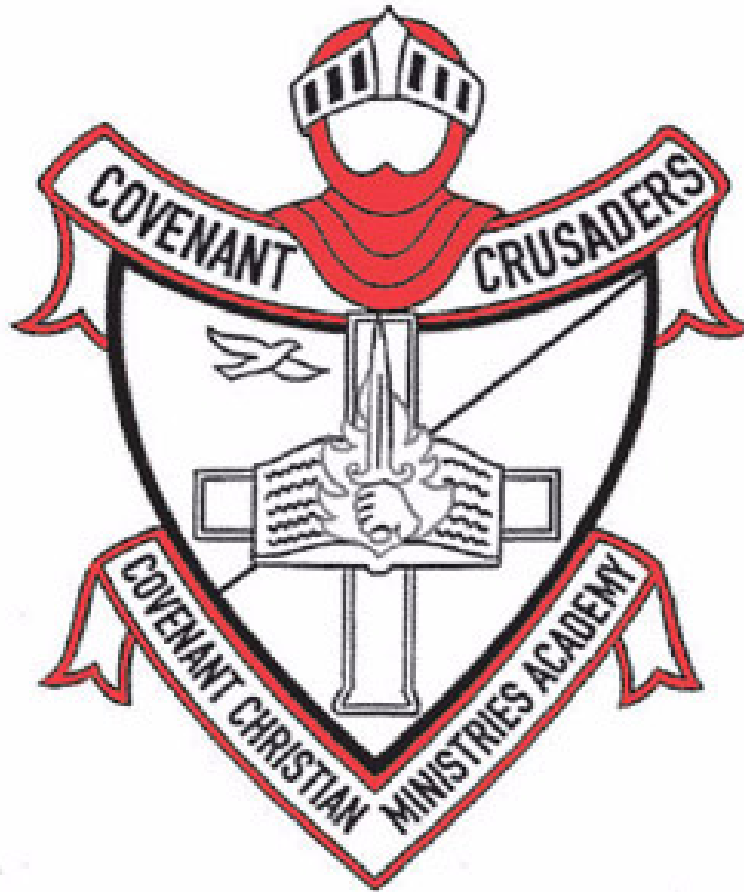


# COVENANT CHRISTIAN MINISTRIES ACADEMY



## STUDENT/PARENT HANDBOOK

*"The entrance of thy words giveth light..."*



## COVENANT CHRISTIAN MINISTRIES ACADEMY

170 N. Fairground St., Marietta, GA 30060

Mailing Address: P.O. Box 4065 Marietta, GA 30061

Phone: 770-919-0022 Fax: 770-919-2098

Pastor: Frederick T. Anderson

Superintendent: Vanessa Anderson

Dear Parents and Students:

Thanks be to God, who in Christ always leads us in triumph and through us spreads the fragrance of the knowledge of Him everywhere.

We have come to the place in our ministry where we must fulfil the call of God to offer to you an opportunity to participate in this Christian school. It has been a part of our vision to offer the kind of Christian environment that would minister to the total person. We desire to be able to say about all of the children that pass through this ministry, "that from a child you have known the holy scriptures, which are able to make you wise unto salvation, through faith in Christ Jesus. "

2 Timothy 3:15

Moreover, my prayer is that through attending school and/or church here, that the standard of excellence has been embedded in every child; that they know nothing but success!

Thanks for being a part of what God has given us here at Covenant.

In Him,

*Frederick T. Anderson, Sr.*

Frederick T. Anderson, Sr.  
Pastor/C.E.O

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### **COVENANT CHRISTIAN MINISTRIES ACADEMY**

**170 N. FAIRGROUND ST.**

**MARIETTA, GA 30060**

**Web address: [www.ccmacademy.org](http://www.ccmacademy.org)**

**Business Office: (770) 919-0022**

**Academy: (770) 426-4267**

**Vanessa Anderson, Superintendent**

### **COVENANT CRUSADERS**

***ENDURE HARDNESS AS A GOOD SOLDIER OF JESUS CHRIST***

## STATEMENT OF FAITH

1. We believe in the triune God, the Father, the Son, the Holy Ghost. (1 John 5:7, John 14:11,16,26, John 15:26)
2. We believe that Jesus is the true son of God. (John 1:1-3,14, Matt. 1:18-25)
3. We believe in the virgin birth of Christ, his death, burial and bodily resurrection. (Luke 1:26-38, Matt. 27:33 - 28:7, Eph. 4:8-10)
4. We believe in the rapturing of the saints (church of God); and the return of Christ to set up His kingdom. (1 Thess. 4:13-17, John 14:1-3, 1 Cor. 15:51-52, 2 Cor. 5:1-8)
5. We believe that the Bible is the inspired and only infallible, authoritative word of God. (2 Tim. 3:16, 2 Pet. 1:21, Jer. 36:2, Rev. 1:10-19, 14:3)
6. We believe that all have sinned and come short of the glory of God, and the only way of being cleansed from sin is through confession, repentance, and faith in Jesus Christ and His shed blood: which is for all men. (Rom. 3:23, 5:15, 10; 8-10, John 3:16)
7. We believe it is the will of God and the promise of God to fill all believers with the Holy Ghost, speaking with other tongues as the Spirit gives the utterance. (John 7:37-39, 14:26, Luke 11:13, Acts 1:5-8, Acts 2:1-4)
8. We believe that God desires us to prosper and be in health, even as our soul prospers: and that healing and prosperity are provided in the redemptive work of Christ. (3 John 2, Matt. 9:35, 6:33, 19:29, Mark 10:28-31, Mark 16:15-18)
9. We believe in the observance of the Lord's Supper (Holy Communion). (1 Cor. 11:23-29; Matt. 26:26-29, Mark 14:22-26)
10. We believe in water baptism by immersion. (Matt. 3:16,17, 28:19, Acts 2:38,41, 8:12,13, Acts 16:32,33)
11. We believe in the resurrection of the just and the unjust: the just unto eternal life and the unjust unto damnation. (Matt. 25:31-46, John 5:28,29, Rom. 14:10-12, 2 Cor. 5:10)

