

# Coventry Christian Schools

## Parent / Student Handbook



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## 1.0 Mission Statement and Motto

Mission Statement:

*Coventry Christian Schools exists to partner with parents in a community of academic excellence, nurturing young people in the faith, hope, and love of Jesus Christ, equipping them to serve God and others.*

Motto:

“Educating for Life,” Coventry Christian Schools motto, simply and succinctly embodies our mission to lead our children into abundant life in Christ.

*Ut Vitam Habeant* is Latin for "that they may have life." It is taken from John 10:10, where Jesus Christ declares that He comes that we might have abundant life in Him. This Latin motto captures the essence of what we mean by Educating for Life and communicates our commitment to Classical Christian Education.

## 2.0 Philosophy of Education

**The Meaning of Life:** We believe that mankind is the crowning jewel of a creation spoken into existence by an infinite, transcendent, immanent, omniscient, sovereign God of love. Created by God in His image, we were created to share in common with Him some of His holy attributes, but we have all violated His nature and find ourselves in need of redemption, which God has made possible by revealing truth to us over time through both general and specific revelation—most specifically through Jesus Christ. As His image-bearers, we were created able to know and understand truth. Believing this is so, we are to love what God loves and hate what He hates, embracing His will, which He has made known to us, and glorifying Him by the way we conduct our lives.

**The Aim of Education:** It naturally follows, then, that the aim of education should be to facilitate the restoration of our students to the image of God and to lead them to reconciliation with Him, providing them with the knowledge necessary to equip them to be disciples of Christ in all facets of the human experience. True education, then, cannot be assessed completely by tests and formal evaluations. Evidence of such an education can only be seen in the life and deeds of the student. Education begins with foundational truths and principles that can easily be tested in the traditional classroom but is eventually measured by the pupil's ability to actually act productively by putting his knowledge into practice.

For such an education to be realized, parents, first and foremost, must invest in and take responsibility for the education of their children, partnering with the church and school to provide by virtue of example and direct instruction a model of authentic faith in and out of the classroom, demonstrating to them the integration of faith and learning, ultimately expressed in personal discipleship.

**The Student:** The pupil that the parents, teachers, and church must strive so deliberately to educate has inherent value because he is created by God in the very image of God Himself. Made in His image, all students have the ability to know truth. All students possess by their nature: unique personality, intelligence, the compulsion and the potential to not only hold moral convictions but to live to a high standard of morality as defined by God Himself, a need for relationship and a gregarious responsibility to one another, and a unique creative impulse and drive. Although students possess these inherent qualities, they are in constant need of discipline and intervention in their pursuit of fully realizing their potential. Additionally, students possess an interactive actional nature, acting internally upon information presented or experience externally but

needing an outside force (the educator) to provide engaging instruction and to help facilitate accurate assimilation and accommodation of new information. Students engage in this process to the extent that they are motivated by planned motivational methodology. Each will also process new information when content and its delivery are developmentally appropriate and when both are designed taking into consideration individual differences in preferences and capacities in learning including cognitive and experiential variations and the full range of learning styles and multiple intelligences, and finally both social and cultural forces that affect individuals and groups of individuals.

**The Teacher:** Just as all young people are not designed to learn the same way, not all adults are designed to teach. Not many should presume to be teachers. The role of the teacher should be accepted with great sobriety as it is by nature the commitment to honor a sacred trust, and because in the teacher is placed both moral and legal authority to educate young minds and to promote and facilitate unity of purpose and spirit in the classroom. The successful teacher will first and foremost be committed to meeting the educational needs of his students. The teacher must be selfless in the carrying out of his duties. He must not seek to be known, appreciated, or served by his students but rather to know, appreciate, and serve them fully. The primary function of the role of the teacher is just that: to be the teacher. The teacher should be highly knowledgeable about his subject and should be competent at connecting it with an integrating core of Jesus Christ in a manner consistent with the learning needs of his students in lessons that promote learning. Finally, the teacher must embody by example, in both private and public arenas, the lessons he teaches his students because students will often judge the credibility of the lesson by the personal practices of the teacher

**The Curriculum:** Integrity of the curriculum must complement the integrity of the teacher. Jesus Christ should be the unifying core of a cohesive, integrated curriculum. “Christ is before all things, and in him all things hold together” (Colossians 1:17). Without Christ as the core, knowledge is not coherent, and students become frustrated, confused, or even worse, fragmented in their knowledge and schizophrenic in their living. The best curriculum begins with the Christian worldview, to which all new knowledge is correlated and contrasted and with which all new knowledge is eventually integrated. This integration with the core is not limited to content only. If curriculum is to have integrity, instructional and assessment strategies must be consistent with the integrating core; teachers must teach out of the curriculum’s unifying worldview. Similarly, the learning community itself must be in harmony with the core of Jesus Christ so that the content and instructional strategies are complemented by classroom management, discipline, and organizational structure. Such a curriculum will equip students to think and act with integrity as their worldview is refined and strengthened with new, integrated, coherent knowledge.

## 3.0 The Parent/School Covenant

### Coventry Christian Schools' Covenant

#### **Mission Statement of Coventry Christian Schools**

Our mission statement is premised upon a partnership between parents, staff, faculty, administration, and the Board of Trustees. Every teacher, staff member, administrator, and board member at CCS has entered into the following covenant and will treat it as a trust established between you and every representative and designee of the school, from the Board of Trustees to every support staff member. We recognize your God-given role as the primary educators of your child and commit to serving you with respect for your God-given authority in the life of your child. We do not take lightly the trust you place in us when you choose to partner with us on behalf of your child, and we know that you expect nothing short of the commitment we have outlined below in our relationship together. All parents must sign the school's covenant in order to be considered for admission or re-enrollment. It is an honor to be partners with you in Christ-centered education.

#### **Our Shared Mission (Matthew 22:37-40)**

We will enthusiastically support the mission of Coventry Christian Schools.

#### **Christ-Centered Education (Colossians 3:15-19)**

We will be supportive of Christ-centered education and the school's efforts to integrate the Christian faith with learning, discipline, and all school activities.

#### **Integrity (Proverbs 20:7)**

We will conduct ourselves with integrity and honor in a manner consistent with the school's Biblical foundation for morality. We will report to the school administration and to the responsible parents any rumors or confirmed cases of student behavior that violate the well-being of students, the school's code of conduct as outlined in the handbook, or its reputation in the community. We will do so out of love and concern for the individual student and for the well-being of the school community.

#### **Encouraging Words (Ephesians 4:29)**

We are committed to the pursuit of holy speech as outlined in Ephesians 4:29, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." We will hold other members of the school community to this standard.

When conflicts arise, we will speak directly with the party involved in the conflict to resolve it and to nurture our partnership (Matthew 18:15-17). We will not resort to gossip or to spreading feelings of discontent to other members of our community. The administration exists to help resolve conflicts productively when initial efforts prove unproductive.

#### **Mutual Respect (Romans 12:10)**

We expect the school to respect our sovereign role and good intentions as the primary educators of our child, and we will respect the committed Christian educators who serve our children. We expect that the faculty and administration will treat us as allies, not as adversaries, even when they disagree with us, just as we will do for them.

### **The Joy of Learning (Matt. 22:37)**

We will teach our child to love God with his or her mind. The goal of education is to know God and His creation so that we can serve and glorify Him. We will teach our child that this is the reason and incentive for hard work and learning. We will nurture in him or her the joy of using his or her mind, time, and energy to acquire knowledge for service to God, not for A's and accolades.

### **The Celebration of Discipline (Hebrews 12:11)**

Discipline is a blessing for our children so that they may live lives of peace and righteousness. We will support the faculty and administration when they discipline our child, just as we expect teachers and administrators to honor and support the discipline and expectations that we have for him or her.

### **The Gift of Work (Proverbs 4:1-23)**

The pursuit of wisdom is a joint venture between our child and us. Like all worthy pursuits, it requires work. We believe it is a responsibility, a joy, and a blessing to engage in work with our child. We understand that homework and projects that extend learning beyond the classroom are common at Coventry Christian Schools and are intended as quality time for us with our child. We welcome this opportunity to enjoy the gift of work and the pursuit of wisdom with our child, and we expect that the faculty will also respect our need for time with our child apart from schoolwork.

### **The Call to Honor (Philippians 2:15)**

We will teach our child to live by the school Honor Code:

*I will conduct myself in a manner that honors Jesus Christ:*

*I will be honest and hardworking.*

*I will respect my parents, teachers, and other adults whom God has placed in authority over me.*

*I will treat others as Jesus Christ has treated me.*

*I will be a good citizen of our school by reporting to a parent, teacher, or Dean any student behavior that threatens the safety and integrity of our school community.*

We are excited to enter into this covenant with Coventry Christian Schools, believing that the success of our partnership will be premised upon this mutual commitment to each other.

