

**COVENANT CHRISTIAN**  
— **ACADEMY** —



2024-2025

**Student and Family**  
**Handbook**

Welcome to Covenant Christian Academy, where we are committed to nurturing our students' hearts, minds, and spirits in a Christ-centered environment! We are delighted to warmly welcome you and your family as you embark on this journey with us. At Covenant Christian Academy, we believe education goes beyond academics; it is about shaping character, instilling values, and fostering a deep relationship with God.

As partners in your child's education, we aim to provide a safe, loving, and supportive community where each student can thrive academically, socially, and spiritually. Our dedicated faculty and staff are here to guide, encourage, and inspire your child to reach their full potential, recognizing and celebrating the unique gifts and talents that God has bestowed upon them.

With a blend of academic excellence and Christian values woven into every aspect of our curriculum, we strive to provide an environment where your child can flourish academically, spiritually, and socially. Our passionate educators are not just teachers but mentors and role models dedicated to helping your child discover their strengths, explore their passions, and grow into the remarkable individuals God created them to be.

As you journey with us, we invite and value your active participation in the life of our school community, whether through volunteering, attending events, or joining us in prayer. Together, let us partner in the holistic development of your child, nurturing their academic growth, fostering their spiritual formation, and cultivating their character.

We are thrilled and honored to embark on this transformative journey with you and your family, and we trust that God will bless our efforts as we work together to shape the next generation of leaders, thinkers, and disciples.

Once again, welcome to Covenant Christian Academy!  
May God's grace and blessings abound in your time with us.

In His Service,  
*Karly J. Hall, MA, CPC, CCMP*  
Executive Director

[www.CCA-MN.org](http://www.CCA-MN.org)

13913 185th Ave NW Elk River MN 55330

## TABLE OF CONTENTS

- I. The Foundation of Covenant Christian Academy..... Page 3-6  
*Mission, core values, goals, benefits, portrait of a graduate, statement of faith, and staff information*
- II. Academic Details..... Page 7-16  
*Academic calendar, enrichment opportunities, classwork, homework, grading, absence, parent involvement, and more*
- III. Covenant Christian Academy Code of Conduct & Policies .....Page 16-22  
*Code of conduct, absence, weather, technology, communication, discipline policies and grievance process*
- IV. Academic Expectations..... Page 22-24  
*On-campus learning, at-home learning, academic misconduct*
- V. Admissions and Fees..... Page 25-28  
*Admission process, tuition & fees, financial obligations & additional expenses*

# THE FOUNDATION OF COVENANT CHRISTIAN ACADEMY

## MISSION

Our mission is to cultivate an exceptional education that partners with parents to build foundations for lifelong followers of Jesus Christ and curious learners.

## CORE VALUES

### Christ-Centered

God (Father, Jesus Christ, and the Holy Spirit) is our primary focus. Everything we are, and do, revolves around Him and bringing Him glory.

### Excellence

Living with a mindset of continuous improvement and pursuit of excellence.

### Servanthood

Living out love with humility while serving with joy and compassion.

## GOALS

To create an academic program that integrates literature, hands-on learning, and Christian Worldview through all subject areas and learning experiences.

To empower parents to help their children reach their God-given potential by creating critical thinkers who are logical, thoughtful, and articulate.

To foster love of the Lord, passion for learning, and strength of character in students.

## BENEFITS

- Students learn on campus and at home under the guidance of their teachers and their parents.
- Affordable.
- Flexible, hybrid schedule provides students with time to be curious learners.
- Fosters independent scholarship.

[www.CCA-MN.org](http://www.CCA-MN.org)

13913 185th Ave NW Elk River MN 55330

## **PORTRAIT OF A GRADUATE**

CCA strives to partner with parents to raise young men and young women who are...

### **Steadfast in Faith**

Students are committed to God's truth and walking toward a deeper faith in Christ as they learn and grow.

### **Joyful Servants**

Loving others by showing respect, by living out life with compassion, by caring for the school and church home, by caring for home and family, and by serving the community.

### **Curious & Confident Thinkers**

"It is the mark of an educated mind to be able to entertain a thought without accepting it." Aristotle

### **Lifelong Learners**

Through unique and intentional learning experiences, students acquire independent scholarship which inspires and equips them for a lifetime of learning about God's creation, who God is, who they are, and God's call in their life.

### **Contributing Citizens**

Students learn to understand and critique culture against a Biblical worldview to represent Christ well, communicate truth winsomely, live with integrity, and defend persuasively.