## MISSION STATEMENT

The mission of Covenant Christian Ministries Academy is to prioritize the wisdom of God first and include Him in every aspect of our lives, as we provide a quality academic program equipping students for higher learning and guiding them to a productive life in society.

## PHILOSOPHY

Covenant Christian Ministries Academy exists as a result of our mandate to fulfill our covenant relationship with God by assisting parents in rearing a godly seed (Deuteronomy 6:6, 7). This is accomplished in an educational environment in which *His wisdom is the principle thing*. As we promote a standard of excellence in all aspects of education, the quality of our program and the manner in which we equip and guide our students is accomplished in a way that pleases God. Our belief in God's word strengthens and allows us to impart its virtues and eternal benefits to others. The distinction of our beliefs is that all of them are Biblically based, as well as educationally oriented.

Covenant Christian Ministries Academy's staff holds the following beliefs:

1. We believe in excellence in education. (Philippians 1:10)
2. We believe that the wisdom of God is key, and full understanding is obtainable in every academic area. (Proverbs 3:5, 7)
3. We believe that understanding and application of Biblical principles enhance a student's ability to succeed. (Psalms 119:130)
4. We believe that teachers are the "living curriculum" and must exemplify what they teach. (James 1:22)
5. We believe that each student is created in the image of God and capable of success. (Genesis 1:26, Philippians 4:13)
6. We believe that education is a ministry to be performed *as unto the Lord*. (Colossians 3:23)
7. We believe in *maintaining* a high standard - academically, spiritually, emotionally and physically. (Philippians 3:14)

## STATEMENT OF PURPOSE

- To minister to the total needs of the Christian family.
- To emphasize the importance of the wisdom of God as the principal thing in life.
- To assist Christian parents in the guidance of their children towards a productive life in society.
- To emphasize a Christ-like life, through the dependence on the Holy Ghost and the Word of God in our life on a day-to-day basis.
- To provide a quality academic program that will equip the students for higher learning.
- To provide guidance towards a physically fit body with involvement in various physical activities.
- To teach children to commit only to an excellent life-style, as our school sets an example in excellence.

## SCHOOL SCRIPTURES

"The entrance of thy words giveth light; it giveth understanding unto the simple."  
(Psalm 119:130)

"Wisdom is the principal thing; therefore get wisdom: and with all thy getting, get understanding." (Proverbs 4:7)

## SCHOOL MOTTO

"Approve things that are excellent; being sincere and without offense till the day of Christ." (Philippians 1:10)

## CHAPEL SECTION

The administration and staff of Covenant Christian Ministries Academy consider the spiritual development of your child to be our highest priority. The Bible teaches us that "the entrance of thy words giveth light; it giveth understanding unto the simple. Wisdom is the principal thing; therefore get wisdom and in all thy getting, get understanding." Ps. 119:130; Prov. 4:7

In addition to devotions, each teacher begins every class with prayer. Devotion will take place in the class every day; however, we will have weekly chapel. Chapel will be held every Wednesday. Chapel Dress: Uniforms are required for all students (shirt, pants and tie; skirt, blouse, and ascot). Blazers with the school crest are required for all students, 6th - 12th grade. Appropriate shoes are expected. Parents are invited to join us for this time of spiritual enrichment.

**\*\*\* Attendance is mandatory and no student is to be excused from regular or special chapel programs. \*\*\***

## **CURRICULUM STATEMENT**

Covenant Christian Ministries Academy offers great opportunities for learning. Our classes are small enough to manage. We place heavy emphasis on God's principles through daily Bible class, prayer, memory work and weekly chapel. Our academic training, which is Christ-centered, includes a phonics-oriented reading program, English, history, spelling, science, penmanship, math, literature, P.E., etc. Our primary texts are published by *A Beka Books* which we have found to be one of the best. However, because of our commitment to excellence, we will remain open to examine and use other material that may better enrich our students.

## **PROFESSIONAL STAFF**

We believe that every person working at CCMA should have a personal relationship with Jesus Christ. We emphasize this, as well as, being filled with the Holy Spirit with evidence of being filled. We look for the following qualifications:

1. A call of God to teach children.
2. Certified by the state or the Association of Christian Schools International. Teachers are encouraged to obtain both certifications.
3. The ability to convey love and exercise patience to and with the students.
4. The ability to lead a student into a personal saving knowledge of the Lord Jesus Christ.
5. The ability and willingness to work with and under the leadership of Covenant Christian Ministries Academy.
6. The evidence of a Christian life-style, morally and spiritually, in and outside of school.
7. The ability to maintain a wholesome and Christ-centered working relationship with colleagues.
8. The ability to communicate effectively and establish rapport with parents.

