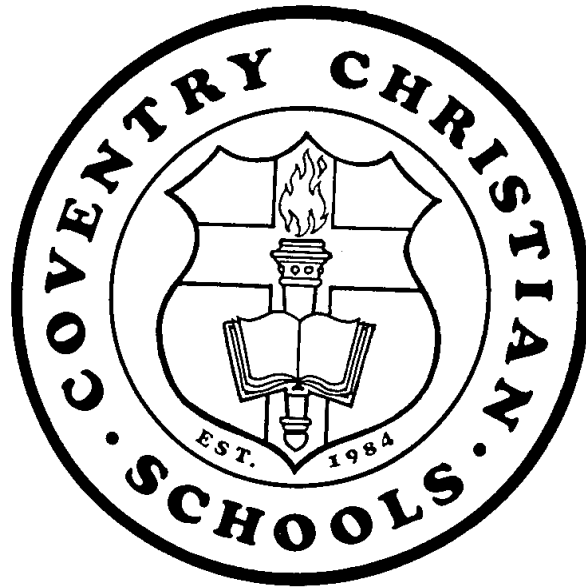


Coventry Christian Schools

Parent / Student Handbook



Revised September 2008

1.0 Mission Statement

Coventry Christian Schools exists to serve young people in their pursuit of spiritual, academic, social, and physical growth and development. Striving to give no less than our best, we propose to:

- Instill in each and every student an awareness of God, knowledge of His inspired Word (The Bible), and a conviction of purpose for their lives.
- Lay an educational foundation of skills, basic and necessary, to maintain open doors of opportunity for a happy and productive life.
- Build a positive self-image, respect for others, and recognition of responsibility to participate in improving the quality of life for all people.
- Encourage physical fitness and development of a healthy lifestyle as well as a sense of stewardship in caring for living things and the environment.

Our Motto: “Educating for Life”

2.0 Christ in our school

The opening of Coventry Christian Schools in the fall of 1984 was a valiant venture in faith and the power of the Word of God to provide proper direction for the teaching of our children.

Christian education is not simply learning a religious doctrine, but it is a whole attitude toward the growth of the mind. High standards of Christian scholarship must begin with a firm foundation in teaching reading with phonics. Precision of thought is always a goal of Christian teaching, and that is achieved through emphasis on grammar, writing, mathematics, and especially a working knowledge of the Word of God. Memory work is essential to education, along with the development of the Biblical attitude of humility (teachability) and respect for teachers, other students and parents.

To this end, we establish Coventry Christian Schools, thanking the Lord for His direction, praying that He would receive the honor and glory for all that is accomplished here in His name.

3.0 Coventry Christian School’s Philosophy of Education

“Educating for Life,” Coventry Christian School’s motto, simply and succinctly embodies our philosophy of education. We strive to train our students in the wisdom and knowledge of God and His Word, while demonstrating how this permeates every facet of their daily learning—from math to science, from English to art, from physical education to social activities. We believe that education should prepare students for life today, tomorrow, and eternity.

Education must begin with the conviction that each student is made in the image of God and has an eternal soul that God loved enough to send His Son to save. Each student is invaluable. Such a conviction permeates instruction, classroom management, discipline, and communication with parents.

Education is a failure if it does not instill in students a fear of the Lord. Solomon said, “The fear of the Lord is the beginning of knowledge.” The fear of the Lord is the foundation of education for both teacher and student. True education that leads to wisdom cannot be assessed by written tests and evaluations. Evidence of such an education can only be seen in the life and deeds of the student. The highest order of thought is expressed in the actions of the student. This incorporation of God’s Word into the daily life of a student is Coventry Christian School’s goal of education.

In instruction, curriculum writing, discipline, social interaction—in all that is done to educate students, the teacher must strive to bring glory to God and do it all in the name of Jesus, trusting that God blesses such efforts. Such an approach keeps each educator accountable to a higher power and ensures that solid educational principles provided by God drive his or her efforts.

Because any thought that sets itself against the knowledge of God is folly and promotes futile thinking, students must be trained to think critically, using discernment, evaluating all knowledge in all fields of education and life in the light of God’s Word.

In addition, students need teachers who are authentic and live their faith in and out of the classroom. Students must see a passion for God and for learning in the teacher so that they will be more likely to share the same passions themselves.

Students learn most effectively when the subjects they are taught are not isolated from their existence. This is why Christ taught by parable, and why it is imperative that children learn their subjects in context.

Understanding that God, the Creator of each student, has endowed them with different talents, abilities, and interests, educators are obligated to nurture those God-given qualities, meeting the needs of each student, treating everyone as an individual. Just as Christ met people where they were to teach them, teachers must do the same for their students.

A school guided by these philosophical tenets will provide a superior education that meets the needs of all students, educating them for “life to the full”—“the life that is truly life.” A life that will endure for eternity.