## **STATEMENT OF FAITH**

1. We believe Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He was sent by the Father to live on Earth. He was fully God and fully human, yet he had no sin. Jesus willingly laid down his life for the unjust as a sacrifice, and after three days rose from the grave. In doing this, Jesus fulfilled the payment for the world's debt of sin. (Philippians 2:6-11, Luke 1:36-38, 1 Peter 3:18, Hebrews 2:9, Romans 5:9, Acts 2:23-24, Hebrews 8:1, Matthew 26:64)
2. We believe there is only one God who is infinitely perfect, existing in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4, Matthew 5:48, Matthew 28:18)

3. We believe the Holy Spirit is a divine person who was sent by the Father and Son to convict the world of sin and to empower all who believe in Jesus Christ. He lives in every believer and is a constant helper, teacher, and guide. (John 14:8, John 16:13, Acts 1:8)
4. We believe it is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. (1 Thessalonians 5:23)
5. We believe God created people in His image, and everyone matters to God. (Genesis 1:26-27, Genesis 5:1-2)
6. We believe all people are sinners and need God's forgiveness. All who believe in Jesus Christ are justified on the grounds of His shed blood. (Romans 3:23)
7. We believe salvation has been provided through Jesus Christ for all people. Those who confess and turn from their sin and believe and trust in Jesus Christ will be saved and become children of God, with the promise of eternal life. (John 3:16-17, Galatians 3:26, Titus 3:4-7)
8. We believe the head of the church is Jesus Christ, and all believing people are members. (Ephesians 4:15-16, Matthew 28:19-20, Acts 2:41-47)
9. We believe the Bible is the inspired inerrant word of God and is the supreme authority in all matters of faith and conduct. The Old and New Testaments are a complete revelation of His will for the salvation of men. (2 Peter 1:20-21, 2 Timothy 2:15-16)
10. We believe Jesus will return and there will be a final judgment. He is now at the right hand of Majesty on high as our great High Priest. He will come again to establish His Kingdom of righteousness and peace. (1 Corinthians 15:20-23, John 5:28-29)

## COVENANT CHRISTIAN ACADEMY TEAM

Covenant Christian Academy is made up of a prayerful and obedient leadership team, gifted teachers, dedicated staff members, committed parents and amazing students.

### COVENANT CHRISTIAN ACADEMY LEAD STAFF

**Executive Director:** The Executive division is responsible for overseeing Covenant Christian Academy, cultivating community relationships, staff training and development, and driving the vision and mission of the organization.

**Academics:** The Academics team is composed of experienced educators who are responsible for scope and sequence design & supervision, curriculum selection and implementation, and teacher equipping, training, and development. The Academics team can be reached via email at [Academics@CCA-MN.org](mailto:Academics@CCA-MN.org)

**Administration:** The Administration team is responsible for administrative details surrounding academy logistics, enrollment, marketing, materials, safety process & procedures, events, and more.

The Covenant Christian Academy Team works in partnership with the Covenant Christian Academy Board of Directors. Leaders of CCA work closely together to set, implement & uphold policy, ensure that the mission and vision of C.C.A. is upheld, and act as a disciplinary board when necessary.

### Contacting the Leadership Team

You are welcome to contact members of the Leadership Team.

**Karly Hall**, MA, CPC, CCMP  
Executive Director  
[director@cca-mn.org](mailto:director@cca-mn.org)

**Katie Kocinski**, MAEd  
Director of Administration  
[info@cca-mn.org](mailto:info@cca-mn.org)

[www.CCA-MN.org](http://www.CCA-MN.org)

13913 185th Ave NW Elk River MN 55330

## ACADEMIC INFORMATION

### ACADEMIC CALENDAR

Please make a note of the following important dates:

1st Enrollment Price Break (\$1000 pilot year discount)	May 1 <sup>st</sup> -May 31 <sup>st</sup> , 2024
2nd Enrollment Price Break (\$500 pilot year discount)	June 1 <sup>st</sup> -June 15 <sup>th</sup> , 2024
Back to School Orientation ( <i>Family and Students</i> )	Week of August 26 <sup>th</sup> , 2024 Specific Dates and Times TBD
First Day of Classes	September 3 <sup>rd</sup> , 2024
Fall Celebration of Learning & Grandparents Day	Week of October 28 <sup>th</sup> , 2024 Specific Date and Time TBD
No Classes ~ Thanksgiving Break ( <b>No Work Assigned</b> )	Week of November 25 <sup>th</sup>
No Classes ~ Christmas Break	December 23 <sup>rd</sup> , 2024 – January 3 <sup>rd</sup> , 2025
First Semester Coursework Due by 9:00am	January 17 <sup>th</sup> , 2025
Last Day of Classes – 1 <sup>st</sup> Semester	January 17 <sup>th</sup> , 2025
No Classes ~ Grading & Teacher Training Day	January 20 <sup>th</sup> , 2025
First Day of Classes – 2 <sup>nd</sup> Semester	January 21 <sup>st</sup> , 2025
No Classes ~ Presidents' Day	February 17 <sup>th</sup> , 2025
2025-2026 Enrollment Opens for Current Families	March 3 <sup>rd</sup> , 2025
No Classes – Spring Break ( <b>No Work Assigned</b> )	Week of March 17 <sup>th</sup>
2025-2026 Enrollment Opens for New Families	March 24 <sup>th</sup> , 2025
Spring Celebration of Learning & Pastor Appreciation Day	Week of April 28 <sup>th</sup> Specific Date and Time TBD
Kindergarten Graduation	Week of May 26 <sup>th</sup> , 2025 Specific Date and Time TBD
No Classes ~ Memorial Day	May 26 <sup>th</sup> , 2025
Final Day of Classes - 2 <sup>nd</sup> Semester	May 30 <sup>th</sup> , 2025
Field Day & Family Picnic	May 30 <sup>th</sup> , 2025



## **General Information about Covenant Christian Academy**

Learning experiences are created intentionally to foster curiosity and growth. All students are invited into a safe learning space where they are encouraged to participate every step of the way. We strive not to assign “busy” work. When homework is given, it is assigned with the intent to foster curiosity, reinforce necessary elements of the classroom lessons, and to develop mastery of the taught concepts. It is expected that homework is completed on time. Tests are designed to assess students’ knowledge of information.

