



Love. Learn. Lead.

Upper School Handbook

Revised 8/21/2021

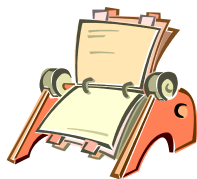
The mission of Covenant Community Schools is to partner with the home and church to provide an affordable, high-quality Christian education system.



TELEPHONE:
512-255-7676



FAX:
512-255-6885



ADDRESS:
14 Chisholm Trail
Round Rock, TX 78681



E-MAIL:
info@covenantcommunityschools.org



WEBSITE:
www.covenantcommunityschools.org

Elective Courses

SUBJECT	CREDIT
Bible Electives	
Christian Growth	0.5
Introduction to Missions	0.5
Life of Christ	1.0
New Testament Church History	1.0
New Testament Survey	1.0
Old Testament Survey	1.0
Soulwinning	0.5
Business Electives	
Accounting	1.0
Business Math	1.0
General Business	1.0
Fine Arts Electives	
Beginning Art	1.0
Advanced Art	1.0
Music	0.5
Speech	0.5
Government Electives	
Collectivism	0.5
The Constitution	0.5
Health Electives	
Health	0.5
Internships	
Varies based on interest	LC
Language Electives	
The Rosetta Stone®	2.0
Technology Electives	
Treehouse®	LC

General Course of Study

SUBJECT	22 CREDITS
Algebra I	1.0
Geometry	1.0
Algebra II or Math Elective(s)	1.0
English I	1.0
English II	1.0
English III	1.0
English IV or English Elective(s)	1.0
World Geography or World History	1.0
U.S. Government	0.5
Economics	0.5
Biology	1.0
Physical Science	1.0
New Testament Survey (Required)	1.0
Bible Elective	1.0
Physical Education	1.0
Speech	0.5
Fine Arts	1.0
Electives	6.5

Welcome from the Headmaster

Welcome to Covenant Community Schools! 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 tomorrow. Thank you for doing the right thing. Thank you for choosing Covenant Community Schools! May God richly bless your family during this season.

Serving the Savior,

Rev. William S. Wright, Headmaster, Ed.D.

Table of Contents

School Information	2
Welcome	3
Table of Contents	4
Introduction	5
Organizational Structure	7
Leadership Training	8
Educational Concepts	9
Statement of Faith	10
Educational Philosophy	11
Principles and Conduct	13
Accreditation and Affiliations	14
Admissions	15
Financial Information	16
Uniforms	17
Casual Clothing Guidelines	18
Extra-curricular Events	19
Physical Education	19
Assessments	20
Awards and Honors	22
Policies and Procedures	23
Network and Internet Policy	27
Graduation Requirements	30
Honors Course of Study	31
Advanced Measures for COS	32
College Preparatory Course of Study	33
General Course of Study	34
Elective Courses	35

College Preparatory Course of Study

SUBJECT	26 CREDITS
Algebra I	1.0
Geometry	1.0
Algebra II	1.0
Math Elective(s)	1.0
English I	1.0
English II	1.0
English III	1.0
English IV	1.0
World Geography	1.0
World History	1.0
American History	1.0
U.S. Government	0.5
Economics	0.5
Biology	1.0
Physical Science	1.0
Chemistry	1.0
Physics	1.0
New Testament Survey (Required)	1.0
Bible Elective	1.0
World Languages	2.0
Physical Education	1.0
Health	0.5
Speech	0.5
Fine Arts	1.0
Electives	3.0

Advanced Measures for Honors COS

A student also must achieve any combination of four of the following advanced measures. Original research/projects may not be used for more than two of the four advanced measures. The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. The student may choose from the following options:

(1) original research/project that is:

- (A) judged by a panel of professionals in the field that is the focus of the project; or
- (B) conducted under the direction of mentor(s) and reported to an appropriate audience; and
- (C) related to the required curriculum set forth in §74.1 of this title (relating to Essential Knowledge and Skills);

(2) test data where a student receives:

- (A) a score of three or above on the College Board advanced placement examination;
- (B) a score of four or above on an International Baccalaureate examination; or
- (C) a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score shall count as only one advanced measure regardless of the number of honors received by the student; or

(3) college academic courses, including those taken for dual credit, and advanced technical credit courses, including locally articulated courses, with a grade of 3.0 or higher. (19 TAC Chapter 74, Subchapter F)

Introduction

The mission of Covenant Community Schools (CCS) is to partner with the home and church to provide a pervasively Christian education system. The purpose of the school is to foster character development, academic education, physical education, and leadership training from a biblical worldview.