## **ACCREDITATION**

Covenant Christian Ministries Academy is fully accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and School/Council on Accreditation and School Improvement (SACS CASI).

## ADMISSIONS POLICY

The selection of students is based upon interviews with the administration, student achievement, entrance testing, and submission of all fees and forms. Included in these forms will be statements signed by parents and most students stating that they will abide by and cooperate with all rules, regulations, and policies of Covenant Christian Ministries Academy.

### ADMISSIONS PROCEDURES AND REQUIREMENTS

The following steps indicate the procedure followed for admitting students to CCMA:

1. Submit application and registration fees.
2. An interview will be conducted with parents and children in which the structure of the school, the educational philosophy, the spiritual program, the grade placement procedure, and other pertinent data will be discussed.
3. All necessary forms must be completed and signed by both parents.
4. If testing is necessary, it will be administered and evaluated.

School records should be provided

- a. Parents are required to have records of their children transferred to CCMA. Records and/or transcript request forms are available upon request.
  - b. Parents should also submit a copy of each of the following documentation:  
an up to-date physical form, social security card, a birth certificate, a *current* head and shoulder photo, and an updated immunization record (GA Form 3231) for each child.
5. Age requirements for students entering school:
    - a. K3....Child must be 3 by **September 1st**.
    - b. K5.....Child must be 5 by **August 1st**.
    - c. 1st grade.....Child must be 6 by **September 1st**.

Parents who would like to obtain more information about the school and its programs, or to enroll their children in the school are encouraged to view our website at [www.ccmacademy.org](http://www.ccmacademy.org).

## FINANCIAL POLICY

### Tuition and Fees:

1. Registration fees are due when submitting a completed application with required documentation. Payment of these fees reserves the student a place on the class list. If your child is not accepted for admission, 50% of the registration fee will be refunded. Otherwise, **registration fees are non-refundable and non-transferrable. No exceptions!!!**
2. Monthly tuition payments are due the **1st of each month** beginning with June 1st and ending March 1st.
3. A **20% late fee will be automatically charged** when tuition is received after the **3rd of each month**. (Any payment arrangements should be made prior to the 3rd). ALL TUITION PAYMENTS MADE AFTER THE 3RD MUST BE MADE IN CASH, CASHIER'S CHECK, OR MONEY ORDER.
4. A late payment notice will be sent home after the 3rd.
5. **Any account past due after the 10th** of each month will be subject to termination. If there is a problem, the parents (preferably the father) should contact the school.
6. There will be a **return check charge of \$25.00**. If two checks are returned, future payments must be made by money order or certified check.
7. Student report cards will not be issued nor records will not be released when accounts are overdue.
8. **Students are not to handle tuition payments.**

A current tuition schedule listing fees and discounts can be obtained from the academy website ([www.ccmacademy.org](http://www.ccmacademy.org)).

Students who withdraw or transfer to another school will have their records forwarded to the new school only after their accounts have been paid in full. ***Parents are responsible for the full quarter currently in session upon withdrawal.***

As a general rule, payments made by parents to a tax exempt organization on behalf of their children attending a private school are not considered tax deductible contributions either to the school or to the religious organization operating the school if the payments are earmarked for such children.

**S170 of the IRS Code**

## NON-DISCRIMINATORY POLICY

Covenant Christian Ministries Academy, as a ministry of Covenant Christian Ministries, admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities 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, scholarships, and other school programs.

## SCHOOL DAYS

The preschool students' (K3 - K4) day is from 8:30 a.m. - 12:30 noon. Students in grades K5 - 12th attend school from 8:30 a.m. - 3:30 p.m. Children will be released only to their legal guardian, parents, or those listed on the Restricted Pick-up Form. A written request must be submitted to the office by the parent or guardian for the child to be released to any person whose name is not on the Restricted Pick-up Form.

## OFFICE HOURS

The school office opens at 8:00 a.m. and closes at 4:00 p.m. each day. Please do not hesitate to call if the need arises. The business office hours are from 9:00 a.m. - 5:00 p.m., daily.

## SCHOOL CANCELLATIONS

Please tune to local radio (WSB 750 AM or Star 94 FM) and television stations (WXIA 11Alive, CBS 46, or WSB-TV Channel 2) for school closings. In times of emergency, such as tornado warnings, the school will exercise its prerogative in closing.

## BEFORE AND AFTER SCHOOL PROGRAM

To accommodate some parent's schedules, a Before/After School Program is available. Students arriving before 8:10 a.m. or remaining after 3:50 p.m. must report to this program. There is no fee for before or afterschool; however, need must be evidenced due to staffing. Eligibility is based on work hours of the parents. Parents who abuse this program will be required to pick up their children at the end of the academic program: 3:30 p.m. for K5 - 8th. All high school students are dismissed at the end of the regular school day. ***The afterschool program ends at 4:00 p.m. on Wednesdays.***

Late pick-up of students will result in the assessment of late fees payable on the spot.

