

Covenant Christian Academy

Student & Parent Handbook

Updated June 2024

1. Welcome Message

Welcome to Covenant Christian Academy! We are delighted to have you join our school community. This handbook serves as a guide to our policies, procedures, and expectations to ensure a successful academic journey for both students and parents.

2. Mission and Vision

Our mission is to provide accessible, Biblically-based Christian education to families seeking an alternative to traditional public schools, fostering a community of Christ-followers committed to spiritual formation and academic excellence. CCA strives to be a beacon of Christ's love and learning, where parental involvement is celebrated, and students thrive in a safe, faith-centered environment. We aspire to empower families who desire a Christian education but face obstacles due to location or finances, offering a transforming educational experience that equips students to be Christ followers and compassionate contributors to society.

3. Core Values

- ◆ **Christian Spiritual Formation:** We are committed to the process of being conformed to the image of Jesus Christ for the glory of God. This includes a focus on prayer, worship, scripture study, chapel services, parent classes, morning staff prayer, social media posts, dedicated personal Biblical study, consistent church attendance, and parent/staff Bible studies.
- ◆ **Safe Learning Environment:** We are dedicated to providing a secure, caring, and supportive environment where students can grow academically, spiritually, and emotionally.
- ◆ **Accessibility:** We seek to remove barriers to Christian education by offering affordable options and welcoming families from diverse backgrounds.
- ◆ **Parental Involvement:** We believe that parental involvement is essential in nurturing a child's faith and educational journey. We commit to fostering strong partnerships between parents and the school.
- ◆ **Academic Excellence:** We strive for academic excellence while integrating Christian values into our curriculum, preparing students not only for academic success but also to be compassionate and responsible citizens.
- ◆ **Community Service:** We prioritize building a supportive Christian community where love, respect, and kindness are evident in our interactions with one another. We encourage students to live out their faith by serving others and making a positive impact on the world.

4. Admission Procedures

- ◆ **Application Submission:** Parents/guardians are required to complete and submit an application form provided by the school; a nonrefundable \$20 application fee is due with the application
- ◆ **Application Review:** The admissions committee / school board will review each application to ensure alignment with the school's mission, values, and available openings. If there are no openings, application will remain on file and student will be placed on a waiting list until an

opening has been made available. Parents will be contacted and informed of any openings in the order their applications were put on waiting list.

- ◆ Parent Interview: Upon receipt of the application, parents may be invited for an interview with school administration or admissions staff to discuss the family's commitment to Christian education and compatibility with the school's philosophy.
- ◆ Student Assessment: Prospective students will undergo academic and/or behavioral assessments to determine their readiness for enrollment and appropriate grade placement. Diagnostic testing of each subject ensures student is placed on a level where he/she can perform the best. A non-refundable \$50 Enrollment Fee is due to cover the costs of diagnostic testing and placement.
- ◆ Documentation: Parents/guardians must provide necessary documentation, such as academic records and immunization records if applicable; at least one parent and all students must also sign and agree to CCA's statement of faith
- ◆ Admission Decision: Following the completion of the application process, the admissions committee will notify parents/guardians of the admission decision.
- ◆ Enrollment: Upon acceptance, parents/guardians will receive enrollment forms and instructions to complete the enrollment process, including payment of enrollment fees and submission of any additional required documents.
- ◆ Orientation: New students and their families will be required to attend an orientation session to familiarize themselves with school policies, procedures, and expectations.
- ◆ Welcome: Once enrollment is complete, students will be welcomed into the school community, ready to embark on their educational journey in a nurturing Christian environment.

By following these procedures, we aim to ensure a smooth and transparent admissions process that aligns with our commitment to providing quality Christian education to all who seek it.

****5. Academic Policies****

- ◆ Curriculum Implementation: CCA utilizes the Accelerated Christian Education (ACE) curriculum, which is designed to provide a comprehensive Christian education in a self-paced, mastery-based learning environment.
- ◆ Classroom Structure: Students are situated into individualized learning centers. Here they progress through prescribed curriculum materials at their own pace under the supervision of qualified ACE supervisors and monitors.
- ◆ Subject Areas: The ACE curriculum in the Elementary grade levels covers core subject areas including English, Mathematics, Science, Social Studies, and Word Building (Vocabulary), Literature and Creative Writing, and Bible Reading.
- ◆ PACE System: Learning materials are provided in the form of PACEs (Packets of Accelerated Christian Education), which contain self-instructional lessons, quizzes, and self-tests. Students progress through each PACE sequentially, mastering concepts before moving on to the next.
- ◆ Grading System: Mastery-based grading is utilized, with students earning stars upon successfully completing each PACE. Progress is measured through quizzes, self-tests, and end-of-pace tests, with a minimum passing score required for advancement.
- ◆ Homework: Homework is given only if the daily goals were not completed. Parents are encouraged to support their child's learning by ensuring completion of homework assignments.
- ◆ Promotion and Retention: Student promotion to the next grade level is contingent upon successful completion of all required PACEs and attainment of mastery in core subject areas. In cases where students demonstrate academic deficiencies, interventions may be implemented to provide additional support and assistance.