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.

Classes at CCS are multi-level and self-paced, utilizing 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.

Students choose from and compete in more than 145 co-curricular events that help them discover and develop their God-given gifts. Students practice and compete in these events while developing their leadership skills. In addition, students participate in various academic, art, athletic, music, and speech competitions sponsored by other organizations as well.

SCHOOL COLORS

CCS 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

Lu 10:27 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 neighbor as thyself. (Luke 10:27, KJV)

SCHOOL SONG

Covenant Community Schools appreciate those who give input into its ministry. If you are gifted at writing or arranging music, please consider submitting your proposal for school songs.



Honors Course of Study

SUBJECT	26 CREDITS
Algebra I	1.0
Geometry	1.0
Algebra II	1.0
Math Elective(s)	1.0
English I	1.0
English II	1.0
English III	1.0
English IV	1.0
World Geography	1.0
World History	1.0
American History	1.0
U.S. Government	0.5
Economics	0.5
Biology	1.0
Physical Science	1.0
Chemistry	1.0
Physics	1.0
New Testament Survey (Required)	1.0
Old Testament Survey (Required)	1.0
Bible Elective	1.0
World Languages	3.0
Physical Education	1.0
Health	0.5
Speech	0.5
Fine Arts	1.0
Electives	1.0

Advanced measures:

See next page or refer to 19 TAC Chapter 74, Subchapter F

Graduation Requirements

The graduation requirements shown on the following pages are based upon requirements set forth in 19 TAC Chapter 74, Subchapter F. A prescribed course of study will be determined through a conference between the staff, parents, and student.

The high school transcript shows individual accomplishments, achievements, and courses completed and displays appropriate graduation seals. Course credit is earned by completing courses. No credit is given for incomplete courses at the end of the school term. Courses not completed in a particular term may be resumed at the beginning of the next term that the student is in attendance.

All high school students shall enroll in the courses necessary to complete the college preparatory course of study unless the student, the student's parent or guardian, and the school's academic advisor for the student agree that the student should be permitted to follow the general course of study.

High School Juniors and Seniors may dual enroll at a local or online university and earn high school and college credit simultaneously. Dual enrollment means the student is enrolled in a college course to satisfy the requirement of a high school course. Dual enrollment enables the student to complete college courses receive high school and college credit at a lower cost than regular college coursework tuition. For more information on dual enrollment, visit the following sites:

http://www.austincc.edu/ecs/about/what_is_ecs.php

<http://www.liberty.edu/onlineacademy/dual-enrollment>



Organizational Structure

GOVERNANCE

Covenant Community Schools is a home mission of Covenant Christian Church whose purpose is to establish a Christian school system of campuses in cooperation with local churches making Christian education accessible for all. CCS is a non-profit, tax-exempt corporation under section 501 (c) (3) of the Internal Revenue Code. CCS is governed by a Board of Directors. The Board is responsible for the administrative, academic, and financial policies of the school. In addition, the Board hires the Head of the 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 regarding the schools takes place through the School Advisory Council made up of CCS stakeholders.

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.