6:01 p.m. - 6:15 p.m. = \$20.00 (per occurrence)

6:16 p.m. - 6:30 p.m. = \$40.00 (per occurrence)

## LUNCH

Covenant Christian Ministries Academy has a hot lunch program available to all students. Lunches must be prepaid one week in advance. A month's menu will be provided for preview in advance. Students will have the option to bring their lunch and purchase milk or juice in the cafeteria.

## TEXTBOOKS AND SUPPLIES

Book, test, and athletic fees are covered by the registration payment. All textbooks are the property of the students and should be retained at the end of the year. If books are lost, the parents will be responsible for purchasing the replacement books. Used replacements may be purchased as long as they are the current edition of the text currently being used.

There are additional school supplies that parents are responsible for purchasing. A supply list is made available prior to the opening of school.

### ***Please Note:***

Any supplies (lunch boxes included) with **non-Christian symbols and slogans are prohibited.**

## HONOR PROGRAM

CCMA has established an Honors' Program to recognize students who have excelled academically. Students who maintain all A's and B's are recognized with an Honor Roll certificate each quarter. Students who maintain all A's are recognized with an Honor Club certificate. Students remaining on honor status for the full year are rewarded with a plaque at the year-end Honors' Program.

## BETA CLUB/NATIONAL HONOR SOCIETY

Middle school students who maintain a cumulative GPA of 3.2 are eligible for induction to the Junior Beta Club. High school students with a cumulative GPA of 3.2 are eligible for induction into Senior Beta Club. Seniors with a cumulative GPA of 3.0 or above are eligible for National Honor Society.

## GRADING

Weekly progress reports are sent home each Wednesday to provide constant communication with parents regarding academic progress and behavioral/attitudinal issues. Current test and quiz scores will be provided on weekly reports. A parent conference will be held at mid-quarter to discuss progress and to provide insight as to areas of improvement needed to increase the probability of success. Report cards will be issued at the end of each nine-week period. There are three components which comprise the overall grade: Classwork/homework (25%), quizzes (25%), and tests (50%). At the end of the quarter, the lowest homework and quiz grades are dropped. No test grades are dropped. Zeros will be actuated for cheating. These **will not** be dropped.

A	-----	90 - 100
B	-----	80 - 89
C	-----	75 - 79
D	-----	70 - 74
F	-----	0 - 69

## CONDUCT GRADE

E = Excellent

S = Satisfactory

N = Needs Improvement

## EXEMPTIONS

Middle/high school students who maintain an *A* average for the first semester are exempt from the semester exam. The semester exam grade is equivalent to the average of all previous tests for the semester. Middle/high school students who maintain an *A* average for the full year are exempt from the final exam. The final exam grade is equivalent to the average of all tests taken for the year.

## PROMOTION AND RETENTION

**Grade level:** 1st - 8th  
**Required core courses:** math, language, science, history

**Criteria:**

A student's overall average (4 quarters) will determine if a student passes or fails. If the overall average is below a 70, then the student will be allowed to make up the class in summer school, if they have obtained 2 passing quarters during the course of the school year. Once an official passing grade has been submitted from the office of the summer school program, the student will be promoted to the next grade. If the student has passed only one quarter, summer school is not an option; the grade level must be repeated.

This criteria will be invalid if the student is attempting to earn high school credit for a course taken in middle school. The following criteria for high school students must be met.

**Grade level:** 9th - 12th  
**Requirement:** The student must earn a minimum of 5 credits per year to move to the next class standing.

**Criteria:**

Students in grades 9 - 12 must achieve a minimum score of 70 per semester in order to earn a half credit (.5). Two consecutive quarters comprise a semester (1st semester: August - January; 2nd semester: January - May/June). Students not meeting this criteria will be required to repeat the semester failed in summer school or at another time during the regular school session, if the course is offered. The entire course must be repeated if the minimum is not met either semester.

**High school graduation criteria:**

English	4
Math	4
Science	4
Social Science	3
Foreign Language	2
Physical Education	.5
Health	.5
Voc./Fine Arts	1
<u>Electives</u>	<u>6</u>
Total required	25

## PHYSICAL EDUCATION

Physical education is required of every student at CCMA. Our teachers lead the students in productive, fun activities. P.E. uniforms along with white socks and white gym shoes with moderate trim are required. Students will only be excused with written permission from a parent or guardian.

## EXTRACURRICULAR ACTIVITIES

### Program Description (Purpose)

Intramural programs, physical activity clubs, and interscholastic athletics are valuable supplements to a student's education. CCMA endeavors to provide every student with opportunities to voluntarily participate in extracurricular activities to meet his or her needs, interest, and abilities. Equal opportunity on the basis of gender shall permeate all aspects of program design and implementation. All parents and students understand that participation is a privilege and not a right. Students are required to maintain an overall average of 75 or above in order to participate in any athletic or extracurricular activity. (NO PASS - NO PLAY RULE)

### Eligibility requirements include:

- Appropriate age
- Satisfactory academic performance (as indicated above)
- Acceptable attendance record
- Good conduct; including abstinence from the use of tobacco, alcohol, and other harmful drugs/substances
- Suitable health status or physical condition
- Specific requirements (may apply to certain activities/sports)

### Elementary Activities

Art Club  
Chorus  
Dance Group  
Double/Dutch  
Drama/Speech  
Helping Hands  
Jr. WICS  
Math Club  
Pep Squad  
Safety Patrol  
Science Fair  
Spelling Club

### Middle/High Activities

Art Club  
Band  
Cheerleading  
Dance Group  
Debate  
Jr. Beta Club  
Math Club  
National Honor Society  
Science Fair  
Student Council  
Technology  
Yearbook  
WICS (World Impacting Christian Students)

Note: All groups may not be active each year. Presence/absence of the activities listed above is contingent upon number of students signing up and availability of a qualified coordinator.