## **3.1 Statement on Marriage, Gender, and Sexuality**

Coventry Christian Schools believes that God created us as male or female persons and that these genders together reflect the image and nature of God (Gen. 1:26-27). We expect that all students will behave and conduct themselves in a manner that is consistent with their biological gender. This includes but is not limited to the restrooms they use and the clothing they wear (see Uniform and Dress Code policy – Section 19).

We believe that the term “marriage” is only meant and intended to be the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God has commanded us to refrain from sexual activity outside of a marriage between a man and a woman (1 Cor. 6:18; 7:2-5; Heb. 13:4).

We believe that any form of sexual immorality (including adultery, fornication, homosexual or bisexual behavior, bestiality, incest, or pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).



We believe that every person must be treated with compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Being hateful or harassing is to be repudiated and this type of behavior or attitude is not in accordance with Scripture or the values of Coventry Christian Schools.

## 4.0 Organization

Coventry Christian Schools is accredited by the National Christian School Association (NCSA) and the Middle States Association of Colleges and Schools. Preschool and extended care programs are licensed by the Pennsylvania Department of Human Services. The lower and upper programs are registered with the Pennsylvania Department of Education. CCS is also a member of the Association of Classical Christian Schools (ACCS), the Society for Classical Learning (SCL), and the Association of Christian Schools International (ACSI).

Coventry Christian Schools (CCS) is an independent non-denominational Christian school served by a Board of Trustees. The Board is comprised of committed Christians of which at least one third are parents or grandparents of CCS students, who have demonstrated strong support for Christian education and for CCS in particular. Each board member must also possess a unique and valuable skill set or knowledge that enhances vision, policymaking, and oversight of the school. Board meetings consist of open and closed sessions. Sessions are open to all CCS stakeholders, including parents and students. The Head of School should be notified at least one week prior to the meeting should a member of the school community desire to attend the open session. At times, advisory committees will be commissioned by the Board to provide assistance and counsel on a variety of school initiatives and decisions. Such committees may consist of any number of stakeholders from students to parents to alumni to grandparents and other community members.

## 5.0 Communication

Proper and effective communication is key to any successful relationship. Communication between home and school is of vital importance to the development and progress of students. For our purposes, **written is better than verbal**, especially in regards to administration of medication or change in dismissal time or pick-up person. We offer communication via the following manners:

- *Telephone* - Staff members can be reached at 610-326-3320. While teachers will not be interrupted when teaching, calls may be put through during a planning period or a message may be left with the office or extended care staff to be forwarded on to the teacher.
- *Fax* - faxes can be sent to 484-948-1780.
- *Email* - You may also contact school personnel through the school's email system. All staff email addresses are structured as [firstname.lastname@educatingforlife.com](mailto:firstname.lastname@educatingforlife.com).
- *Eagle Express* - The majority of the school year the school will distribute a school-wide newsletter which will highlight recent events and announce upcoming items that are of importance to the entire school community.
- *Weekly Parent Letters* - Parents of lower school students can expect to receive weekly parent letters each Monday, which will highlight classroom activities, school-wide events, and other helpful information.
- *Daily Reports* - Our youngest students in the Infant and Toddler Program will receive daily

communication reports which include pertinent information regarding daily routines.

- *Postings* - Posted notices can be found on our website, parent information boards, at the office, and in the hallways.
- *Online* - We encourage you to visit our website often at [www.coventrychristian.com](http://www.coventrychristian.com). Here you will find calendars, forms, announcements, and special links of interest to our community. Renweb.com is utilized by lower school programs for attendance and general record keeping. In middle and high school grades, you will want to access Renweb regularly to check on your child's academic progress, homework, attendance, and behavior and to communicate with his or her teachers. The school code for Coventry Christian Schools is "CCS-PA."
- *Conferences* - Parent/Teacher conferences are scheduled two times per academic year. Information regarding student academic progress, spiritual, behavioral, social, and physical development will be shared during conferences. We would like to make ourselves available to you. Please feel free to contact the school to schedule a one-on-one conference at **any time** to discuss concerns.

Visitors (parents and prospective students) are welcome to schedule a visit to CCS. Please notify the school office at least one week prior to your desired date of visit. On the day of your visit, please report to the school office before sitting-in on any class or meeting with any faculty or staff.

## 6.0 Admissions Process

Admissions decisions are made in accordance with the school's philosophy and mission statement. Space permitting, any family that can contribute to the mission of the school through a meaningful partnership and whose child can have his or her needs met at CCS is welcome to be a part of our school community. The admissions process begins with contact between the prospective parent(s) or guardian and the school administration. Prospective families receive an information packet containing a registration form, brochure(s), program description, mission statement and philosophy of education, and fee schedule.

To be admitted, prospective students must follow and complete the admissions process outlined on the admissions section of the school's website as well as on our online admissions platform (SchoolAdmin).

Admission decisions will be based upon the Department Head's determination of the compatibility of the student's and family's needs and desires and the school's programs and resources. When it appears that a successful partnership can be established, admission will be granted to classes with open seats. The Department Head will make final determinations of acceptance and admission. Appeals of these decisions may be made to the Head of School.

## 7.0 Privacy Statement

Coventry Christian School, Inc. (CCS) is a non-profit educational institution based on Christian principles. An integral part of our ministry to young people is the need to collect information about our students and their families. This notice describes what information we collect and how we handle it.

### 1. Personal information

CCS collects information about our students and their families for the purpose of identification, networking,

communication and fundraising. This includes but is not limited to name, parents' names, address, phone number, and birth date. This information is available to the teaching and support staff as well as the business office as needed to carry out the day-to-day operation of the school.

## **2. Account information**

CCS compiles information regarding the status of student accounts, including the social security number of the financially responsible party. This information is accessible to the business office and school administration. No information regarding business accounts is released to other sources without written authorization.

## **3. Academic information**

Student academic records are kept in a secure file in the administrative offices. Access to this information is granted to staff and administration as deemed appropriate to the pursuit of educating the student. Academic information is available to the student's parent or guardian upon request. (Please schedule an appointment to view this information.) Academic records will be forwarded to other educational institutions at the request of the parent or guardian upon written authorization when account balances are paid in full. Academic information may be shared with the Board of Trustees of Coventry Christian Schools, the National Christian School Association and its accrediting body, Middle States Association of Colleges and Schools, and the Pennsylvania (PA) Department of Education for the purpose of quality assurance and statistical analysis.

## **4. Health Information**

In compliance with PA State regulations, health information for students and staff is kept on site in a secure file. Health information is made accessible to the staff and school nurse as deemed necessary for the welfare of the student/staff. This information is also made available to medical professionals in the event of a health emergency. The PA Department of Human Services is given access to this information as needed for the ongoing licensing of CCS. A student's parent or guardian may view this information upon request. (Please schedule an appointment to view your child's file.) This information will be forwarded to other academic institutions upon request with written authorization.

## **8.0 Fee Structure and Fiscal Responsibility**

Coventry Christian makes commitments to its faculty, staff and vendors in direct proportion to the enrollment commitments of its students. Based on those commitments, the Board of Trustees and administration carefully prepare a budget each year and work to control expenditures. Monies owed must come in on time or the school is placed in a position where it must borrow for operating expenses. Anyone anticipating a problem in timely payment should contact the business office to discuss payment plans. Families should refer to the school's Tuition & Fee Schedule for details. This Schedule can be found in the school's information packet or via request from the school's business office.

## 9.0 Academic Policies

### Grading Scale for Kindergarten – 12<sup>th</sup>

Grading Scale for Kindergarten-12th	GPA Scale for 9th-12th
90 - 100 – A 80 - 89 - B 70 - 79 - C 60 - 69 - D 59 & below - F - Failing	4 points, 4.5 for Weighted Honors, 5 for AP 3 points, 3.5 for Weighted Honors, 4 for AP 2 points, 2.5 for Weighted Honors, 3 for AP 1 points, 1.5 for Weighted Honors, 2 for AP 0 points

### 9.1 Progress Reports

Preschool Progress Reports will be completed and shared with parents twice per academic year. An initial child observation will be issued within 45 days of program entry.

K-12th Progress Reports will be issued four times per year with letter grades for lower students and percentages for upper school students. Students receiving an incomplete (I) as a grade must turn in all incomplete assignments to the appropriate teacher within six weeks of the progress report date. Final progress reports for lower school students will be issued following the graduation and promotional program. Final progress reports for middle and high school students will be mailed two weeks after graduation and promotion.

### 9.2 Academic Honors

Students in second through fifth grades who earn all "A's" and "B's" on their Progress Report will be placed on the Honor Roll for that particular marking period. Students in second through fifth grades receiving straight "A's" will be placed on the Distinguished Honor Roll for that particular marking period.