We believe that children learn best from natural consequences, and we ask that you support our effort in allowing those natural consequences to occur. For example, perhaps a student forgets his/her homework and asks to call a parent to retrieve it. CCA will not allow the parent to be called for the homework to be dropped off. As an educational team, we believe that the lesson of responsibility, in this situation, is taught swiftly with zeros on that day’s assignments.

CCA provides a group-learning environment for your child. Group-learning environments are designed to engage students in discussion, build community, foster unique gifts and talents of each student, and so much more. While there are many benefits to a group setting, as is true for most arenas of life, this environment also has its downsides. Not every student can get the kind of one-on-one attention that is able to be given at home. In addition, while around peers, students may be exposed to language and discussions to which parents would have preferred that their child was not exposed. Those situations are challenging to avoid anywhere in today’s world, but are not without benefit. These experiences provide practical application for teachings & learning both in the classroom and at home. These situations provide growing students with the opportunity to make the right decision in a crowd or the wrong one in a safe atmosphere. Rest assured that although we don’t have control over what students say or do, we do have control over how we react. The team at CCA takes disobedient, disrespectful, and God-dishonoring behavior seriously. All discipline matters will be handled following our Discipline Policy described in this manual.

## **OUR SCHOOL DAY**

CCA will be using a hybrid learning model. Students will meet on campus with their teacher three days each week with two days of at-home learning. On-campus days will be Monday, Tuesday, and Friday. At-home learning will take place on Wednesdays and Thursdays. Each school day will begin and end with prayer. We want to focus our day on God, spend time talking about our highs and lows, and prepare for the day ahead with Jesus at our center. Christian education is integrated in all classes and learning experiences in ways that the fingerprints of God are seen everywhere. Along with our high-quality curricula, we believe that a school-aged child's full-time job is to be curious. Therefore, CCA values time both on-campus, and at home, for the enjoyment of playing and being outside and exploring creativity through art, music, movement, and so much more!

## **ENRICHMENT OPPORTUNITIES**

Fun and enriching experiences are an important part of every student's academic life! CCA offers a variety of enrichment opportunities throughout the school year. Some may have an additional cost above and beyond tuition and fees such as those involving transportation expenses or ticketed events. Whenever possible, additional costs will be communicated well in advance.

### **Enrichment Weeks**

Throughout the year, we will focus on life enrichment. Teachers will reduce the normal workload to allow families to concentrate on serving others and having fun together. Enrichment weeks will include serving opportunities, social activities, and/or field trip(s).

## **CLASSWORK AND HOMEWORK**

### **HOMEWORK**

Parents frequently ask how much time students will need outside of class to accomplish their learning and supplemental assignments. This is a difficult question to answer because it depends on the student's grade level, their ability to grasp the concepts, the learning outcomes identified by CCA teachers, and both the student's and parent's ability to focus on getting the work done.

Our homework goals:

- To help you give your student the best and most complete Christian education;
- To accomplish what is expected by the high-quality curricula
- To bridge learning between the classroom and the home
- To focus on Mastery Markers. Our desire is that our students master the critical components of each subject. Much of the assigned work will be about growing in the mastery of that subject and/or effectively conveying their knowledge. Our curriculum has been chosen carefully and intentionally to not only teach facts, but to teach our students how to be lifelong learners and to experience and know the love of God.
- To not assign busywork. We have no interest in assigning work just to keep your student busy for hours each week. Each assignment is designed to inspire your student and deepen their understanding & wisdom, and move their learning forward.

CCA students are expected to complete all homework independently, completely, neatly, to the best of the student's ability, and on time. **It is not permitted to use answer keys, when provided to parents, to aid students in the completion of homework.**

Students' weekly assignments will be posted to the Homework Spreadsheet folder in the Materials folder on Jupiter Ed by 6:00 p.m. each Sunday. They will also be sent to families via email. It is the responsibility of all CCA families to obtain their assignments each week.

All assignments are due according to the teacher's communicated deadline. The assignment must be handed in at the start of the on-campus learning day on the designated due date. Homework must be placed in the proper folder before the first class of the day begins. If homework is not in its proper folder by the start of the school day on the day it is due, the student will need to use a grace card or receive a zero for that assignment.

### **Giving Grace**

Each student is allowed to use two Grace Cards per subject per grading period. A Grace Card allows a student one week's grace for an assignment.

The Grace Card must be filled out completely and attached to the late assignment (If the assignment is in a workbook, the grace card must be attached to the front of the workbook.). The assignment must be turned in within one week of the original due date. If not, the student will receive a zero for the assignment.

Grace Cards can be downloaded from the “Materials” folder in School Resources in Jupiter. If your student doesn’t turn in their work, they will receive a zero. If they have used all their Grace Cards and/or turn in work more than one week late, they will receive a grade equivalent to 69%.