## SPORTS

### Elementary

Farm Team

### Middle/High

JV Volleyball - girls

Varsity Volleyball - girls

MS Basketball - girls/boys

JV Basketball - girls/boys

Varsity Basketball - boys

Elite Team Basketball - boys

### **Farm Team**

Students in grades 4 - 6 are eligible to participate in a coed basketball training program. This program enables students with an interest in the sport to receive organized instruction, practice, and opportunity to play at home games prior to the regularly scheduled games. This concept also enhances the school's ability to acclimate and condition future athletes. *Viability of this program is contingent upon active parent volunteers.*

### **JV Sports**

Male and female students with an interest in sports are encourage to train/tryout for various team sports. Tryouts are open to students in grades 5th - 10th. Age guidelines are provided based on the athletic conference of the given sport.

### **Middle School Sports**

Male and female students with an interest in sports are encourage to train/tryout for various team sports. Tryouts are open to students in grades 5th - 8th. Age guidelines are provided based on the athletic conference of the given sport.

### **Varsity Sports**

Male and female students with an interest in sports are encouraged to train/tryout for various team sports. Tryouts are open to students in grades 8th - 12th. A student can play only one year as a senior. Students repeating their senior year would be ineligible.

### **Elite Team**

This program was developed for the student with exceptional skills in basketball. Students in grade 10th and above are able to train/tryout for this team. Prospects must show the desire and potential to play this sport at an advanced, competitive level. Athletes who make this team have the potential to progress to Division I or possibly NBA status with development of their skills. Prospects must also possess the ability to effectively handle dual responsibilities due to the rigorous practice and game schedules.

The game schedule requires travel on most Fridays and/or Saturdays during the season. This program has opened opportunities for foreign and domestic students.

**Note:** All sports teams may not be active each year. Presence/absence of the activities listed above is contingent upon number of students trying out and availability of qualified coaching staff.

## **VISITORS**

All school visitors and parents must check in at the school office upon arrival. Please do not go to your child's classroom and interrupt class time without going to the office first. Students are not to bring visitors without prior permission from the office.

## **TELEPHONE CALLS**

Students will not be released from class to receive a phone call unless it is an emergency. Students are not to use the telephone without office approval. Disciplinary action will be taken against any child caught using the phone at any time.

## **CELLULAR TELEPHONE POLICY**

Students who bring cellular telephones to school must check them in at the main office daily. A form must be completed indicating the type and model of phone belonging to each student. Cellular phones are not to be used by students during the course of the school day. Phones that are confiscated will be retained on school property for two weeks. On the second occurrence, the cell phone will be retained for one month. Further violations will result in revocation of cell phone privileges. In addition, violation of this policy may result in detention, suspension or expulsion.

The necessity and benefit of students being able to contact parents after school hours is validated. However, during school hours, students must report to the main office to use the school's land line if parental contact is warranted.

## **ELECTRONIC DEVICES**

Students are prohibited from having cassette/CD/DVD players, electronic games, Ipods, MP3 players, or other items of this nature at school. Items needed for presentation of school projects or preparation for participation in school events must be checked in at the office at the beginning of the school day. Confiscated items will only be returned to the parent/guardian of the student. Covenant Christian Ministries academy is not responsible for items that may be taken due to failure to follow school policy.

## ATTENDANCE POLICY

Students are expected to attend school everyday. In the event that a student is absent from school, he must bring a written excuse upon returning stating:

- a. Reason for absence
- b. Dates of absence (s)
- c. Signature of parent or guardian

The student must make up necessary work if the absence is excused. If it is unexcused, the administration will make the decision as to whether or not the work can be made up. Students will be given ample time to make up missed assignments. Excessive, unexcused absences (over ten in a semester) may result in expulsion from school.

State law requires schools to keep accurate attendance records.

### **Excused and Unexcused Absences**

Student absences for the following reasons will not count against them:

- Field trips
- School initiated activities

Examples of excused absences are listed below:

- Illness or injury
- Death in the family
- Quarantine
- Doctor or dental appointment
- Court or administrative proceeding
- Educational opportunity
- Family emergency
- Religious observance (must be pre-approved)
- Missions trips

Examples of unexcused absences are listed below:

- Skipping school or cutting class (student will be suspended from the next school activity)
- Oversleeping or late rides
- Personal business, i.e., seeing friends
- Leaving the building without permission
- Three unexcused tardies per quarter
- Other reasons the administration deems unexcused

**\*\*Notification of extended trips should be made before trips are taken.\*\***

## TARDY POLICY

It is imperative that parents to get their children to school on time. The day begins with spiritual teaching which is considered the most important part of the school day. Students are considered tardy when they are not in class/homeroom by 8:45 a.m. (according to the school's time only). Those who are tardy must be signed in by a parent or guardian. Tardy codes will be consistent with absence codes (excused/unexcused). On the third tardy, the student will be referred to the office for disciplinary action. Excessive unexcused tardies will result in suspension, and possibly expulsion. Any work missed during this absence *will not* be made up.