Leadership Training

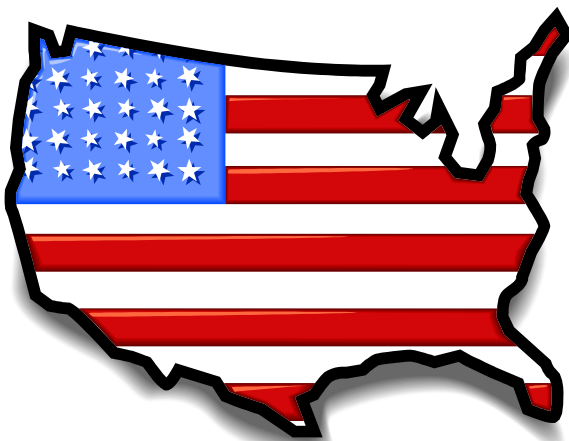
CHRISTIAN LEADERSHIP TRAINING

Devotions: Students are assigned to groups and meet in devotional periods throughout the week. Devotional leaders organize, outline, illustrate, and discuss principles of life in these meaningful sessions.

Chapel: Weekly chapel sessions inspire students to develop the character of Christ in their lives. School staff and guest speakers encourage students to correlate their education with Biblical principles so that they can lead others in wisdom. Students must bring Bibles to all devotional periods, chapel sessions, and other meetings that the staff deems necessary.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.



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 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.

tion of this policy must be promptly disclosed to a teacher or other school employee.

2. ILLEGAL ACTIVITIES

- 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.

Educational Concepts

In the latter half of the twentieth century, many people questioned the machine bureaucracy structure of American public schools because students were not performing according to grade level expectations. This concern led researchers and private organizations to begin reforming programs to meet the needs of individual students, rather than supporting the conventional model of the early twentieth century. These reforms and other studies in brain-based research have made it possible to create a learner-centered school founded on best practices and the Word of God.

Students utilize an individualized, technology-enhanced, Bible-based curriculum. The curriculum was built upon five basic laws of learning:

1. The student must be placed on a level of curriculum where he/she can best perform.
2. The student must set reasonable and appropriate goals, which can be achieved in a reasonable and prescribed period of time.
3. The student must receive motivation through encouragement and support and achieve control through guidance and discipline in order to assimilate, use, and experience the educational material.
4. The student's learning must have appropriate measurement applied to the results.
5. The student's learning must receive recognition and reward for its value, effort, and significance.

Because CCS is learner-centered, its students score significantly higher on national standardized achievement tests than their counterparts in conventional schools.

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. 13-5).

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).

Network and Internet Policy

CCS provides 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.

Covenant Community Schools have 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

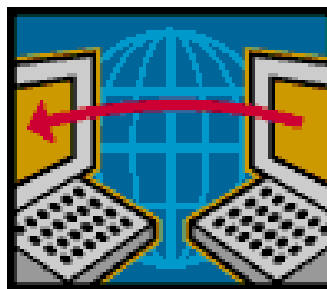
Students will have access to Internet World Wide Web information resources through their classroom or school computer lab. E-mail is accessible for students as required by Texas State Law. Students may have e-mail access under the direct supervision of their teacher using a personal account or as required 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

- 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.
- The network may not be used to arrange meetings with other users.
- Personal messages received that may be considered inappropriate or in viola-



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.

MEDICAL GUIDELINES

No staff member will be allowed to administer any medicines without parent authorization in writing. Parents must sign and date a Medication Permission Form for students to take medications while at school. 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, family doctor, emergency medical service (EMS).

NUTRITION

CCS provides an optional food program for its students who wish to buy lunch, snacks, and drinks. However, most parents provide their children's meals and/or snacks and the parent understands the operation 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 required to participate in these informative and helpful programs. The first parent/staff meeting will be held at the opening of school. Parent/staff meetings are scheduled following the first quarter, following the third quarter, and at other times as requested by the teacher or parents.

VISITORS

Visitors to Covenant Community Schools must sign in at the school office and obtain a Visitor Tag before proceeding to any classroom.

Philosophy of Education

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:

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

an orderly manner to a designated place. At “All Clear”, they may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his group. A tornado drill will be signaled by the words, “Drill, Drill, Drill!” Students should proceed (as above) to a central hallway away from windows and assume a crouched position with their heads protected.

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. Please provide CCS with a copy.

HOMEWORK

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the teacher, to complete the work at home or after school in the Learning Center. Parents as well as students will be notified when homework is assigned.