Academic Honors for Upper (6th - 12th grades) students are awarded at the end of each reporting period based upon quality points (GPA) as follows:

95% average of all classes, no course averages below a 90 - Distinguished Honors  
90% average of all classes, no course averages below an 85 - High Honors  
85% average of all classes, no course averages below an 80 - Honors

### 9.3 Graduation Requirements

All CCS students earn a college preparatory diploma which exceeds the state requirements for high school graduation. CCS offers a standard and an honors diploma. All specific graduation requirements are outlined in the school's High School Course Catalog which is updated annually and is found on the school's website.

### Service Requirement

“Each of you should look not only to your own interests but also to the interests of others” (Philippians 2:4). At Coventry Christian Schools, we believe that our alumni should demonstrate their faith through service. Because of this conviction, we plan and provide service opportunities for our students. These service opportunities are a part of the curriculum, not an optional extracurricular activity. As such, all high school students must log at least 40 service hours per school year in order to graduate. Transfer students may have the requirement waived for years spent at a school that does not require the same service hours. All service hours will be documented and verified by the signature of a faculty, staff, or administrative team member or by the director of the organization served by the student. Validation forms are available in the upper office. The school will provide ample opportunity for required service to be earned under school direction and in the usual course of the school year if a student has difficulty finding ways to serve apart from the school’s support. Service hours are reported on the official high school transcript.

#### **9.4 Upper School Eligibility to Participate in After-School Activities**

Students whose grades in any subject fall below a 60% will not be eligible to participate in extracurricular activities until the grade is brought above a 60%. The Upper School Head will run a report on Friday of each week and ineligible students will be restricted from activities until the grades are brought up on the next week’s report. Students will not be able to be reinstated mid-week.

Eligibility is not part of our disciplinary response plan and is not used as a disciplinary measure. It is used to help students set appropriate priorities and to manage their responsibilities with discernment.

#### **9.5 Additional Learning Support**

Each student is a unique individual, and it is understood that some students may struggle in a regular classroom setting. In an attempt to help them develop their full potential, we strive to find solutions that will strengthen any areas of weakness. To do this it is important to gather as much information as possible about the best ways to educate each student. Having the parents and teachers work together is most beneficial for the student, sharing as much information as possible. If the student has undergone any screening tests or evaluations in the past, such as an IEP or IFSP, a record of those should be included in the student's file, regardless of the outcome. If either the parent or the teacher observes any concerns regarding the student's progress or behavior, communicating with each other is key. After proper observation & documentation, a plan of action will be discussed and put into place.

#### **9.6 Repeating a Grade and Academic Dismissal**

While it is our hope and prayer that every child admitted to CCS will thrive here, some students present needs that the school is unable to meet. Such needs may be cognitive, behavioral, or spiritual in nature. In some cases, the school may not have the resources to meet the student’s needs. In other cases, the student or his or her parents may demonstrate that they are unwilling to work with or to accept the school’s partnership to meet those needs. In such cases, the typical indicator that a student should repeat a grade level or be dismissed to find a more appropriate educational setting will be consistent failure to earn passing grades in multiple classes or consistent failure to complete assignments. Poor attendance can also precipitate the decision to repeat a grade or to be academically dismissed. The Upper School Head will make

the final determination for any academic dismissal based upon the recommendation of the faculty. Any appeal to this decision should be made in writing to the Head of School. The Head of School will then convene a panel of four members from the Board of Trustees who will review the appeal and render the final decision. The Head of School and panel will make a decision based upon a simple majority vote. All board panel decisions will be final. The panel may request that the student, family, or faculty appear to answer their questions before making a decision.

## **10.0 Field Trips**

Students at all grade levels take several curriculum-related off campus field trips during the course of the school year. Parents will be asked to sign individual permission slips for each field trip, with the date, place, cost, and time specified. Parents and grandparents have a standing invitation to drive and chaperone on any field trip. No parent will be assigned responsibility as sole chaperone for a student or group of students, whether in a vehicle or overnight on or off campus, without all state mandated background checks and clearances. Copies of each chaperone's valid driver's license and current auto insurance are required to be kept on file. Parents are asked to cover their own costs on field trips.

## **11.0 Attendance**

Coventry Christian Schools offers extended care beginning at 6:30 a.m. Monday through Friday and is available until classes begin. School hours for preschoolers are 9:00 a.m. to 11:45 a.m. School hours for lower school students (kindergarten through fifth grade) are 8:30 a.m. to 3:10 p.m. School hours for upper students (grades 6-12) is 8:00 a.m. to 3:10 p.m. Extended Care is also offered after school until 6:00 p.m. Extended Care is open to students up to age 12.

Research studies have demonstrated a direct correlation between attendance in school and academic success. Therefore, students are expected to be present in school every day. CCS will recognize students who attend all school days with a Perfect Attendance Award. K-12 students must be present for at least half of the scheduled school hours to be considered present for the day.

Any student absent 20 or more days jeopardizes his or her promotion. The department head, upon the recommendation of the faculty, will make final promotional decisions. Any appeal to this decision must be made in writing to the Head of School, who will render a decision regarding the appeal.

In cases where students are absent for more than 40 days in a school year, even if these absences are identified as excused, the student will not be promoted to the next grade or earn high school credit for any class.

Students who arrive late to school will be considered tardy. The seventh tardy in any given academic quarter will result in one unexcused absence for the student. If a student is tardy more than seven times in a given quarter an additional unexcused absence will be counted for every seventh tardy in a quarter.

### **Excused Absences**

Students who are absent must submit a written excuse from their parents or legal guardian. This excuse must include the reason for the absence, parent or legal guardian signature, and the date. It is expected that all

missed work will be completed by a date determined by the teacher. If a student misses essential work such as a test, he/she must complete the work at a time designated by the teacher.

Examples of excused absences include:

- Personal illness that necessitates the absence of the student as outlined in the Sick Child Policy.
- Death in the family.
- Pre-arranged (one-week advance notice) educational travel.
- Students will not be counted absent who are dependent upon public school district transportation that is not available due to inclement weather conditions.

**Unlawful Absences (students ages 8-17 only)**

School attendance for children ages 8 to 17 is compulsory in Pennsylvania. CCS must enforce the law regarding unlawful absences. An unlawful absence is defined as any absence that is not documented by a parent note received within three school days of the absence verifying that the absence was for an excused reason per the policy above.

If a student accumulates three or more unlawful absences in a school year, the student is considered “truant” under the PA truancy laws. When a student accumulates six or more unlawful absences in a school year, the student is considered “habitually truant” under the PA truancy laws. Students who are considered truant under the PA truancy law will be required to attend a School Attendance Improvement Conference with their Academic Dean. Students who are considered habitually truant will be referred to their school district of residence and may be subject to a citation per PA Act 138 of 2016 and PA Act 39 of 2018.

**International Student Absences**

International Students are required to maintain attendance as a condition of their I-20. International students who accrue 3 or more unexcused absences or who accrue more than 10 total absences throughout the school year may be subject to being dismissed from school and having their I-20 canceled.

**12.0 Withdrawal Policy**

Parents wishing to withdraw a student agree, by signature on the Financial and Extended Care Contract, to give one week’s notice. Withdrawal is not complete until the department head and business manager have signed the Student Withdrawal Form. This form is available in the school office and should be returned to the administrative assistant in the front office. Academic records will be forwarded to other educational institutions upon written authorization from a parent or guardian and when account balances are paid in full.

Tuition is billed on an academic year basis. Preschool students who withdraw prior to the end of the academic year, tuition will be refunded on a prorated basis. Kindergarten - 12th Grade students who withdraw prior to the end of the academic year, tuition will be refunded on the following schedule:

- |                                        |                             |
|----------------------------------------|-----------------------------|
| ● On or before August 1st              | Full Refund of Tuition      |
| ● August 1st through August 15th       | 90% Refund of Tuition       |
| ● August 16th through August 31st      | 80% Refund of Tuition       |
| ● September 1st through September 30th | 70% Refund of Tuition       |
| ● October 1st through December 31st    | 60% Refund of Tuition       |
| ● January 1st or after                 | Pro-rated Refund of Tuition |

## **13.0 Safe Arrival and Departure**

As per Chapter 3270 of the Department of Human Services Code, Title 55 pertaining to Child Day Care Centers, we wish to notify you of the school's location and the routes for pedestrian and vehicular traffic around the school.

Parking is permitted only in marked spaces. No vehicles should be parked along any curb adjacent to the building or along the side of the building itself as these are restricted fire lanes.

Parents dropping off upper (6-12) students are asked to follow the lot to the left (south) of the building and to drop off students at the curb. Students are not permitted to enter the main entrance during drop-off times. Upper students can be picked up in the same manner at 3:20 p.m. No parent vehicles should pass in front of the school nor enter the south (left) lot until at least 3:20 p.m. This will allow for bus traffic to safely exit and for students to safely board their parents' vehicles.