### Accumulation

### Action taken

3rd	Referral by homeroom teacher; administrative warning
4th	Referral - one day detention
5th	Referral - one day suspension; meeting with principal
6th	Referral - meeting with superintendent

## EARLY DISMISSALS

Parents who wish to pick up their children before the school day ends must:

Send a written excuse to the student's teachers  
 Sign them out in the school office  
 (Anyone other than the parents must show proper I.D. for verification before the child will be released. This person's name must appear on the Restricted Pick-up Form.)

Students must be in school for at least 3 1/2 hours to be counted present for that day.

## CONFERENCE WEEK

Conference week is held four (4) times during the year. This time is designated for teachers to meet with parents to discuss student progress. School closes at 2:00 p.m. each day, Monday through Friday, and all afterschool services are suspended. All students must be picked up at 2:00 p.m. so that conferences can begin as scheduled.

## FIELD TRIPS

No student will be allowed to go on field trips unless the field trip release form has been signed by the parent and returned to the school office.

Parents will be notified in advance of all field trips.

## DRESS CODE

All CCMA children will wear the designated school uniform unless otherwise specified by the administration for special events and/or activities. This is because we believe there is a close relationship between appearance and performance. It is our belief that good appearance leads to good discipline which in turn creates a positive atmosphere where learning will take place. Uniforms will also discourage competition in dress, and will help to increase the self-respect of students collectively and individually. The administration reserves the right to have jewelry removed that violates school policy.

### A. Girls

1. Appropriate school shoes are to be worn at all times. K3 - 6th grades may wear tights under skirts during extremely cold weather, but may not wear hose. Socks are not permitted over tights. High school girls may wear hose; however, socks are not permitted over hose.
2. Collars on blouses and coats may not be turned up as a style of dress. Uniform skirts must be 1-2 inches below the knee. Mini skirts are not permitted.
3. **The wearing of jewelry should be modest and appropriate to the child's age** and grade level. Dangling oversized excessively decorated earrings are not permitted. The school will designate the type and style of earrings to be worn. **Multiple earrings are prohibited.**
4. Make-up may not be worn by elementary or middle school students. Students may wear lip gloss; however, lipstick is not permitted.
5. Hair should be clean and well-kept. Hairstyles should be modest, **no extreme fads.**
6. Nail polish may not be worn. French manicures (white tips only) are permissible.

### B. Boys

1. The hair is expected to be clean, worn above the collar and should not cover the ears or forehead. It should not be worn excessively long and should follow the shape of the head. Slanted, curved or multiple parts, rat tails, and other "mod" haircuts are not permissible. Sideburns are not to be worn below the bottom of the inner ear. The school reserves the right to determine which hairstyles are inappropriate.
2. Appropriate school shoes and socks are to be worn at all times. Shoes must be polished.

3. The only form of jewelry boys are permitted to wear is a watch and one boys ring only. Necklaces and bracelets are prohibited for boys.
4. Collars on shirts or coats must not be turned up as a style of dress nor may shirt tails be worn out. Only the top button of a shirt may be unbuttoned.
5. Belts must be worn with slacks that have belt loops. Pants must be worn on the waist with belt tight enough to keep them in place.
6. No caps or hats are to be worn in the building.

## **CHANGE OF CLOTHES**

Each child (K3 - K5) is to bring a complete change of clothes (under garment, socks, outer garment) in case of an accident. All articles must be labeled with child's name; however, the children will not be able to change from school clothes into playing clothes.

## **OUTER GARMENTS**

When the weather calls for outer garments, students are to dress modestly. Coats with outer emblems, logos, labels, or patches inconsistent with our Christian beliefs are prohibited also.

## **CHAPEL DRESS**

In addition to daily praise and worship, there will be a weekly chapel service. On this day our students are to wear the following uniforms: Boys will wear white shirts, black pants, black tie and uniform jacket only. Appropriate shoes are expected. Girls will wear white blouses, black skirts, and ascots. Appropriate shoes are expected. Chapel is open to all parents.

**INAPPROPRIATE DRESS WILL NOT BE TOLERATED.**

## **PHYSICAL EDUCATION DRESS**

Physical education uniforms are required for all 1st - high school students. These must be purchased through the uniform store of the academy's choice. Solid white socks and white gym shoes with moderate trim are required. Boys will change foot attire.

**INAPPROPRIATE DRESS WILL NOT BE TOLERATED.**

## **STUDENT CONDUCT AND DISCIPLINE**

It is the duty of CCMA to provide an atmosphere that is conducive to academic achievement and spiritual growth. Since discipline, which comes from the root word disciple, is a positive word we believe in properly training our students to help us reach this goal. Good, sound, Godly discipline provides a firm foundation for the teaching process, and helps the students to become positive role models. The following guidelines are directives for our students:

1. We desire our students to maintain high standards of courtesy, kindness, morality, and honesty.
2. We desire our students to provide good examples of leadership to their peers, as well as, to our younger students.
3. We expect all of our students to always show respect for those in authority.