### **GRADING HOMEWORK**

CCA homework shall aim to be graded by CCA staff by the end of the school day in which it was turned in. Tests, essays, projects, and research papers are likely to take longer. Teacher discretion may allow students to re-do assignments under special circumstances.

### **FEEDBACK**

CCA values student growth. To support students in growth we commit to providing detailed, and helpful feedback on all written work whenever a poor grade is given and on grade reports.

### **TESTING**

At CCA, we see developmentally appropriate tests as an opportunity to apply what students have learned. They also serve as practice for students who don’t test well. Every test is an opportunity for student growth. Tests are an unavoidable part of the academic journey, but are valuable tools to measure student comprehension and to demonstrate to students that they are capable of doing something hard. We hope that through test taking students will experience the fruit of their hard work as they learn and grow as students.

## **Age-Appropriate Guidelines for Parent Involvement**

*Note: This information is based on, Teaching Students to Work Independently by Susan Wise Bauer*

There are different levels of supervision required by parents:

- Parent at Elbow
  - Sitting next to your student helping them understand concepts and complete work to the best of his ability.
- Hovering Parent
  - Checking in frequently to ensure they are understanding what is being asked of them and what they have read/learned.
  - Brainstorming paper and project ideas and how to break the task down.

- o Proofreading papers and helping them to see errors in grammar and logical structure.
- o Helping study and manage time.
- o Making sure the best work is what is being turned in.
- Assign and Check Parent (*similar to Hovering Parent, but with added duties*)
  - o Checking in to ensure they are understanding what is being asked of them and what they have read/learned.
  - o Brainstorming paper and project ideas.
  - o Proofreading papers and encouraging them to find errors in grammar and logical structure.
  - o Testing to make sure your student is prepared for tests.
  - o Making sure the best work is what is being turned in.
- Start and End of Day Parent, On Call
  - o Being available to discuss what is being learned.
  - o Being available to brainstorm paper and project ideas.
  - o Proofreading papers and requiring errors to be found in grammar and logical structure.
  - o Discussing study techniques that are working or not working.
  - o Refocusing and making a plan if the best work isn't being turned in.
- Start and End of Week Parent
  - o Being available to discuss what is being learned.
  - o Being available to brainstorm paper and project ideas.
  - o Proofreading papers and requiring errors to be found in grammar and logical structure.
  - o Discussing study techniques that are working or not working.
  - o Refocusing and making a plan if the best work isn't being turned in.

*It is important that at each stage you are also helping your student have a healthy relationship with technology. Make sure that you are working with your student to develop good time management habits that involve technology free times while studying to avoid distraction.*

### **Grades Primary K through 1st Grade**

- Parents should be at the elbow working right alongside their student through every subject.

### **2nd Grade**

- Move toward Hovering Parent in all but one or two subjects
- Make use of a Student Checklist based on the homework spreadsheet

### **3rd Grade**

- Continue with Hovering Parent in all but one or two subjects
- Begin to work on personal schedule-keeping

- Buy student a wall calendar or notebook planner
- Make sure student has an alarm clock and a watch
- Challenge for the year: the student should write in all appointments (doctor and dentist visits, holidays, birthday parties, visits with friends, etc.)
- Challenge for the year: the student should establish regular time for getting up and going to bed and other family deadlines, and should keep them without prompting.

#### **4th Grade**

- Goal: one Parent at Elbow subject, two Hovering Parent subjects, all other subjects Assign and Check
- Continue to use checklist
- Continue to work on personal schedule keeping
- Identify which subjects require you to be At Elbow, which require you to Hover, and which can be moved to Assign and Check
  1. Give the assignment, a time frame, and a timer.
  2. Student reports back at end of time frame
    - Rewards for diligence
    - Consequences for neglect or carelessness

#### **5th-6th Grade**

- Goal: two Hovering Parent subjects, all other subjects Assign and Check
- Establish regular school schedule
- Work out academic schedule along with daily schedule, monitor

#### **7th-8th Grade**

- Work toward becoming a Start and End of Day Parent, On Call
  - Work out academic and daily schedule
  - Help student plan how to organize
  - Establish morning check-in time for student
  - Establish end-of-day check-in time for student
  - Check work that needs grading
  - “Eyeball” all work

## High School

- Start and End of Week Parent
- Beginning of each semester: revisit what is working and what isn't
- Student continues to keep academic and daily calendar.
- Review the week's tasks at the beginning of each week
- Check progress in each subject at the end of every week
- Check in with teachers when needed
- Ask student for a "Friday report." What's going well? What's going badly? What changes need to be made?

## GRADING POLICY

### GRADING POLICY

There are many positive reasons to grade students' work. Grading helps develop accountability in students and also motivates students to meet deadlines. Grading provides a good (not perfect) natural reward for hard work and consequence for lack of effort. It is also a capable measure for how well a concept is grasped.

### CRITERION

CCA grades assignments objectively. Whenever possible, teachers will be as detailed and transparent about how grades will be determined. When appropriate, teachers will provide study guides and rubrics when the assignment is given to students. CCA believes that this is especially important in the bridging between classroom and at-home learning.