Lower (K-5) parents should drop off their children at the south curb (left side of building) between 8:20 and 8:30 a.m. and pick up at the same location between 3:20 and 3:30 p.m. Parents dropping off their children for Extended Care earlier than 8:20 a.m. should park in the southwest lot adjacent to the playground and escort their children to the southwest entrance, closest to the Events Center doors. Lower students can be picked up in the same manner at 3:20 p.m. No parent vehicles should pass in front of the school nor enter the south (left) lot until at least 3:20 p.m. This will allow for bus traffic to safely exit and for students to safely board their parents' vehicles.

Preschool parents should park in the south lot adjacent to the playground, which is the lot nearest the preschool entrance. Students should be escorted into their classroom or extended care room. Preschool parents should enter the building through the southwest end doors closest to the playground and Events Center entrance.

All campus doors remain locked during the school day. Visitors must report to the front office doors and be admitted after announcing arrival and buzzed in by school personnel. If school personnel are not available at the main office, visitors should report to the southwest preschool doors (nearest to the Events Center) to gain admittance.

### **13.1 Student Driver Policies**

Driving and parking on campus is a privilege. Student parking is limited strictly to designated student-parking areas. No parking is allowed in the fire lanes or loading zones of the campuses. Vehicles in spaces designated for handicapped parking must display the proper permits.

There is no loitering allowed in vehicles or on the parking lots. Students may not go to their cars during the school day without the permission of their Upper School Head or Dean of Students.

The campus speed limit is 5 miles per hour. Reckless driving is prohibited. Students and visitors are not to play loud music from their vehicles. All student drivers using school parking must be licensed and insured. The school is not responsible for any automobile or its contents while on school property.



Suspension of student parking privileges, towing of vehicles, and/or suspending the student from school may occur when driving or parking regulations are abused.

## **14.0 Library**

Books may be borrowed for two weeks at a time by lower students and up to 3 weeks for upper students. Students and their families are encouraged to donate a book to the school's library in honor of their child's birthday.

## **15.0 Principles for Student Conduct**

School rules exist to create a community in which God is honored because people are treated with love and respect. While rules may change over time, the principles inherent in those rules will always be Biblical and will be rooted in love for God and love for others. All students are expected to follow the Golden Rule: Do unto others as you would have them do unto you (Matthew 7:12). Teachers and staff may have additional class rules which must be obeyed. An Honor Code has been established to provide general principles to guide conduct.

### **15.1 Honor Code**

All students are expected to learn and to live by the CCS Honor Code:

*I will conduct myself in a manner that honors Jesus Christ.*

*I will be honest and hardworking.*

*I will respect my parents, teachers, and other adults whom God has placed in authority over me.*

*I will treat others as Jesus Christ has treated me.*

*I will be a good citizen of our school by reporting to a parent, teacher, or dean any student behavior that threatens the safety and integrity of our school community.*

### **15.2 General School Rules**

- Walk quietly through the hallways.
- No gum chewing on campus.
- Use manners at all times.
- "Please stop" means STOP.

### **15.3 Playground Rules**

- Children are not permitted to climb on the outside of play structures (that are not intended for such use), the fence or in trees.
- Throwing wood chips, sand, or toys not specifically designed to be thrown will not be allowed.
- While climbing on slides, the children will go up the ladders and down the slides.
- Students will stay within boundaries as designated by the supervising staff.
- Children will line up to go inside when the teacher/EC staff gives the designated signal (whistle).

## 16.0 Acceptable Use of Technology

Below is the CCS policy regulating use of technology by its students.

- Students may not use food or drinks near computers.
- No computer may ever be used without staff or faculty supervision.
- All technology owned by CCS is to be used in a manner consistent with the mission and established policies of CCS. Accordingly, any use of technology for purposes other than education or school-sponsored extracurricular activities is prohibited. All use of technology must be consistent with Biblical morality.
- Hardware may not be modified in a manner that affects its performance or appearance. Intentional defacement or sabotage of hardware will be treated as vandalism.
- No software owned by CCS may be copied and used elsewhere without permission from the Technology Coordinator.
- No software (including downloaded shareware, freeware, and plug-ins) may be installed on a CCS computer without permission from the Technology Coordinator.
- Any act intended to cause equipment failure, loss of data, modification of other people's data or disruption of school activities is prohibited.
- Any attempt to defeat security systems is prohibited.

## 17.0 Devices Not Permitted on Campus

Students are not permitted to bring to class: handheld electronic games, portable music players, recorders (unless required for a class), smart watches, cellular telephones, laser pointers, etc. No student will be permitted to wear a smartwatch or other watch that is set to beep or alarm. These items will be confiscated by the teacher and turned over to the department head or Dean of Students. Parents may arrange to pick up the item from the school office.

While cellular phones, smart watches, and other smart devices are permitted on campus, they must remain in students' lockers/bags and turned off during school hours. Use of cell phones or other smart devices is only permitted after school hours, under approval of a faculty member or if needed in an emergency. Unauthorized use of cell phones or other smart devices during school hours will result in confiscation of the device and potential disciplinary action. Electronic devices are not permitted to be used as cameras in any private areas such as rest rooms. Inappropriate pictures found on and/or distributed via cell phones will result in confiscation and disciplinary action commensurate with the offense.

## 18.0 Lost and Found

Parents should label all of their children's belongings with their name in permanent marker. This will assist school staff in keeping track of everyone's belongings. Because we have limited storage space for lost and found items, we will hold lost and found items for two months. After this time, they will be given to the needy in our community or offered for sale via the school's PTO used clothing program.

## 19.0 Uniform Policy

Coventry Christian Schools sets a high standard for students in their dress and appearance to express reverence for God and for the task of education and to demonstrate respect for one another. While preschool students do not have a uniform, they should be dressed comfortably to participate in daily activities and appropriately for outdoor play consistent with seasonal requirements.

The school employs a uniform policy for lower and upper students in an effort to further a sense of school community and unity as well as promote a positive work ethic and modesty. Students are expected to be in uniform when on campus at Coventry Christian Schools unless a rare occasion has been specified by the school administration. Students will also wear their uniforms on most field trips and outings that occur during a typical school day. The uniform is governed by the following Biblical principles.

1. The way we dress can honor God by reflecting respect for our bodies and for others or can dishonor God by showing disrespect for our bodies and others (1 Corinthians 6:20).
2. We should not dress in a manner that draws self-gratifying attention from the opposite sex. Instead we should be Christ-like in both conduct and dress (Romans 13:14).
3. We should not view our physical appearance or beauty as the source of our value, but rather should see that our value is inherent as God's unique creation. We should strive to let our attractiveness emanate from a Christ-like spirit and good conduct (1 Peter 3:3-4; 1 Timothy 2:9-10; Colossians 3:17).

Students are encouraged to honor the stated and implied principles of the uniform. We strongly discourage the practice of looking for loopholes and of applying a legalistic approach to the uniform in both practice and enforcement. Teachers do not enjoy reprimanding students and find it even more distasteful debating with them over the uniform standards. Let's work together to make the uniform a useful tool. Disagreements or inconsistencies in the interpretation or enforcement of the uniform will be discussed with all involved parties.

Tommy Hilfiger is the school's approved vendor for uniform item selection. Guidelines for both the lower and upper departments are listed below. Parents of upper students, grades 6-12 should utilize only this vendor, and lower student guidelines will closely mimic these vendors but allow for some discretion. Please make sure that you are using your student's correct departmental guidelines when selecting uniforms. The best way to see the full selection and shop at the same time is to go to [www.coventrychristian.com](http://www.coventrychristian.com) and access the "Family Resources" area of the site.

### 19.1 Daily School Wear General Guidelines K-5th Grade Students

In grades K-5, parents may purchase from Tommy Hilfiger or other vendors as long as the look stays true to the uniform colors and styles. Students in grades K-5 must have at least one collared shirt with the Coventry Christian Schools logo for special dress up days. Please visit [www.coventrychristian.com](http://www.coventrychristian.com) and access the link to our uniform store found under the "Parents" tab to see what will be compatible for lower uniform selection.

#### 19.1.1 Rules for General Appearance for K-5 Boys and Girls

1. Hair should be neat and clean. Hairstyles that draw undue attention and distract students from

learning are prohibited. Hair must be kept out of the eyes and may not be dyed radical or unnatural colors. For boys, hair must be no longer than ear length on the sides of the head and should not be below the collar in the back and be kept out of the eyes.

2. Hats may not be worn in the building.
3. Girls may only wear two earrings per ear, and boys may not have any ear piercing. All other piercing is prohibited.
4. Tattoos, real or play, are discouraged and must be covered.
5. Excessive jewelry is prohibited. One necklace, bracelet or anklet may be worn per appendage. Students may be asked to remove certain types of jewelry that do not meet the tone or intent of the uniform guidelines.
6. Shirts must be buttoned up to just below the neck and may only be plain or have the CCS logo, no other decoration or logo. Students must have at least one CCS logo shirt for special dress up days. Clothing must always be modest enough to cover the midriff, back, and all undergarments in any range of motion.
7. Boys in grades 3-5 must tuck in shirts and wear a belt.