There are three classroom rules that are expedient and must be followed by all students:

1. Students must receive permission before talking.
2. Students must receive permission before getting out of their seats.
3. Students must respect the rights and property of others.

## **EMPLOYEE-STUDENT RELATIONSHIP**

Every student is required, at all times, to address all members of the administration, faculty, or staff on or off campus, by Mr., Mrs., Miss, or Pastor. No employee is to encourage the student to use first names at any time

## **BEHAVIOR CODE OFFENSES**

Students who participate in the following activities will be subject to disciplinary action. (warning, detention, spanking, suspension):

1. Chewing gum
2. Running in the building
3. Excessive talking in the classroom
4. Littering on school property
5. Use of any equipment or property for other than its intended purpose
6. Failure to return reports and messages that require a parent's signature

Students who commit the following offenses are subject to (spanking, suspension and/or expulsion):

1. Truancy
2. Profanity and obscene or suggestive gestures
3. Willful destruction of property
4. Possession of unauthorized items such as radios or tape players
5. Improper behavior in any assembly or school sponsored activity
6. Cheating or lying
7. Fighting
8. Theft or vandalism
9. Leaving school without prior office and/or teacher approval
10. Possessing a key to any of the buildings without the permission of a faculty or staff member
11. On campus fraternizing: dating, kissing, holding hands, or going steady
12. Forming or participating in private clubs
13. Possessing weapons
14. Smoking
15. Wearing or displaying non-Christian symbols

## SUSPENSION AND PROBATION

In addition to the above policy, when it is determined by the administration that a child's attitude is not in accordance with school policies or principles, the child will be subject to "in" or "out" of school suspension. In the case of in-school suspension, the parent will be notified. A child may be suspended whenever the general welfare of the school demands it, even though there may be no special breach of conduct. In order to return to school, both parent(s) and the child must schedule a conference with the administration; at which time the student will be placed on probation. The terms of probation will be defined by the administration. A written copy of the terms will be given to the parents, and a copy will be placed in the student's file. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child from school.

### SCRIPTURES ON DISCIPLINE

1. "Obey them that have the rule over you, and submit yourselves..." Hebrews 13:17
2. "Children obey your parents in all things: for this is well pleasing unto the Lord." Colossians 3:20
3. "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6
4. "He that spares his rod hates his son; but he that loves him is diligent to discipline him." Proverbs 13:24
5. "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15
6. "Even a child is known by his doings, whether his work be pure, and whether it be right." Proverbs 20:11
7. "For the moment all discipline seems painful rather than pleasant. Later it yields the peaceable fruit of righteousness to those who have been trained by it." Hebrews 12:11

### DETENTION

If a child receives detention, he will be given a note to take home. The parent should sign the note and return it the next day. The child will then stay after school the time designated that next afternoon (elementary - 30 minutes; middle/high - 1 hour).

\*\*It is realized that detention will be an inconvenience for parents; however, a student will be required to stay for detention on the assigned day. The only excuse will be pre-planned doctor's appointments; however, detention will be served the next day.\*\*

## COMPLAINTS

The student must at all times conduct himself in a manner becoming of a Christian. Complaining and griping will not be tolerated. If your child does come home with a complaint about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt, and in a spirit of love contact the school for complete facts.
2. Realize your child's reporting may be 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. Realize that you can set up a conference at any time to discuss all concerns which relate to your child.

## PARENT SECTION

The Bible teaches that parents should *"train up"* their children, and we believe parental involvement in the education of the students helps to fulfill this command. Also research has shown children perform at a higher level when parents are actively involved in their education.

### WHAT PARENTS CAN DO TO HELP THEIR CHILDREN

#### **Actively support the school.**

The success of our school automatically demands parental involvement. Therefore, we not only encourage parents to become involved, but we expect their participation. The principles of sowing and reaping go into effect here. The more your seeds of time and active support are sown in the lives of your children, the greater the harvest will be in character and academic success.

At the beginning of the school year each parent will be given the opportunity to sign up for participation in school activities and programs. When the need arises, the school will contact those parents who showed an interest.

#### **Show normal parental affection to your children.**

You may ask, "What does parental expression of love have to do with the school?" It is difficult for teachers to explain the love of God if students have not experienced love at home. Too many children go to school lacking the security of parental love.

#### **Show an interest in what your children are learning in school.**

Discuss with your children the subject matter they are studying in the classroom. Most of what your children learn in school is interesting. It will enhance their interest even more if you, as parents, are intellectually involved with their education.

#### **Be a model of what you want your children to become.**

Children are parent watchers. They are modeling their lives after yours. If you are a positive, joyful Christian individual whose lifestyle is in harmony with Biblical principles, your children will respond to the Bible-centered training of the Christian school. If on the other hand, your lifestyle is contrary to Bible-centered living, your children may become confused and even frustrated by the conflicting role models they see at home and at school. If you are not a born-again Christian, then become one for your sake, and for the sake of your children. Life is so much better when Jesus is the central figure in your family.