### GRADING SCALE

CCA desires for students to master the material they are taught. A student's grades are one way that we can determine whether mastery has been achieved. Our grading scale at CCA is A, B, C, and F. If a student has less than 70% competency in a particular subject we are setting them up for failure if we advance the student to the next level. A student must have a cumulative score of 70% or above in a subject to be considered for advancement.

## **Grading**

At CCA, we record and deliver grades through an online grading program called Jupiter Ed. At the beginning of the school year, you will be given a username and password that will allow you to access your student's grades at any time. It is a wonderful program that enables you and your student to closely monitor your student's progress.

## **MISSING WORK**

If you believe that a grade was misreported, or an assignment was not recorded when it should have been, it is important that you show the teacher the graded assignment within one week of the grades being delivered. No grades will be changed after one week's time.

## **RESUBMITTING TESTS, QUIZZES AND PAPERS**

The resubmission of quizzes, tests, and papers is at the complete discretion of the teacher who gave them. Students (not parents) must get permission from the teacher before resubmitting a quiz, test, or paper. The resubmission must be attached to the original work. True or false questions must be accompanied by an explanation. Unless the teacher decides otherwise, every resubmitted correct answer will be given half credit. All resubmissions must be returned within two school days. Final exams cannot be resubmitted.

## **RESOLVING GRADE DISCREPANCIES**

If a student in third grade or higher has a question about how an assignment, test, or quiz was graded, they may submit their question in writing along with the assignment, test, or quiz to the teacher of the class **within one week**. We encourage students to handle these issues directly with their teachers, not indirectly through their parents.

If you find a discrepancy in your student's final grades, you must bring the corresponding graded assignment to the teacher within one week of final grades being posted. No grades will be changed after one week's time.

## **GRADE REPORTS**

Grade reports will be given two times per year—at the end of each semester. Final tests and assignments will be graded and final grades will be available within two weeks after the final day of the semester.



## CCA CODE OF CONDUCT

We expect everyone at CCA (teachers, parents, students and staff) behave courteously and respectfully, as members of an imperfect, but grace-filled community.

Students of the Covenant Christian Academy community shall...

- Do their best, with God's help, to uphold CCA's mission, core values, and goals.
- Be fully engaged in the academic and learning process.
- Complete work to the best of their ability and ask for help when needed.
- Address staff and adults as Mr. and Miss/Ms. Mrs.. Peers are welcome to call each other by their first names.
- Greet everyone they pass.
- Look people in the eye when speaking.
- Gentlemen should allow women to go first, hold doors, carry items, and offer to help.
- Ladies should be gracious and respectful to young men.
- Respect others and their belongings. Treat others as you would like to be treated. Ask before taking something that doesn't belong to you. Return things in their original condition. Treat the church as God's house.
- Do what they are asked the first time with a happy heart.
- Leave every place better than how they found it.
- Address grievances biblically. Go swiftly (Ephesians 4:26), go graciously and humbly (Colossians 3:13), go to the offending person first, then bring in a trusted third party (Leadership) if needed (Matthew 18.)
- Not engage in conversation that is unbecoming of a Christian. Don't gossip, don't put others down, don't lie, etc.
- Be cautious to not expose others to topics or media that families believe are unsuitable.

At the end of each school day, students will all help...

- Wipe down the tables.
- Vacuum the floor.
- Empty the trash.
- Set the room properly.

## **POLICIES**

This section focuses on the details that help CCA live out its core values and goals. Our intention is to be as clear as possible about the expectations, so Covenant Christian Academy and all our families are set up for success, not to seem legalistic and unnecessarily rigid. These policies help protect the time and well-being of our students, parents, staff, teachers, and the leadership.

### **STUDENT DROP OFF AND PICK UP**

The school day begins at 9:00am and concludes at 3:00pm. Drop-off should occur between 8:45 and 8:55am in order for students to be ready for the day to begin on time at 9:00am. All school clean-up ends at 3:30pm. Students are expected, and parents are encouraged, to help clean up at the end of the day. Drop-off and pick-up must occur at the designated building entrance. For the 2024-2025 school year, during school hours, please enter and exit through the door at the rear of the building located near the playground.

### **ILLNESS**

We ask that you keep ill students at home. We would like to keep students & staff as healthy as possible. Please notify the Director of Administration if your child is ill and unable to attend CCA. Ill students may join their classes virtually if the Executive Director is emailed or called at or before 7:30am on the day of absence due to illness. The communication must include the student's name and level. If a student is ill and unable to complete the assignments, they will be given two days for each sick day to complete homework. If a student is absent due to illness, **and the Executive Director has been notified**, the student's class participation grade will not be affected.

### **ABSENCE**

Students are granted one vacation day per semester. This allows students not to be affected by an absence due to something other than illness.

### **BRINGING ITEMS TO SCHOOL**

Students should bring only items necessary to participate in class. Toys or weapons of any kind are not allowed. Cell phones should be turned off during school hours and used only with the permission of a teacher, staff member, or member of the Leadership Team ("Do Not Disturb" or any other "silent" feature is not permissible). Any teacher, staff member, or

member of the Leadership Team may confiscate any items they deem inappropriate. Confiscated items must be retrieved from the school office at the end of the school day by one of the student's parents.