*\*Tops for Physical Education classes may include either the CCS logo or the CCS Eagle image used by the CCS athletic teams and Sports Boosters. No other logo or decoration is allowed.*

### **19.1.2 Daily Wear for K-5th Boys**

Options for tops include:

1. Oxford, polo, or pinpoint shirt in either burgundy, navy, or white and either long or short sleeved.
2. Sweaters may be either cardigan, v-neck, or sweater vest in navy blue.
3. Navy blue blazer
4. Half-zip fleece jacket navy blue, no hood
5. Plaid or striped tie in coordinating colors

Options for pants or shorts include:

1. Chino style pants in either khaki or navy blue
2. Chino style shorts in either khaki or navy blue only during September, October, April, May, June

Options for belts, shoes, and socks include:

1. Belts should be either brown or black and worn when shirts are tucked in.
2. Shoes must be closed toe and heel (for safety) and may include sneakers or dress shoes.
3. Socks must be worn (for safety).

Options for physical education days include:

1. \*Sweatshirt in either navy blue, gray or white
2. \*Half or full sleeve t-shirt either navy, white or gray
3. Athletic pants, sweat pants or shorts in either navy blue or gray
4. Sneakers with no characters or lights

### **19.1.3 Daily Wear for K-5th Girls**

Options for tops include:

1. Oxford, polo, or pinpoint shirt in either burgundy, navy, or white and either long or short sleeved.
2. Sweaters may be either cardigan, v-neck, or sweater vest in navy blue.
3. Navy blue blazer
4. Half-zip fleece jacket in navy blue, no hood

Options for pants, skirts, and shorts include:

1. Chino style pants in either khaki or navy blue
2. Chino style skirt or A-line skirt in khaki or navy blue
3. Navy blue jumper or specific plaid jumper, (plaid from Flynn and O'Hara)
4. Chino style shorts in either khaki or navy blue only during September, October, April, May, June (unless the high temperature is forecast to be >70\*)
5. Bike shorts (to be worn under skirt or jumper, not to be worn independent of skirt)

Options for belts, shoes, and socks include:

1. Belts should be either brown or black and worn when shirts are tucked in
2. Shoes must be closed toe and heel (for safety).
3. Socks must be worn (for safety).

Options for physical education days include:

1. \*Sweatshirt in either navy blue, gray or white
2. \*Half or full sleeve t-shirt either navy blue, white, or gray
3. Athletic pants, sweat pants or shorts in either navy blue or gray
4. Sneakers with no characters or lights

#### **19.1.4 Lower Dress Code Violations**

When a lower school student (K-5) is in violation of the dress code, a note will be sent home clarifying school policy for the child's parents. If the same violation occurs again, a phone call will be made by the child's teacher to clarify the policy for the parent and answer any questions he or she may have. If the same violation occurs a third time, the parent will be asked to come to school for a conference with the Lower School Head to discuss how the school can be of assistance in helping the parent better support the dress code policy.

When it is apparent that a lower school student is willfully violating dress code without the knowledge of the parent, the school will administer appropriate discipline in partnership with the parents.

#### **19.2 Daily School Wear General Guidelines 6-12th Grade Students**

Uniformity in dress style serves as a method to further a sense of school community and unity as well as promote positive work ethic and modesty. Students are expected to be in uniform when on campus at CCS unless otherwise specified on rare occasions by the Upper School Head or Dean of Students. Students will also wear their uniforms on most field trips and outings that occur during a typical school day. The approved vendor for students in grades 6-12 is Tommy Hilfiger and all items must be purchased from those vendors. Please use the link in the "Family Resources" tab found on the [www.coventrychristian.com](http://www.coventrychristian.com) website to correctly access the Coventry Christian School required items.

### 19.2.1 Rules for General Appearance for 6-12 Boys and Girls:

1. Hair should be neat and clean. Hairstyles that draw undue attention and distract students from learning are prohibited. Hair must be kept out of the eyes and may not be dyed radical or unnatural colors. For boys, hair must be no longer than ear length on the side of the head and should not be below the collar in the back and be kept out of the eyes.
2. Hats may not be worn in the building.
3. Girls may only wear two earrings per ear, and boys may not have any ear piercing. All other piercing is prohibited.
4. Tattoos, real or play, are discouraged and must be covered.
5. Excessive jewelry is prohibited. One necklace, bracelet or anklet may be worn per appendage.
6. Students may be asked to remove certain types of jewelry that do not meet the tone or intent of the uniform guidelines.
7. Shirts must be buttoned up to just below the neck and must have the Coventry Christian School logo.
8. Clothing must always be modest enough to cover the midriff, back and all undergarments in any range of motion.
9. Boys' shirts must be tucked in and belts must be worn.
10. When wearing a sweater or fleece, students must wear a uniform approved top underneath. T-shirts should be a uniform complimenting color such as white or navy.

*\*Tops for Physical Education classes may include either the CCS logo or the CCS Eagle image used by the CCS athletic teams and Sports Boosters. No other logo or decoration is allowed.*

### 19.2.2 Daily Wear for 6th-12th Boys

**As shown on the uniform store link under the "Parents" tab at [coventrychristian.com](http://coventrychristian.com).**  
**Look-alike items from other vendors are not permitted.**

Options for tops include:

1. Oxford, polo, or pinpoint shirt in either navy, burgundy, or white and either long or short sleeved with CCS logo and must be tucked in
2. Sweaters may be either cardigan, v-neck, or sweater vest in navy blue.
3. Navy blue blazer
4. Zip fleece jacket navy blue or grey
5. Plaid or striped necktie in coordinating colors, must have at least one and does not have be from approved vendors

Options for pants or shorts include:

1. Chino style pants in either khaki or navy blue
2. Chino style shorts in either khaki or navy blue

Options for belts, shoes, and socks include:

1. Belts should be either brown or black and worn when shirts are tucked in
2. Shoes may be sneakers or dress shoes with closed toe and heel (for safety)
3. Socks should be either brown, black, navy blue or white

Options for physical education classes include:

1. \*Sweatshirt with CCS logo in either navy blue or gray
2. \*Half or full sleeve t-shirt with CCS logo either navy blue or gray
3. Athletic pants, sweat pants or shorts in either navy blue, white, gray, or blue with Coventry logo
4. Sneakers

### 19.2.3 Daily Wear for 6th-12th Girls

**As shown on the uniform store link under the “Parents” tab at [coventrychristian.com](http://coventrychristian.com).**  
**Look-alike items from other vendors are not permitted.**

Options for tops include:

1. Oxford,  $\frac{3}{4}$  sleeve oxford, polo, or pinpoint shirt in either navy, burgundy or white, either long or short sleeved, with the CCS logo
2. Sweaters may be either cardigan, v-neck, or sweater vest in navy blue
3. Navy Blue blazer
4. Half-zip fleece jacket in navy blue, no hood

Options for pants, skirts, skorts or shorts include:

1. Chino style pants in either khaki or navy blue
2. Chino style skirt, A-line skirt, or long pleated skirt in khaki or navy
3. Chino style shorts in either khaki or navy blue

***IMPORTANT: All skirts must touch the top of the kneecap when standing.***

Options for belts, shoes, and socks include:

1. Belts should be either brown or black and worn when shirts are tucked in.
2. Shoes may be sneakers or dress shoes with closed toe and heel (for safety)
3. Socks should be either brown, black, navy blue, or white

Options for physical education classes include:

1. \*Sweatshirt with CCS logo in either navy blue, gray or white
2. \*Half or full sleeve t-shirt with CCS logo either navy, white, or gray athletic pants, sweat pants or shorts in either navy, white, or gray
3. Sneakers

***IMPORTANT: All physical education shorts must extend below the fingertips when arms are hanging naturally at one's side.***

The school's dress code will be in effect during all school-sponsored field trips unless special permission is granted by the Dean of Students.

### 19.2.4 Upper Dress Code Violations

All parents are expected to be the primary enforcers of dress code policy. Parents are expected to monitor what their children wear to school in a manner consistent with the school's policies. When parents fail to do so, teachers and administrators spend precious time correcting problems that could have been addressed at

home. This is a distraction from learning and can be avoided with teamwork between home and school.

When an upper student (6th-12th) is in willful violation of the dress code, he or she will receive a demerit or a level 1 reproof.

### **19.2.5 Upper Dress Down & Modesty Guidelines for Activities Outside of the School Day**

Coventry Christian Schools' students will occasionally have opportunities to dress down for school sponsored activities and functions. Such occasions may include: after school events such as sports & performing arts, field trips, school dress down days, etc. This is a guideline of expectations for those occasions. The goal of these guidelines is intended to help students to honor God through modesty, avoid self-gratifying attention, and re-orient our value to who we are rather than how we look. Failure to abide by these guidelines will subject the student to the same disciplinary procedures in place for violations of the school's uniform policy.