### Keep the right attitude.

Keeping in mind that children are very observant and attentive to words spoken by parents, it is important that positive words be spoken over, and about the school. Wrong attitudes can hinder the learning capability of your child, and the respect given to authority. Please respect the following "**Chain of Authority**":

Should there be a problem or question concerning your child or his class, please contact the teacher first. If you are not satisfied, then go to the principal. Please do not go to other parents; follow the Matthew 18 principle.

Philippians 2:14

Do all things without murmurings and disputings.

1 Corinthians 10:10

Neither murmur ye, as some of them also murmured, and were destroyed of the destroyer.

### Discipline with love.

Help your children to understand that school is a disciplined learning situation. Very little learning occurs at school if students are not trained by their parents to "obey those in authority,"

which includes their teachers and administrators. The most common threat to the academic quality of a school is a decline in discipline. When discipline goes down, learning goes down.

This principle applies to schools and it also applies to individual students. Children in school reflect their home training. Students whose parents firmly discipline them in Christian love at home respond well to the normal environment of the Christian school classroom.

### Check your children's homework.

Homework is a necessary part of your children's education. It develops good study habits and a sense of responsibility. Homework assignments must be completed and turned in on time. We require the parent's full cooperation in seeing that all assignments are completed and signed. Parents can help their children excel by promoting good study habits and the proper environment (T.V. and radio off; good lighting). Make-up homework for excused absences will be given. It is the responsibility of the parent to obtain the assignments, and have them returned with the student. Continual problems concerning homework will require parent/teacher conference and the possibility of detention.

**Homework will not be given on Wednesdays.** For further explanation of your child's homework, please consult your child's teacher. *Middle/high school students may have Wednesday assignments due to block scheduling.* Those assignments are due on the Friday of the week assigned.

## FINANCIAL OBLIGATIONS

Attending Covenant Christian Ministries Academy is a privilege. As an extension of the home and church, we will provide adequate facilities and equipment, along with instructors committed to God, to develop Christian character in your child. In pursuit of our goal, it is important that all tuition payments be made on time. All checks should be made payable to Covenant Christian Ministries Academy. Parents are expected to mail or bring tuition payments directly to the office. **Students are not to handle tuition payments.**

## BIRTHDAYS

We consider birthdays an important part of our children's lives; however, individual student birthday parties are not practical. To honor birthdays of students in kindergarten through 3rd grade, one party will be held each month. Parents will be contacted by the teacher during the month of their child's birthday.

## PARENT-STAFF RELATIONSHIP

Parents are requested, at all times, to address all members of the administration, staff and their husbands/wives by Mr., Mrs., Miss, or Pastor.

## PARENTAL ATTIRE

The attire of our parents entering the school must reflect the same neat and modest appearance established for our students. We request that parents refrain from the following apparel: any tight clothing, shorts, mini-skirts, see-through blouses, etc. Hair should be properly groomed.

## HELP CLASSES

Help Classes are offered for children who are having difficulty in academic areas. All students participating in this program will be referred by the teacher. Parents will be contacted by the teacher.

## ANNUAL FUND

**The Annual Fund is a yearly fund-raising campaign which is an integral part of the school's operating budget. This fund will provide 15 - 20% of the school's annual revenue. Support of the Annual Fund enables advancement and expansion of curricular offerings for all students and allows for attraction and retention of top quality instructional staff. Participation not only shows support of the school; it demonstrates confidence in the school's mission and education. Parental support enables us to keep tuition costs affordable while maintaining quality.**

## PARENT AWARENESS NIGHT

The pastor, principal, and staff will meet with all parents periodically throughout the school year. This is known as Parent Awareness Night. This time of fellowship is to inform you of new developments and changes within the school. All parents are expected to be involved in the advancement of the school's program. **Attendance at open house and all parent awareness meetings is mandatory. Sign in is required at each meeting.** Also, participation in all fundraisers initiated by the school including that of the extracurricular groups is expected. **Parents failing to uphold this standard will be assessed a fee of \$400.00 in lieu of the meeting attendance and fundraiser participation.**

## HEALTH AND MEDICAL REGULATIONS

Should a child become ill, the teacher or school personnel will lay hands on the child and pray for them according to Mark 16:18, "They shall lay hands on the sick, and they shall recover," and Matt. 18:18-20 "...That if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven...."

If the symptoms continue, the student should inform the teacher, and will be permitted to report to the school office. No student is to leave campus because of an illness without first reporting to the office.

In instances where a student needs medical attention, the secretary will automatically call the parent. In the event of an extreme emergency, students will be transported to the nearest hospital unless designated otherwise by the parent(s).

Parents should not send students to school with conditions that may be contagious.

Only office personnel will be allowed to administer over-the-counter and/or prescribed medications. All medications should be accompanied with a written letter from the parent addressed to the principal. Only then will it be administered. No one is allowed to carry medicine of any kind on his person or keep it in a lunch box. It must be kept in the school office.

## IMMUNIZATION

Georgia law requires that students attending any school in the state show proof of immunization. Forms are provided through the school office.

### **REPORTING INJURIES**

It will be the student's responsibility if injured on school property to report the injury to the teacher.

**TO HELP US MINISTER EFFECTIVELY TO YOUR CHILD, PLEASE INFORM US OF ANY CHANGES TO BE MADE ON OFFICE RECORDS OR THE MEDICAL FORM.**