#### **SEVERE WEATHER**

It is possible that severe weather will prevent us from holding school. Parents and staff will receive an email notification by 6:00am if school is canceled.

#### **EXPENSE REIMBURSEMENT**

If any pre-approved expenses are incurred for the school, please turn in your receipts to the Director of Administration within 30 days of incurring the cost. Reimbursement will occur within two weeks of receipt submission.

#### **FORGOTTEN ITEMS**

Items left on-campus after school hours must be retrieved the following school day. Church office personnel should not be telephoned, as they will not have access to materials left behind. It is extremely important that all students check that they have all of their belongings and materials before they leave for the day.

#### **MATERIALS AND INFORMATION**

This handbook and all other Covenant Christian Academy materials created by teachers or staff are the property of the Covenant Christian Academy. We ask that you don't share or copy any Covenant Christian Academy materials with anyone outside the organization without the written consent of the Covenant Christian Academy Leadership Team.

## **TECHNOLOGY POLICY**

We recognize both the tremendous benefits and detriments of technology. We also acknowledge that technology isn't going away, so we've created a technology policy that we hope will help us all have a healthy relationship with technology – one where we are, with thoughtfulness and deliberateness, controlling it, rather than mindlessly allowing it to control us. In addition, we have limited time together and want to maximize the opportunity for high-quality, in-person connection.

### **ON-CAMPUS**

While at C.C.A. students' cell phones should be powered down and in their crates or backpacks. Students are allowed to have their cell phones in class if they are needed for educational purposes at the teacher's request. If a student is using a cell phone, it will be taken away, a \$25.00 fine will be levied, parents will be notified by the Executive Director, and the cell phone must be retrieved from the school office by one of the student's parents at the end of the day. If a student is in frequent violation of CCA's tech policy, a meeting with the Executive Director will be required and possible expulsion will be discussed. If you must contact your student during the school day, please call the school office. All time sensitive messages will be delivered to your student at an appropriate time.

In addition to the above...

- CCA is not liable for personally owned technology that is lost, stolen, or damaged. CCA will not reimburse for lost or stolen technology nor will CCA be able to fix or troubleshoot damaged technology. Technology that is brought into CCA is solely the responsibility of the student and the parents.
- Students may not use their personal technology devices for gaming or media sharing during the day at CCA
- Students may not take pictures or videos of any student, teacher, staff member, or CCA guest without the individual's consent.
- Students may not utilize any piece of technology in the bathrooms at any time.

### **OFF-CAMPUS**

The reality is that the Lord has brought us together to be in community with each other. Whether we are at CCA or away, we are connected. While we can't (nor do we want to) dictate what you do outside of CCA, Romans 14:13-23 provides guidance for

how we should behave. When we allow technology to steal our focus from our work, we can't be as productive and as rest-filled and joyful as we'd like and need to be. We also distract others from getting their work done. Here are a few suggestions to follow:

- Set productivity goals for the day and the week. REWARD yourself when you meet them!
- Set your phone to “downtime” during working hours (or use a KSafe if your self-control needs a little help).
- Use Qustodio, Microsoft Family, or the like to turn off distracting apps and websites on your computer during times of at-home learning.
- Shut off notifications on your phone and computer.
- Limit reaching out to students for non-school or non-essential communication during learning hours.
- Set-up study dates, to study productively together.
- Use break times to get fresh air and energy out rather than to get on your devices.
- If you have permission to use technology during a break, SET A TIMER. Often we underestimate the amount of time we are on our devices.

Educators and child specialists recommend parents stay informed and proactively educated on topics such as screen use. After parents preview resources, it is recommended that parents view movies such as *Screenagers* and *The Social Dilemma* with their students at an appropriate time in their student's academic journey. It is also highly recommended that parents consider reading *Stolen Focus* by Johann Hari (Note: Some author language and references to homosexual lifestyle should be personally evaluated prior to reading this resource)

#### **USE OF PERSONAL INFORMATION**

C.C.A. distributes a family directory to all enrolled in our program with the names, addresses, telephone numbers, and levels of the children registered at Covenant Christian Academy. This information should only be used for your personal use and is not allowed to be distributed to anyone outside of our program or used for professional/business/financial gain in any regard.

## WEB AND EMAIL COMMUNICATION

CCA uses email to help manage the costs at CCA and to be the most efficient. We use email and Jupiter Ed whenever possible. It is the responsibility of every family to make sure that CCA has your current email address. It is critical that you **check your email regularly for important updates**. CCA is not responsible for unreceived or unread electronic communication.

## STUDENT DISCIPLINE POLICY

On the rare occasion that a student violates the rules outlined in the CCA handbook, or given by a teacher or a staff member, the behavior will result in one or more of the following:

- Verbal warning given during class;
- Dismissal from the classroom; and/or
- Conference with the Executive Director.

The teacher or support staff member who observed the violation will confer with the Executive Director regarding the student's behavior. Depending on the offense, a verbal reprimand will occur immediately and/or parents will be contacted. The Leadership Team will determine what, if any, discipline will be given.