- ◆ Academic Integrity: Students are expected to uphold principles of academic honesty and integrity in all aspects of their coursework. Cheating, plagiarism, and other forms of academic dishonesty are not tolerated and may result in disciplinary action included but not limited to detention or expulsion.

These academic policies are designed to uphold the standards of excellence and Christian values inherent in the ACE curriculum, ensuring that each student receives a quality education that nurtures their intellectual, spiritual, and personal growth.

****6. Curriculum Overview****

At CCA, our curriculum is built upon the foundation of the Accelerated Christian Education (ACE) program, a dynamic and comprehensive approach to learning that fosters academic excellence and spiritual growth.

The ACE curriculum offers a structured, self-paced learning environment that allows students to progress at their own individual pace while mastering core subject areas. Through a combination of rigorous academics, character development, and Biblical integration, our students are equipped with the knowledge, skills, and values necessary to excel academically and thrive spiritually.

At the heart of our curriculum is a commitment to nurturing the whole child – mind, body, and spirit. By integrating faith into every aspect of education, we strive to cultivate a Christ-centered worldview and empower students to live lives of purpose, integrity, and service.

Through the ACE curriculum, students engage in meaningful learning experiences that challenge them to think critically, communicate effectively, and apply Biblical principles to their daily lives. Our dedicated educators provide personalized support and guidance, ensuring that each student receives the attention and resources needed to reach their full potential.

CCA is proud to offer a curriculum that not only prepares students for academic success but also encourages them to grow in their relationship with God and become compassionate, ethical leaders in their communities. Together, we journey towards excellence in education and faith, shaping hearts and minds for a lifetime of impact.

****7. Classroom Expectations****

- ◆ Respect: Treat others with kindness, courtesy, and respect, reflecting the love of Christ in all interactions with classmates, teachers, and staff.
- ◆ Responsibility: Take ownership of your learning by coming to class prepared, completing assigned work on time, and following instructions carefully.
- ◆ Participation: Actively engage in classroom activities, discussions, and lessons, demonstrating attentiveness and a willingness to learn.
- ◆ Self-discipline: Maintain self-control and focus during learning center time, avoiding distractions and disruptive behavior that may hinder your own learning or that of others.
- ◆ Cooperation: Work collaboratively with peers, showing cooperation, teamwork, and a spirit of unity in achieving common goals.
- ◆ Honesty: Practice honesty and integrity in all academic endeavors, including completing assignments independently and accurately representing student's own work.

- ◆ Organization: Keep work space neat and organized, including desk, materials, and belongings, to facilitate a conducive learning environment.
- ◆ Safety: Follow all safety guidelines and procedures to ensure the well-being of students and staff, both in the classroom and on the school premises.
- ◆ Courtesy: Use polite language and manners, raising hand to speak or ask questions during group time, and listening attentively when others are speaking.
- ◆ Biblical Principles: Uphold Biblical principles and values in words and actions, demonstrating love, forgiveness, and compassion towards others as exemplified by Jesus Christ.

By adhering to these classroom expectations, we create a positive and respectful learning environment where each student can thrive academically, socially, and spiritually, in accordance with the principles of the ACE curriculum and our Christian faith.

****8. Behavioral Expectations****

- ◆ Christ-like Behavior: Students are expected to exemplify Christ-like behavior in all interactions, demonstrating love, kindness, and respect towards others.
- ◆ Honesty and Integrity: Uphold principles of honesty and integrity in all actions, including academic work, interactions with peers, and adherence to school rules.
- ◆ Respect for Authority: Show respect for teachers, staff, and all authority figures, following instructions promptly and willingly.
- ◆ Self-Control: Exercise self-control and emotional regulation, managing impulses and reactions in a manner that reflects maturity and self-discipline.
- ◆ Conflict Resolution: Seek peaceful resolution to conflicts and disagreements, using respectful communication and empathy to resolve differences.
- ◆ Punctuality and Attendance: Arrive to school and class on time, prepared and ready to engage in learning activities, and maintain regular attendance to maximize educational opportunities.
- ◆ Care for Property: Respect school property, personal belongings, and the property of others, keeping classrooms, common areas, and facilities clean and well-maintained.
- ◆ Dress Code: Adhere to the school's dress code guidelines, dressing modestly and appropriately in accordance with Christian principles and school policies.
- ◆ Positive Contribution : Contribute positively to the school community through participation in extracurricular activities, service projects, and acts of kindness that reflect the school's values and mission.
- ◆ Accountability: Take responsibility for one's actions and accept consequences for behavior that does not align with school expectations, using such experiences as opportunities for growth and reflection.

By upholding these behavioral expectations, students contribute to a positive and nurturing school culture that fosters academic achievement, personal growth, and spiritual development in alignment with the values of CCA, the ACE curriculum, and our Christian faith.

****9. Communication Channels****

For non-emergencies, please contact us through our email: ccawaynecounty@gmail.com

For emergencies, please call the school office.