic and administrative foundation for the Christian school, educators and students must acknowledge and submit to its authority.

1. Administrators and faculty function as guides to advance the Spiritual and moral growth of the learners.

2. Faculty are responsible for helping students develop a proper self-image.
3. Education must be learner centered. Every student is different.

### **Diversity**

1. School personnel must understand the dynamics of various cultures.
2. Staff must accept how those dynamics affect attitudes and communication within the school.
3. School leadership must maintain a heightened awareness of cultural issues involving the school.
4. Educators in the Christian school must be sensitive to language and socio-economic diversity in students and families they serve.

## *Policies and Procedures*

### GENERAL RULES

1. Be courteous.
2. Exercise self-control.
3. Be prepared and prompt.
4. Respect the rights, feelings, and property of others.
5. Follow instructions and school rules.
6. Eat and drink only in designated areas.
7. Chewing gum is not allowed.



### ATTENDANCE

A written excuse signed by a parent or guardian must be presented to the teacher when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments are to be scheduled after school hours.

Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the teacher and the student is sufficiently advanced in his work.

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

A student is considered tardy if he is not in the classroom on time. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

### COMPUTERS

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers starting as early as kindergarten.

### DISCIPLINE

All new students are admitted on probation for the first six weeks. The student must at all times conduct himself in a manner



## *Awards and Honors*

The Annual Awards Program is held each spring. Students could attain the following awards each year:

- Highest Grade Average
- Scripture Memorization Award
- Perfect Attendance Award
- Honor Roll
- Miss Improvement
- Mr. Improvement
- School Spirit Award
- Citizenship Award
- Christian Service Award
- Outstanding Character



## *Principles and Conduct*

### BIBLICAL PRINCIPLES

One of the basic reasons why parents enroll their children in a private school is to obtain an education grounded in moral values. Covenant Community Schools (CCS) uses biblically-based curricula, which includes Scripture memory passages and references to God and Jesus Christ — all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curricula continue to build the students' sense of responsibility and integrity.

### STANDARD OF CONDUCT

Students are expected to act in an orderly and respectful manner, maintaining biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of CCS should immediately discuss the matter with a supervisor. This behavior is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "... to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

## Statement of Faith

**The Holy Scriptures.** The Holy Scriptures of the Old and New Testament are the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Tim. 3:16-17, 2 Pet. 1:20-21).

**The Godhead.** There is one God, the eternally existing Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19, 2 Cor. 13:14; John 14:10, 26).

**Christ and His Work.** The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8).

The Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18-36; Rom. 3:24-25; 1 Pet. 2:24; Eph. 1:7; 1 Pet. 1:3-5).

The Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Heb. 7:25; 9:24; Rom. 8:34; 1 John 2:1-2).

**The Total Depravity of Man.** Man was created in the image and likeness of God, but in Adam's sin the human race fell, man inherited a sinful nature, and became alienated from God; and, man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2: 1-3; 4:17-19).

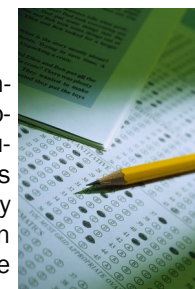
**Salvation.** The Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; John 14:6).

**Missions.** God has given all believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20).

## Assessments

### DIAGNOSTIC TESTING

Upon application for enrollment, the school administers diagnostic tests in math, English, reading, social studies, and science to each prospective student. Unlike other schools who qualify students through entrance exams, Covenant Community Schools uses diagnostic tests to place students in our curriculum according to their ability and initiative ("performance level") rather than their age or number of years of attendance in school. Because of this process, we are able to facilitate learning for gifted, average, and at-risk students in the same classroom without the embarrassment associated with lock-step classrooms. Gaps in learning are remediated before the student begins "performance level" work. Failure is eliminated because students progress at their own pace and educational safety nets are in place to ensure that the student masters the curriculum content before moving on to new concepts.



### INFORMAL READING ASSESSMENTS

Students enrolled in the Primary Class are given an informal reading assessment to determine reading readiness and ability to read. Each student is placed according to his ability in our reading program. Twice daily, students attend a guided reading class based upon their preparedness and ability to read. On Friday of each week, students are informally tested to determine proficiency.