Discipline will be carried out in a timely and thoughtful manner. It is possible that a student would be asked to write a letter of apology. That written apology must:

- Admit and explain how the offense was wrong;
- Ask for forgiveness;
- State what restitution will be made, if necessary; and,
- Cite biblical references and state how the problem will be resolved and prevented in the future.

A student may also be asked to verbally apologize to the person(s) that has been offended. If the offense was one-on-one, an apology is made to the offended person with the teacher or Executive Director. If the offense was public, the student might be asked to make a public apology, either in class or in the presence of those whose presence the offense took place with the teacher or Executive Director present. The student may either read the apology or speak directly to the offended party/parties. However, if the student chooses to speak directly, all elements of the written apology must be included.

If a student continues to act inappropriately or disrespectfully, they may be asked to leave Covenant Christian Academy. The leadership team of CCA will assess each situation and determine the course of action that best suits both the student and the program.

#### **SEVERE DISRUPTION**

In the case of extreme inappropriate behavior, in which the student causes a major disruption in the classroom, chapel, or on campus, causes bodily injury to anyone, or harms church property, more severe disciplinary actions may be taken immediately, at the discretion of the Executive Director and the other members of leadership, forgoing the process outlined above. The student may be suspended from classes or expelled.

### **GRIEVANCE PROCEDURES**

At Covenant Christian Academy, students, staff, and parents agree to abide by the following grievance process as outlined in Matthew 18.

1. First, go to the person with whom you have the conflict or trouble and try to resolve the matter in a biblical way.
2. If not resolved, take the concern to the Executive Director. Together then address the offending person.
3. If the grievance is still not resolved, it should be taken to the other members of the leadership team. The leadership team will address the concern with the offending person.

### **ACADEMIC EXPECTATIONS**

It is the expectation that all students and their parents be fully engaged in the academic process. We expect students to complete all assigned work, to try their very best, and to ask for help when needed. Parents are expected to help to facilitate the learning process by knowing what is required of their students each week, helping when necessary, and making sure that all work is complete.

Students are expected to maintain 70% or above in each of their classes. Any student who receives a first or second semester final grade of 70% or less in any subject will be placed on academic probation. The parents of the student, the student, the teacher, the Executive Director and/or the Academic Director will meet to discuss the issues surrounding the poor

grade. If the student shows a willingness to improve, they will be allowed to continue at CCA. If the student is able to achieve a 70% or higher in all of their subjects during the following semester, the academic probation will be lifted. If the student's grades don't improve, the issue will be evaluated on a case-by-case basis.

#### **CCA ON-CAMPUS AND AT-HOME LEARNING**

Class participation is an important part of a successful classroom experience at Covenant Christian Academy. Class preparation is critical for productive class participation. Students will be given a grade for their class participation that will impact their final grade. Please review the sections, "Illness" and "Absence" for additional details regarding participation in learning. In addition to on-campus learning, a student's behavior in their at-home learning is also extremely important to us at CCA. Parents will submit a home school participation grade each semester that will be included in the student's final grade. The grade should be based on effort, self-motivation, and willingness to cooperate with any at-home learning assigned by teachers. Parent-assigned grades will be due on a date to be determined. If parents do not turn in a home school participation grade, their student will receive a zero.

#### **ACADEMIC MISCONDUCT**

Any form of academic dishonesty or misconduct will not be tolerated at CCA. This includes, but is not limited to: cheating, plagiarism, misuse of A.I. and/or a misrepresentation of one's work and/or efforts. Utilization of answer keys to aid in the completion of homework is not allowed.

According to Dartmouth College, "Any form of plagiarism violates the Academic Honor Principle. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the sources."

If a student copies the words of another author and does not give credit to the original source, they have plagiarized. If a teacher suspects that a student has plagiarized, that student will be asked if the words on their paper are their own. If the student confesses and asks for forgiveness, they will be forgiven, and be given a zero for the assignment. If a student is confronted, does not confess, and evidence proves otherwise or if a student commits a second offense, the misconduct may lead to expulsion from the school. The ultimate decision will be made by the Leadership Team.



### **TEACHER/STUDENT COMMUNICATION POLICY**

There is an important relational component to Covenant Christian Academy. CCA opens doors for students to be poured into by other Christian men and women in and out of the classroom. Many of our students have amazing connections with their teachers. They have a good rapport in class. They talk with each other in the halls or at lunch. They might email on occasion. Many students have asked their teachers to be friends on Facebook or follow each other through Instagram, Twitter or blogs. Deep, meaningful, healthy, and time-enduring relationships are being formed and cultivated.

It is important to let you know that each teacher has a right to their own opinion outside of the classroom and to express that opinion through social media, the blogosphere, etc. Their expressed opinions aren't necessarily the opinions shared by the leadership or other staff of CCA or Gateway Church of Elk River. We have asked our teachers to be mindful of what they communicate outside of the class - making sure what they post doesn't harm or reflect poorly on them, our students, CCA, or Christ. Although we trust our teachers implicitly to uphold that standard, we encourage parents to befriend people your child has friended on Facebook, follow and read the tweets and blog posts that your children do.