- Tight, form-fitting apparel such as yoga pants and skinny jeans are not permitted.
- Clothing with rips or tears is not permitted.
- Shorts should be finger-tip in length and skirts and dresses should reach the top of the knee.
- Unless permitted for a specific theme, acceptable pant options are jeans or uniform pants.
- Text or images should not appear on pants or shorts bottoms.
- Tank tops are not permitted.
- Tops with plunging necklines, revealing the belly or midriff, or are tight to the skin are not permitted.
- Any writing or images should be "G-rated" and should not state or imply messages that would be in conflict with the school's mission.
- When applicable, two-piece or speedo bathing suits are not permitted.

## **20.0 Discipline Policy**

The school's discipline policies exist to support the mission of the school.

### **20.1 Philosophy and Mission**

Discipline is a vital part of teaching our students to love God and to serve Him by loving others. It is therefore intimately related to our school mission and should be embraced. Discipline is a sacred responsibility for every parent and teacher. We administer discipline because we love our students. This is a Biblical principle, as Proverbs 13:24 declares, "He who love him disciplines him diligently." God himself disciplines those He loves (Hebrews 12). Education without discipline is incomplete and fails to produce fruitful disciples of Jesus. Disciplinary practices at CCS are intended to shepherd the hearts of children, not to control behavior. We will always seek to provide discipline that gets to the heart of the child's actions. Discipline that simply manipulates a child into meeting our expectations does not lead to a self-disciplined, abundant life after graduation. Most schools use behaviorist models for discipline. While this can create an orderly school, it does not create a pure heart. The Scriptures teach that the heart is the wellspring or source of life (Proverbs 4:23). Jesus declares, "No good tree bears bad fruit, nor does a bad tree bear good fruit. Each tree is recognized by its own fruit. People do not pick figs from thorn bushes, or grapes from briers. The good man brings good things out of the good stored up in his heart, and the evil man brings evil things out of the evil stored up in his heart. For out of the overflow of his heart his mouth speaks" (Luke 6:43-45).



Fair is not always equal. Because we endeavor to shepherd the hearts of students, the discipline given one student may differ from another based upon each student's individual needs. Every child deserves the discipline he or she needs to develop a pure heart. While our discipline policy provides some guide for types of disciplinary responses that may be utilized in hypothetical situations, the school is not bound to those examples since every student is different, and since the motives behind and attitude after any two infractions may vary greatly. We will always endeavor to do what is just for each student when he or she is in need of discipline.

## **20.2 Scope**

This policy is for all students of Coventry Christian Schools, whether on school or off school property, including but not limited to extended care, attendance at school-sponsored events, extracurricular activities, field trips, and transportation to and from school. Behaviors that occur off campus and outside of school activities but violate the Honor Code or have a detrimental effect upon the mission of the school will be considered school matters and are subject to the school's disciplinary measures.

## **20.3 Preschool Disciplinary Code**

The preschool staff uses best practices methods for disciplining our younger students. These policies are outlined in a separate document provided to preschool families. Please contact the Preschool Director for a copy of our Preschool Disciplinary Procedures.

Though extremely rare, if a child becomes a physical or emotional threat to other children or a severe detriment to the preschool experience of other children, he or she may be dismissed from the preschool at the discretion of the Director. Any appeal to this decision must be made to the Head of School. The Head of School's decision will be final.

## **20.4 lower School Disciplinary Code**

CCS Students are some of the best-behaved students that any educational institution could serve. Year after year, we are proud of the conduct of our students. We have developed the following to help us in the rare circumstances of disciplining students who exhibit certain levels of misconduct.

This policy is for all lower students (grades K-5). The levels of misconduct, sample violations, and suggested responses are not binding. In some circumstances, a more just and appropriate measure may be required to meet the needs of the individual student in question and those of the school community. The school reserves the right to determine whether the examples and suggested responses below are appropriate in each circumstance with each child. **Behaviors that demonstrate a flagrant disregard for the Honor Code will generally receive the strongest disciplinary response.**

### **20.4.1 lower Reproof Levels of Misconduct**

**lower Level 1** – Minor misconduct on the part of the student that impedes orderly classroom procedure or

interferes with the orderly operation of the school. This misbehavior will become a Level 2 when the frequency or seriousness of acts disrupts the learning climate of the school.

**Examples include but are not limited to:**

- Bus Disturbance
- Classroom or In-School Disturbance
- Classroom Tardiness (Repeated)
- Disrespectful Language or Gestures
- Failure To Carry Out Directions
- Failure to Complete Assignments (Repeated)
- Inappropriate Attire (Repeated)
- Inappropriate Display of Affection (See Sexual Harassment Policy)
- Minor Violations of the Technology Policy
- Unwanted Teasing
- Vulgarity

**lower Level 2** – Misconduct on the part of the student that tends to disrupt the learning climate of the school. This level of misbehavior does not represent a direct threat to the health or safety of others, but is serious enough to require more intense corrective action.

**Examples include but are not limited to:**

- Abusive/Threatening Language
- Cell Phone Use
- Cheating or Lying
- Disruptive Behavior
- Failure to Serve Detention
- Forgery
- Gambling
- Harassment
- Insubordination
- Leaving Campus without Permission
- Major Violation of the Acceptable Use of Technology Policy
- Minor Physical Scuffles
- Obscene Behavior (Mooning, Shanking, Wedging, Etc.)
- Skipping Class
- Telephone Pranks
- Throwing Rocks or Other Harmful Objects
- Vandalism (Depending on Extent of Damage)

## **20.4.2 Possible Lower Disciplinary Responses**

**Level 1 Misconduct** – A Reproof Report will be placed on file and logged in Renweb. The staff member who issued the reproof will call or email the student's parents. After three reproofs (and every third and subsequent reproof) an after-school detention will be scheduled. A parent conference will be scheduled with the second detention and the student will be placed on behavioral probation. If another detention is received, an out-of-school suspension will be scheduled. If the student continues to misbehave and receives another reproof, a parent conference will be scheduled and expulsion may be necessary. (The Head of School, upon recommendation of two other non-involved, objective staff members that he appoints, may recommend expulsion.)

**Level 2 Misconduct** – A Reproof Report will be placed on file. The parents will be notified and an after-school detention will be scheduled. A detention will be scheduled with each reproof. A parent conference will be scheduled with a second detention, and the student will be placed on Behavioral Probation. An out-of-school suspension will be scheduled in place of the next detention. If the student continues to misbehave to the point where he/she must have another detention, a parental conference will be scheduled and expulsion may be necessary. (The Head of School, upon recommendation of two other non-involved, objective staff

members that he appoints, may recommend expulsion.)

**Behavioral Probation is defined as:**

A three-week period in which a student will:

- Not be allowed to participate in any extracurricular activities.
- Report to the Lower School Head during lunch/recess time.
- Not be allowed to participate in school-sponsored field trips. If a field trip is not scheduled during probation, this applies to the next scheduled field trip.

## **20.5 Upper Discipline Code**

This policy is for all upper students (grades 6-12). The levels of misconduct, sample violations, and suggested responses are not binding. In some circumstances, a more just and appropriate measure may be required to meet the needs of the individual student in question and those of the school community. The school reserves the right to determine whether the examples and suggested responses below are appropriate in each circumstance with each child. **Behaviors that demonstrate a flagrant disregard for the Honor Code will generally receive the strongest disciplinary response.**

### **20.5.1 Upper Reproof Level 1 Misconduct and Possible Responses**

**Upper Level 1** – Minor misconduct on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the school.

**Demerits** - While some behavior warrants a detention as an immediate consequence, ordinary careless behavior may receive a demerit (equivalent to a warning) instead. Demerits can be given for tardiness to school/class, Dress Code errors, minor class disruptions, etc. Four demerits result in a Level 1 Reproof. Demerits are entered into RenWeb and parents are notified, but no other consequence is given unless the demerit is the 4th received.

**Examples include but are not limited to:**

- Bus Disturbance
- Classroom or In-School Disturbance
- Classroom Tardiness (Repeated)
- Disrespectful Language or Gestures
- Failure to Carry Out Directions (Repeated)
- Failure to Complete Assignments (Repeated)
- Inappropriate Display of Affection (See Sexual Harassment Policy)
- Minor Violations of the Technology Policy
- Unwanted Teasing
- Vulgarity
- Willful Violation of the Dress Code Policy

**Procedure:**

A Level 1 Reproof Report will be logged in Renweb, parents will be notified via RenWeb/email, and a detention will be scheduled. The detention will be served at the next available detention time. At least 24 hours' notice will be given before the assigned detention time.

Upon the third Level 1 reproof and every subsequent third Level 1 reproof a Saturday detention will be scheduled. Saturday detentions are held from 8 a.m. to 11 a.m. and are held every other month.