### IOWA ASSESSMENTS

The Iowa Assessments are standardized tests provided as a service to schools by the College of Education of the University of Iowa. Developers Everett Franklin Lindquist, Harry Greene, Ernest Horn, Maude McBroom, and Herbert Spitzer first designed and administered the tests in 1935 as a tool for improving student instruction.

## Uniforms General Information

Each student should dress in a manner that accentuates his or her academic and social environment.

### How to Wear Your School Uniform

- All clothing is to be neat and in good repair. Underwear is not to be visible.
- Skorts and walking shorts should be no shorter than 3" above the knee, measured from the floor when kneeling.
- Skirts and dresses should be below the bottom of the knee.
- Accessories - Jewelry must be tasteful and not be attention-drawing. Earrings must not extend below the earlobe. No body piercing is allowed (except for girl's ears). Body art, tattoos, and other forms of marking on the body are to be covered at all times. Hair accessories are to be minimal, conservative, and in a color that coordinates with the uniform.
- Hair needs to be neat, clean, and combed. Boys' hair may not extend over the collar or extend past the ears. Hairstyles are to be conservative and in a natural color. No tails or attention-drawing haircuts are allowed.
- Girls may wear nail polish in conservative colors (no black, navy, or green).
- Only **uniform outerwear** is allowed in the classrooms.
- Solid color tennis shoes are to be worn that coordinate with the uniform; no lights, skates or other attention drawing features.

## Accreditation & Affiliations



Core curriculum publisher for preschool through lower elementary.



Curriculum publisher and provider for professional development and student programs



ACTS provides accreditation, professional development, and school support services for our early education programs.

Covenant Community Schools is an Approved Model School by Accelerated Christian Education (ACE).



## Admissions

### ADMISSIONS POLICY

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

### ADMISSIONS PROCEDURE

1. Parents visit school.
2. Parents and student read this handbook thoroughly.
3. Parents or student request that student's pastor send a letter of recommendation to the school office.
4. Parents enroll at <https://www.CovenantCommunitySchools.org>.
5. The school office electronically invoices the Application Fee.
6. Birth certificate, previous report card, and a medical report by a physician with application fee must be submitted to the school office. All students must have the following immunizations before starting school: Diphtheria, Tetanus, and Pertussis; (DTaP/DTP/DT/Tdap/Td); Polio; Measles, Mumps, and Rubella (MMR)<sup>2</sup>; Hepatitis B<sup>2, 3</sup>; Varicella<sup>2, 4</sup>; Hepatitis A<sup>2, 5</sup>. For more information, visit the following website: <http://www.dshs.state.tx.us/immunize/docs/school/6-14eng.pdf>.
7. The school schedules diagnostic testing with student.
8. Office will then call for an interview (parents or guardians and pupil) with the principal.
9. Parents are notified of acceptance. The Registration Fee and Tuition are due upon acceptance.
10. Both parents attend Parent Orientation.

## Financial Information

Covenant Community Schools is an independent institution with an annual budget dependent upon student tuition and gifts of friends for operating expenses. Contributions are tax-deductible. Tuition payments are not tax-deductible. Attendance in a private school is a privilege, and that commitment involves expense. Covenant Community Schools appreciates the fact that you desire for your child(ren) to continue their education with us.



***Policies and prices are subject to change without notice.***

### PAYMENT PLANS:

**Full Payment in Advance:** Entire payment must be paid by August 1 for the following school year. There is a 5% discount on tuition for this plan. No discount is allowed on registration or extended care fees.

**Ten-month Payment Plan:** Ten equal payments beginning August 1 and due on the first of each month afterward through May 1. **Payments are due regardless of attendance.**

**Twelve-month Payment Plan:** Twelve equal payments beginning June 1 and due on the first of each month afterward through May 1. **Payments are due regardless of attendance.**

**Fees are not refundable. Tuition is fully refundable prior to classes beginning in August. After classes begin, tuition is not refundable upon student withdrawal.** This event might result in parents owing additional money to the school upon withdrawal if using the ten-month or the twelve-month payment plan.

**Payments not received by the first of each month payable will result in an additional 5% finance charge added to the month's payment due. If payment and finance charges are not paid by the 15<sup>th</sup> of the month, the student will be considered withdrawn unless the Finance Committee has approved other arrangements.** Payments can be made with check or money order at the campus or online using the payment link provided on the invoice.