### **CONFIDENTIALITY OF PERFORMANCE AND CONDUCT**

Our expectation is that all teachers and staff behave in a Christ-like manner. To accomplish this, all staff must respect the confidentiality of students. They must always speak positively about students and families and keep grievances and private matters private. Any behavior or academic concerns should be addressed privately with a member of the Leadership Team.

## ADMISSIONS AND FEES

### ADMISSIONS SCHEDULE AND PROCESS

Enrollment for the 2024-25 school year will begin on May 1, 2024. Details for the 2025-2026 school year will be forthcoming.

Admission to Covenant Christian Academy is a four-step process for families new to our school. All four steps must be completed before students are allowed to join us for classes.

1. Review the entire Covenant Christian Academy Student & Family Handbook.
2. Complete and submit all enrollment forms, evaluation materials, and recommendations with required fees.
3. Schedule a family interview with a member of the CCA leadership team.
4. If CCA is a good fit, enter the applicant pool, wait to be placed on a class roster, then attend the annual Orientation meetings and/or activities in August.

#### **Step 1: Review the Entire Covenant Christian Academy Handbook**

Covenant Christian Academy is a unique and excellent school. **We ask that both parents read the entire handbook.** We require students to be aware of the portions that apply to them. Your understanding of what this school is all about and what is expected of our families is important and will contribute to your student's success.

#### **Step 2: Complete the online application process.**

The enrollment process is accessible via the Covenant Christian Academy website.

A registration fee of \$200.00 (\$250.00 after June 1<sup>st</sup>) per family must be paid at the time of registration. This is a non-refundable fee; however, it will be returned in full if enrollment is denied.

#### **Step 3: Join a Member of the C.C.A. Leadership Team for a Family Interview**

This interview gives us a chance to talk about the CCA academics, what your family would like to get out of your child's academic journey, your student's academic history and desires, and to answer any questions you may have. Admission is based

on each student's academic abilities, motivation, desire to learn, and willingness to cooperate with students and teachers.

**Step 4: Enter the Applicant Pool**

At CCA, we don't enroll students based on their registration order. We have an applicant pool from which we enroll our students. Students are enrolled from the pool in the following order:

1. Existing students<sup>1</sup>
2. Students of staff
3. Siblings of current students
4. Qualified students who have completed the admissions process

**Step 5: Application is approved or denied. If approved, please complete the online registration process.**

**Step 6: Attend the Annual Orientation**

We will be hosting teacher meetings and orientation for all families during the week before school starts. Orientation meetings and activities are required. More details will be given during the summer months.

---

<sup>1</sup> Returning students will be evaluated on the effort they put forth the previous year. Our expectation is that all CCA students give their best effort to their school work.

## 2024-2025 TUITION AND FEES

Application & Registration Fee (per family)	\$200 fee per family due at time of enrollment if completed by May 31st, 2024. \$250 fee per family if enrollment is submitted after June 1 <sup>st</sup> . Refundable if enrollment is denied.
Orientation Fee (per student)	\$50 per student
Primary Level Tuition (K-3, 3 days/week) <ul style="list-style-type: none"> <li>• <i>Tuition is due on or before the 1st of the month and must be set-up for automatic payments via Jupiter Ed family account</i></li> <li>• <i>Inclusive of curriculum</i></li> </ul>	\$6,000 annual or 12 equal payments of \$500.00/month
<b>Pilot Year Discounts</b>	
<ul style="list-style-type: none"> <li>• Enrollment on or before May 31, 2024</li> </ul>	<i>\$1000 discount/student</i>
<ul style="list-style-type: none"> <li>• Enrollment between June 1 and June 15, 2024</li> </ul>	<i>\$500 discount/student</i>

### FINANCIAL OBLIGATIONS

Covenant Christian Academy is a non-profit organization that relies on the timely tuition payments to cover the expenses of a school of excellence. When student(s) enroll at CCA we are relying on the financial commitment for the entire school year.

Tuition payments are able to be paid in full or on a monthly payment plan for twelve months. If selecting to make monthly tuition payments, all tuition and fees are due on the first of each month (August through July). Tuition payments can be paid online or handed to the Executive Director. Checks should be made payable to Covenant Christian Academy. A \$30.00 late fee will be charged to families who do not submit tuition payments on time. If you need to delay a payment or require financial assistance, you must contact the Executive Director before tuition payments are due. We will do everything we can to help you.

## **WITHDRAWAL**

Please understand that when you enroll your student at CCA your commitment is for the entire school year. We understand that there are unexpected circumstances that occur. If you must withdraw your student from CCA, we request at least 30 days written notice be sent to the Director of Administration. Enrolled families are expected to pay the tuition due during that 30-day period. Any remaining tuition will be determined based on the date of withdrawal. In addition, any other fees due or paid to CCA will not be refunded.

## **ADDITIONAL EXPENSES**

A supply list will be sent to you one month before school begins. This list will include all of the school supplies required for each class.

Thank you for choosing Covenant Christian Academy to partner with you in the education of your student(s). We feel humbled to have been invited into the educational journey of your child. We consider it a privilege to be a part of helping them discover who they were created to be and how they fit into the story that God is writing in their life.

*Show me your ways, Lord, teach me your paths. Guide me in your truth and teach me, for you are my God and my Savior, and my hope is in you all day long. ~ Psalm 25: 4-5*