**Detention:**

Detentions are held from 3:15 pm. to 4:15 pm. on school days. Detention activities will include service rendered to the school and activities designed to help the student to examine his or her heart (motives) and to correct his or her behavior in the future. A detention schedule will be set by the Dean of Students and will be monitored by rotating staff throughout the year.

### **20.5.2 Upper Reproof Level 2 Misconduct and Possible Responses**

**Upper Level 2** – Misbehavior on the part of the student that tends to disrupt the learning climate of the school. This level of misbehavior does not represent a direct threat to the health or safety of others, but is serious enough to require more intense corrective action.

**Examples include but are not limited to:**

- Abusive/Threatening Language
- Cheating or Lying
- Disruptive Behavior
- Failure to Serve Detention
- Forgery
- Gambling
- Harassment
- Insubordination
- Leaving Campus without Permission
- Major Violations of the Technology Policy
- Minor Physical Scuffles
- Obscene Behavior (Mooning, Shanking, Wedging, Etc.)
- Plagiarism
- Skipping Class
- Telephone Pranks
- Throwing Rocks or Other Harmful Objects
- Vandalism (Depending on Extent of Damage)

**Procedure:**

A level 2-reproof report will be placed on file and a Saturday detention will be scheduled. A phone call will be made by the Dean of Students to the parents upon the issuance of any level 2 reproof. At least 24 hours' notice will be given before the assigned Saturday detention date. Saturday detentions will be held from 8 a.m. to 11 a.m.

**Behavioral Probation:**

Students may be placed on behavioral probation for excessive disciplinary behaviors and/or for unrepentant/unchanged behavior, at the discretion of the Dean. Behavioral probation may include measures such as:

- ❖ A three-week period in which a student will:
  - Not be allowed to participate in any extracurricular activities.
  - Report to the Upper School Head or Dean of Students during lunch.
  - May be expelled for any Level 2 or 3 misconduct (The Head of School, upon recommendation of two other non-involved, objective staff members that he appoints, may recommend expulsion.)

NOTE: If after completing the period of behavioral probation, the student misbehaves and receives a level 1 reproof, he/she will be again placed on behavioral probation.

### **20.5.3 Upper Reproof Level 3 Misconduct and Possible Responses**

**Level 3** - Acts directed against persons or property, which endanger the health or safety of others in the school. These acts may be considered criminal, and may involve contacting local law enforcement agencies. Disciplinary measures for unauthorized substances, violence, and weapons possession have been prescribed

below (see **Drug and Substance Abuse Policy**, **Weapons Policy**, and **Tobacco Policy**). The corrective measures school officials will undertake will depend on the extent of the school's resources for remediating the situation in the best interest of all students. These offenses are not calculated in the cumulative disciplinary measures taken with level 1 and 2 offenses. Level 3 reproofs are addressed independently of other infractions.

**Examples include but are not limited to:**

- Arson
- Assault/Battery
- Bodily Harm to a Staff Member
- Bomb Threat
- Extortion
- Fighting
- Hazing
- Phone Tampering
- Possession/Theft/Sale of Stolen Property
- Possession/Transfer of Inappropriate Pictures
- Possession/Use/Transfer of Dangerous Weapons
- Possession/Use/Transfer of Explosive Devices
- Possession/Use/Transfer of Fireworks
- Possession/Use/Transfer of Tobacco and Smoking Materials
- Possession/Use/Transfer of Unauthorized Substances and/or Paraphernalia (Drugs, Alcohol, Mood Altering Substances, etc.)
- Possession/Use/Transfer of "Look-Alike" Substances
- Repeated/Unmodified Misconduct
- Sexual Harassment
- Threats to Others
- Use of Cell Phone Cameras in Private Areas (Locker Rooms, Rest Rooms, etc.)
- Vandalism (Depending on Extent of Damage)

**Procedure:**

The student may be immediately removed from the classroom. The Head of School's office initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The Head of School meets with the student(s) involved and communicates to the parents the student's misconduct and the resulting disciplinary action. If necessary, the Head of School will contact the local law enforcement agency, and restitution for property and damages will be required. The student will be given a full due process hearing.

**Disciplinary Options:**

Suspension from school and school related activities, expulsion, transfer to home school, involvement of local police, and other action that results in appropriate placement/treatment.

**Out-of-School Suspensions:**

The student will not be permitted to attend CCS for the duration of the out-of-school suspension. Students are responsible for all schoolwork missed during their suspensions and receive late penalties for work turned in late due to the suspension.

**Expulsion:**

- When a student's persistent behavior reveals a hardened heart (refusal to change), expulsion may be necessary. The Head of School, along with two other non-involved, objective staff members that he appoints, will review the reproofs and any other information regarding the student's conduct at school. Based on their recommendation, the student may be expelled.
- Within the first three months of school, an expelled student would receive a 60% refund of the total cost of yearly tuition.
- Students expelled in the fourth through seventh months of school would receive a 20% refund of the

total yearly tuition.

- After seven months, there will be no refunds.

## 20.6 Social Media & Communication Response Policy

- The faculty of Coventry Christian Schools are expected to follow our official social media policy, which can be found in our faculty handbook (Section 11).
- Coventry Christian Schools cannot, and will not, serve as the social media police for our students. The volume of content is far too great for us to effectively monitor in a consistent or meaningful way.
- Students are expected to uphold our Honor Code at all times. Students represent our school both in and outside of the school day. Students engaging in behavior that is outside of our code of conduct risk consequences from the school. This applies to behavior and statements on social media.
- If and when concerning behavior is brought to the school's attention the following protocol will be followed.
  - o Parents will first be encouraged to reach out to the parents of the students involved to share, directly, their concerns. CCS believes that this is consistent with the principles found in Matthew 18.
  - o If this is a first offense, the school will reach out to the parents of the offending student and share the concerns directly with the family.
  - o Upon the second and consecutive offenses, the school will take more formal disciplinary action according to the school's discipline policy which is outlined in the parent/student handbook.
- In all of our interactions, the goal is always to shepherd and guide the student's heart toward Christ.

## 21.0 Coventry Christian Schools Interscholastic Sports Code of Conduct

We believe that our athletic pursuits must submit to the call of Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Even in athletics, our goal is to glorify God.

The purpose of the Coventry Christian Schools athletic program is to provide students with an opportunity to glorify God in the athletic arena by:

- **Exhibiting the splendor of God's creative power evident in the unique capabilities of the human mind, body, and spirit (Gen. 1:27).** Athletic pursuits are a testament to man's supremacy over all creation. The superiority of the mind, body, and spirit of man point to the Creator who made us in His own image.
- **Developing and exhibiting a strong work ethic (Col. 3:23-24).** Athletes must learn to give every practice and game their best efforts as working for God in their pursuits.
- **Developing and exhibiting exceptional unity and teamwork (1 Cor. 12:12, John 13:35).** All players will learn to work together as a team, valuing the contributions of others and seeking to benefit the team rather than himself/herself.
- **Developing and exhibiting self-control (Gal. 5:22-23).** Students will learn to be self-controlled in even the most heated competition.
- **Loving the opponent (Rom. 12:16, 17; Gal. 5:26; Eph. 4:29).** Students will hold the opponent in higher esteem than themselves, seeking to promote peace, to look first to the needs of the opponent, and to speak only words that encourage him/her.

Although one of the collective goals of our sports programs is to win games, and although we expect that players, coaches, and fans should eagerly desire to win, the desire to win games will never supersede the purpose stated above. For we are convinced of what the Lord teaches us in 1 Timothy 4:8 and 1 Corinthians 9:25.

“For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come” (1 Timothy 4:8).

“Everyone who competes in the games goes into strict training. They do it to get a crown that will not last, but we do it to get a crown that will last forever” (1 Corinthians 9:25).

### **21.1 Interscholastic Sports Disciplinary Policy**

All fans, athletes, coaches, and staff are expected to exhibit commitment to the principles outlined above while in attendance or competition at all interscholastic sporting events. Failure to honor these principles will be taken seriously by the coaches, Athletic Director, and administration of Coventry Christian Schools.

In an effort to encourage all fans, athletes, coaches, and staff to keep a Christian focus on athletic competition, the following disciplinary strategies will be implemented when an individual fails to live up to the high standards of the CCS interscholastic sports program.

Due to the dynamic nature of athletic competition, an exhaustive list of infractions cannot possibly be printed below, but the following will serve as a guide for coaches, the Athletic Director, and the administration to implement appropriate disciplinary strategies in response to any infractions that may unfortunately occur. These are in addition to the general school behavior policies, which are, of course, also applicable in the athletic arena.

#### **Minor Offenses:**

These offenses and consequences are applicable to all athletes, fans, and staff members. Negative behaviors include but are not limited to:

Obvious displays of arrogance, temper, rudeness, dishonesty or disrespect such as facial expressions, quiet comments, or physical gestures that are not flagrant but violate the code of conduct nonetheless. Such infractions might only be noticed by a few players or fans and the coach or officials but might not even be deemed by the officials as offenses worth penalizing.