LOST AND FOUND is located in the school office.

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).

PROGRESS REPORTS

Covenant Community Schools use 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

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.

High school students in particular — because of their influence on younger children — are trained to adhere to the school's philosophy and biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to inappropriate secular music, swearing, viewing or discussing pornographic items, and other questionable practices.

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, a discipline is maintained that is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center 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:

- **"Children, obey your parents in all things: for this is well pleasing unto the Lord." Colossians 3:20**
- **"Let every soul be subject unto the higher powers" Romans 13:1**
- **"Obey them that have the rule over you, and submit yourselves" Hebrews 13:17**
- **"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." Proverbs 6:23**
- **"He is in the way of life that keepeth instruction: but he that refuseth reproof erreth." Proverbs 10:17**
- **"Chasten thy son while there is hope, and let not thy soul spare for his crying." Proverbs 19:18**
- **"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15**

FIRE AND TORNADO DRILLS

Practice fire drills will be held during the school year. At the sound of the alarm, students are to stand and march out of the building in

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 use 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

CCS students are expected to refrain from talking about or engaging in bullying, cheating, swearing, smoking, gambling, or drinking alcoholic beverages. Students who participate in and discuss such activities at school are subject to suspension. Students engaging in sexual activity, possession of illegal drugs, possession of weapons, acts of violence or terrorism, or have multiple suspensions are subject to expulsion.

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. Students who engage in questionable behavior are subject to suspension or expulsion at the discretion of the school administration.

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

Accreditation & Affiliations



.Core curriculum publisher for pre-school through lower elementary.

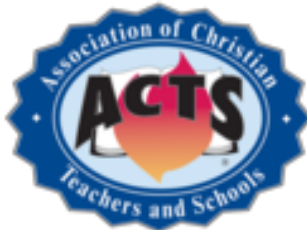
Curriculum publisher and provider for professional development and student programs



Covenant Community Schools has achieved Model Status with Accelerated Christian Education (ACE), which indicates compliance with its student programs, professional development, and curriculum.



[Treehouse](#)® is a CCS partner that provides industry-specific training in technology. CCS students can earn elective credit by completing Treehouse courses.



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

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 anywhere on campus.



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 Learning Center on time. A detention will be given. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

DISCIPLINE

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

Awards and Honors

AWARDS PROGRAM

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

- Highest Grade Average
- Best Desk Award
- Scripture Memorization Award
- Perfect Attendance Award
- Honor Roll
- Miss Improvement
- Mr. Improvement
- School Spirit Award
- Christian Service Award
- Outstanding Character
- Principal's Award



LITERATURE CERTIFICATE

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the school year, students must read and report on at least 20 character-building books at or above their English curriculum level. Books must be approved by the supervisor prior to reading.



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)²; Hepatitis B^{2, 3}; Varicella^{2, 4}; Hepatitis A^{2, 5}. 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(s) 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.

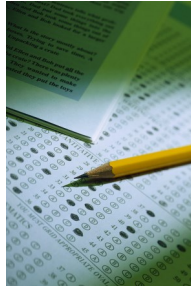
Payments not received by the first of each month payable will result in an additional 5% finance charge added to the month's payment due. If payment and finance charges are not paid by the 15th of the month, the student(s) will be considered withdrawn unless the Finance Committee has approved other arrangements.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

United States, and achievement-to-ability comparisons with scores in Levels Three and Eight. One type of report indicates the grade level of a student who, if answering those same questions, would have gotten the same percentage of questions correct as the real student. For example, if a 5th grade student scores a 6 in Science, it means that an average 6th grader would get about the same percentage of questions right as that particular 5th grade student.

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 use 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.



STANDARDIZED ASSESSMENT

Administered in late April each year, the Standardized Assessment is one of the leading standardized achievement tests utilized by school districts in the United States for assessing children from kindergarten through high school; it is used to measure academic knowledge of elementary and secondary school students. The test is available in 13 levels that roughly correspond to the year in school. Each level of the test is broken into subtests or strands covering various subjects such as reading comprehension, mathematical problem solving, and science.

The tests include three types of questions: multiple choice, short answer, and extended response. Besides requiring a written answer of five or six sentences, the extended response may also require the student to graph, illustrate or show work. Such answers are usually included within the areas of science or mathematics.

Test scores are norm-referenced that compare a student's performance with that of a representative sample of students across the

Uniforms

GENERAL INFORMATION

Covenant Community Schools expects each student to dress in a manner that accentuates his or her academic and social environment. Therefore, a detailed dress code is established and enforced. Students who fail to comply with the dress code earn a detention. Repeated infractions may result in a student being sent home from school. Information about Uniforms may be found on the CCS website at <https://www.covenantcommunityschools.org/uniforms/>.

HOW TO WEAR YOUR SCHOOL UNIFORM

- All clothing is to be neat and in good repair. Underwear is not to be visible.
- Skorts, skirts, and walking shorts should be no shorter than 3” above the knee, measured from the floor when kneeling.
- 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, one each ear). 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, age 13 and older, may wear make-up. Moderation is expected.
- Girls may wear nail polish (conservative colors, no glitter or decorations, please).
- Only **Covenant Community Schools** outerwear is allowed in the classrooms.
- Dress shoes are to be polished. When scuffs cannot be covered adequately with polish, the shoes should be replaced.
- Solid color tennis shoes are to be worn that coordinate with the uniform; no lights, skates or other attention drawing features.

Casual Clothing Guidelines

Casual Clothing Passes may be purchased and used (one per week, purchased in advance) at the cost of \$1.00 each. Passes may only be used on Tuesday, or Thursday. These passes provide on-going funds for the School Store.

GIRLS

- Pants or jeans may not be snug fitting or baggy/saggy.
- Shirts, blouses, and T-shirts must have sleeves and must be tucked in or be short enough to look neat. Shirts must cover the waistband. Shirts may not be lower in the front than four fingers from the clavicle.
- Shorts should be no shorter than 3" above the knee, measured from the floor when kneeling.
- Dresses should be no shorter than 3" above the knee, measured from the floor when kneeling.
- Jewelry, hair, and nails must follow the uniform guidelines.
- No sportswear allowed.

BOYS

- May wear jeans, slacks, or shorts.
- Pants or jeans may not be snug fitting or baggy/saggy.
- Shirts and T-shirts must have sleeves and must be tucked in or be short enough to look neat. Shirts must cover the waistband.
- Shorts should be no shorter than 3" above the knee, measured from the floor when kneeling.
- Shoes must meet the uniform guidelines.
- No sportswear allowed.

WEARING CASUAL CLOTHING IS A PRIVILEGE. IF YOU QUESTION WHETHER AN ITEM OF CLOTHING IS APPROPRIATE, BRING IT TO SCHOOL AND ASK A TEACHER.



Extra-curricular Events

Your journey to International Student Convention begins at the regional level. Regional Student Conventions are a challenging, inspirational, and fun-filled destination where you develop God-given gifts and talents in preparation for a dynamic ministry. Select from over 140 events in five exciting categories including Music, Speech/Drama, Athletics, Arts, and Academics. These conventions are for youth 13 years of age and older. (ACE, 2018)



ISC is a premier event that is the highlight of the school year for hundreds of schools and homeschools using the Accelerated Christian Education program. Approximately 4,000 young people worldwide qualify in regional conventions to compete in the categories of music, oratory, art, athletics, academics, and numerous aspects of service.

PE POLICY

It is our policy that no student is excused from physical education without a doctor's written excuse. Students should bring P.E. clothing to school clean on Monday. Clothing should be taken home and washed at least twice each week. All students attend P. E.

CCS co-curricular programs are a coordinated effort between staff, volunteers, and community facilities. Use of school equipment and facilities are for planned and/or authorized activities.

JR. AND SR. HIGH SCHOOL CO-CURRICULAR ELIGIBILITY AND PRIVILEGES

All students are eligible for individual and group events the first two weeks of school. After that time, a student must maintain sufficient academic progress for eligibility to participate in any co-curricular activity.