Disciplinary action to be administered by the coach (or Athletic Director if the coach is the offending individual) may include any and/or all of the following:

1. Verbal reprimand by coach, Athletic Director, or administrator.
2. Time out of or away from the game.
3. A more difficult practice regiment at the next team practice.
4. A meeting with the fan, athlete, or staff member and the Athletic Director or Dean.

#### **Major Offenses:**

These offenses and consequences are applicable to all athletes, fans, and staff members. Negative behaviors include but are not limited to:

Flagrant displays of arrogance, temper, rudeness, dishonesty or disrespect such as yelling or shouting with the intent to berate, insult, complain, or discourage any athlete, official, coach, or opposing fan. Also included would be behaviors resulting in a response from the officials such as a technical foul in basketball and any physically threatening gestures or violence.

Disciplinary action **will** include all of the following. #1 and #2 may be initiated by any coach, Athletic Director, or administrator on the premises, depending upon who committed the offense (coaches should primarily take action with players, administrators or Athletic Directors with coaches or fans, etc.).

1. Removal from the game or bleachers.
2. The individual(s) may be asked to leave the premises.
3. A written or personally delivered apology to any deemed by the coach, Athletic Director and Dean of Students to have been offended by the infraction.

Disciplinary action to be administered by a committee consisting of the coach, Athletic Director, and Dean of Students **may** include any of the following pending a majority vote of the committee:

1. Suspension from playing in or attending future game(s).
2. Removal from the team for the remainder of the season.
3. Individual may be banned from attending games for the remainder of the season.

## **21.2 Eligibility**

Please read the eligibility standards for extracurricular activities in sections **9.4** of this handbook for regulations regarding academic performance and athlete eligibility to attend practices and games.

## **22.0 Sexual Harassment Policy**

Every student and CCS employee has the right to be in a learning and work environment that is free from any form of sexual harassment. Any student or staff member who violates this right through conduct or communication of a sexual nature to another student or staff member will be subject to disciplinary action. Substantiated charges of harassment that are repeated or deemed of a highly offensive nature will result in a recommendation for expulsion or discharge.

Students who feel they have been the victim of sexual harassment should report the incident to the Head of School, a Dean, or a teacher, as appropriate.

## **23.0 Items and Activities Prohibited on School Grounds**

- Conventional weapons and any objects deemed a weapon by school administration are



prohibited on campus. Parents and visitors to campus who are in possession of a weapon will be asked to leave campus.

- Tobacco products are not to be used on campus. Students are never permitted to possess tobacco products while on campus.
- Alcoholic beverages and illegal drugs are never permitted on campus. Anyone discovered to be in possession of such will be asked to leave campus.

## **24.0 Search and Seizure**

The school administration has the right to search a student's person, locker, and automobile if, in its judgment, there is reasonable suspicion that the student is in possession of something prohibited by school policy or regulation or is illegal under the laws of the Commonwealth of Pennsylvania. The school administration may seize any unauthorized, evidential, illegal, or contraband materials.

### **24.1 Personal Searches**

- Students will be searched who raise reasonable suspicion by action, speech, expression and/or behavior that they possess evidential or illegal items.
- Prior to any student's body search, a reasonable attempt will be made to contact his or her parents for consent or attendance at the search.
- Hands-on searches will be conducted by a staff member of the same gender as the student and only when another member of the school staff is present.
- The degree of thoroughness of the search will depend upon the severity of the suspected behavior or danger to the student or to other students. This may include a thorough search of clothing, handbags, wallets, etc.
- Students who do not cooperate with or whose parents deny consent for a reasonable search may be immediately referred to legal authorities, suspended, and subject to further disciplinary action.

### **24.2 Locker Searches**

Lockers, desks, cabinets, etc. are the property of the school and are subject to search and seizure at any time. School authorities, for any reason, may conduct periodic inspections at any time without notice, without consent and without a search warrant.

### **24.3 Automobile and Vehicle Searches**

Student parking on school property is a privilege, not a right. School administration will conduct routine patrols of the student parking area and inspection of the exterior of student automobiles. The interior of student vehicles may be inspected whenever the school administration has reasonable suspicion to believe that illegal or unauthorized items or materials are contained inside. Such inspections may be conducted without notice, without consent, and without a search warrant.

## 25.0 Health Policies

Coventry Christian Schools will have available a written set of health policies approved by its Board of Trustees and subject to periodic review by a licensed physician.

Each student will, in compliance with state regulations, submit a health history form, including a record of adequate immunization status. A physical examination is required for all students in preschool, kindergarten, 6th, 11th, and those attending extended care. This record is to be reviewed by the student's teacher, Preschool Director and the school's assigned nurse and kept on file at the school. This record should be accessible in the event of a medical emergency.

Each student will be expected to provide a release for emergency medical treatment authorized by a parent or guardian in the event a medical emergency occurs.

### 25.1 Sick Child Policy

Students running a fever or experiencing vomiting, diarrhea, undiagnosed rash, or any communicable illness, should not come to school. Any student developing these symptoms will be isolated from his/her classmates while awaiting pick up following a phone call to the student's parent or designated contact person. Students may return to school when these symptoms are resolved or with a physician's note.

The decision to remove a child from the classroom will be at the discretion of the teacher and administration. Indication for removal of a child from the classroom includes, but is not limited to:

- Active Chicken Pox
- Conjunctivitis
- Diarrhea
- Fever: 101+ orally or 100+
- Head of Body Lice
- Mouth Sores with Drooling
- Ringworm
- Scabies
- Severe Cold Symptoms
- Tympanic
- Undiagnosed Rash
- Untreated Impetigo
- Vomiting
- Children who are too ill to participate in the daily activities of the classroom.

There are several illnesses, which, because of their contagious nature, require that strict criteria be followed in readmitting children who have been diagnosed. These include:

- Chicken pox – All lesions must be crusted over for the child to be readmitted.
- Lice – The child must have been treated with an appropriate agent and be free of nits by inspection (at the discretion of the teacher).
- Impetigo – The child must be on an appropriate antibiotic (oral or topical) for 48 hours prior to readmission.
- Conjunctivitis – Must be treated for 24 hours prior to readmission. Readmission to school will be at the discretion of the teacher.
- Strep throat- Must be treated with antibiotics for 24 hours.
- E-coli, Shigella or Salmonella infections – Exclude from care until diarrhea abates and 24 hours has elapsed since the last loose stool.

Prescription and over-the-counter medications may be administered by qualified staff if the school has written parental permission. Request to Administer Medication forms are available from the school office or the school's website. Medications brought to school need to be in the original containers. Such medications are to be stored in the school office **only**.

Clear documentation of all medications administered during school hours must be kept. This record will be subject to periodic review by school staff and state authorities.

Clear records will be kept of all first aid administered. This record will contain date, time, and description of incident and care administered. These records will be kept on file and subject to periodic review by school staff and state authorities.

The school nurse will be available for consultation for families.

## **25.2 Medications on Campus**

Prescription drugs may be administered by qualified staff if the school has written parental permission and instructions signed by a physician (or in original prescription containers with the student's and physician's name printed on the container). Such drugs are to be stored in the school office **only**.

Over-the-counter drugs are to be stored in the school office **only** (not in students' backpacks, lockers, pockets, purses, etc.). They may be administered by qualified staff if the school has written parental permission.

Parents will be notified of all medication administered to students, either by written communication or via log in Renweb.

Note: Any student who seeks help for a drug or substance abuse problem, prior to being found using or in possession of these substances, will receive confidential help and support and may receive leniency in the disciplinary process. We encourage students who need assistance to talk to a staff member, teacher or administrator. We welcome the chance to help any student to live a more productive life.

## **26.0 Civil Rights Compliance**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to: equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student and/or their parent/guardian who believes they have been discriminated against may file a complaint of discrimination with:

Coventry Christian Schools, Inc.

Pleasantview Campus  
699 N. Pleasantview Road  
Pottstown, PA 19464

Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

PA Human Relations  
Commission Philadelphia  
Regional Office Room 711,  
Philadelphia SOB  
1400 Spring Garden Street  
Philadelphia, PA 19130

U.S. Department of Health & Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Bldg.  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

Bureau of Equal Opportunity  
Southeastern Regional Office  
Room 1105-B, Philadelphia SOB  
1400 Spring Garden Street  
Philadelphia, PA 19130-4088

## Coventry Christian Schools Policies Acknowledgement

I have read and understand the policies of Coventry Christian Schools as outlined in the Parent/Student Handbook. I have reviewed the school's health policies, and will follow them. I agree to abide by and implement these policies to the best of my ability. Furthermore, I understand that this policy manual may be updated without notice and that the most current edition can be found on the school's ParentsWeb site.

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Student Name (Printed)

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Parent Name (Printed)

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Parent's Signature

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Date