Ephesians 4:11-13, Genesis 1:27, Colossians 3:17, 2 Corinthians 10:5, Ecclesiastes 12:13, Proverbs 1:7, Matthew 5:19, James 3:13, 1 Timothy 6:19, John 10:10

4.0 Organization

Coventry Christian Schools is accredited by the National Christian School Association (NCSA). NCSA is recognized by the US Department of Education’s Office of Non-Public Education and is a member of the National Council for Private School Accreditation. The school has been a member of the National Christian School Association (NCSA) since 1985. Preschool and extended care programs are licensed by the Pennsylvania Department of Public Welfare. The elementary and secondary programs are registered by the Pennsylvania Department of Education.

Operations of the school are overseen by a board of trustees (one-third or more are parents or grandparents of students in the school). Board meetings are open to the public as published on the school’s calendar. Intent to attend should be given to the superintendent in writing one week in advance of the meeting. An advisory board assists the school’s administration and board in long term planning.

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, change in dismissal time or pick-up person. We offer communication via the following manners:

- *Telephone*- Staff members can be reached at 610-326-3366 (Coventry Campus) or 610-326-3320 (Pleasantview Campus). While teachers cannot be interrupted during the time they are teaching class, calls may be put through during a free period or a message left with the office or extended care staff to be forwarded on to the teacher.
- *Fax* -- faxes can be sent to 610-326-9370 (Coventry Campus) or 610-326-0085 (Pleasantview Campus).
- *E-mail*- The most preferred method of communication is through the school's e-mail system. All staff e-mail addresses are structured as [firstnamelastname@educatingforlife.com](mailto:firstname.lastname@educatingforlife.com).
- *Weekly Parent Letters*- Parents 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 parent information boards, at the office, and in the hallways.
- *Website*- We encourage you to visit our website often at www.coventrychristian.com.
- *Conferences*- Parent/Teacher conferences are scheduled two times per academic year. Information regarding student progress and behavioral, social, and physical development will be shared during conferences. A "Getting to Know You" meeting will be offered to parents of preschool students within 60 days of enrollment. 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

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:

- Submit a completed registration form with the registration fee (fee is non-refundable).
- Have a successful interview and informal evaluation (kindergarten - 12th grades).
- Provide an acceptable transcript from the student's former school (if applicable).

Admission is contingent upon available space in the desired class. The principal will make final determinations of acceptance and admission. Appeals of these decisions may be made to the superintendent.

7.0 Privacy Statement

Coventry Christian School, Inc. (CCS) is a non-profit educational institution based on Christian principles. Inherent to carry out its purpose of educating young people, we collect information about our students and their families. This notice describes what information we collect and how we handle it.

Information we collect:

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.

This information is also published in a directory distributed to the school constituency. Individuals are given the opportunity to decline participation in the directory. Although CCS does not encourage use of the directory for the advancement of personal businesses, we cannot prohibit this activity.

2. Account information

CCS compiles information regarding the status of student accounts. 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, 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 Public Welfare 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 staff and vendors based on 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.

The registration fee is due at the time of application for enrollment and should accompany the registration form in order to reserve a spot in the class desired. CCS offers two tuition payment plans. The first plan offers a 4% discount for accounts paid in full by May 1st, 3% discount for accounts paid in full by June 1st, or 2% discount for accounts paid in full by July 1st. The second payment plan divides the yearly tuition into ten equal payments due the first of each month, September – June, payable through preauthorized checking/savings account, or credit card deductions via the tuition management program set up by CCS. The technology fee is due September 1st. Extended Care fees paid in advance are eligible for all discounts. Payments not received by the 20th of the month will be assessed a \$10/student late fee. Students whose first payments have not been received by September 20th may forfeit their enrollment to those on the waiting list.

To acknowledge clear understanding about financial responsibilities for school tuition and extended care fees, all families need to fill out and sign a Financial & Extended Care Agreement and return it to the office.

Families with account balances of \$600 or more 30 days past due may be sent a certified letter stating that services will be discontinued. Accounts 60 days past due may subject the student to withdrawal. Academic records will be withheld for students whose accounts are not current. Students, whose accounts are not current, will be ineligible for re-enrollment.

Those authorized to drop off and pick up students in extended care are responsible for signing students in and out. Failure to properly sign a student in or out may result in the highest possible charge for extended care.

Elementary students not picked up by 3:30 pm (secondary students by 3:00 p.m.) will be taken to extended care and will be charged the extended care non-contracted hourly rate (\$10/hr.) from 3:15 pm until pick-up. The preschool, elementary and secondary campuses close at 6:00 pm daily. **If you cannot arrange with family or friends to pick up children on time, you will be charged a late fee of \$1.00 per minute. The late fee will be added to your account.**

Financial aid is available to students who demonstrate financial need. Financial aid forms are available in the school office and must be returned along with the current year's income tax forms. Financial aid is awarded in June or July.

9.0 Academic Policies

Grading Scale for Kindergarten – 12th

90 - 100 – A

80 - 89 - B

70 - 79 - C

60 - 69 - D

59 & below - F - Failing

9.1 Homework

In elementary school, homework is assigned on a weekly basis. Students receive a homework packet that includes a cover letter each Monday. The cover letter serves as the weekly communication between the school and the parents. The homework packet is usually due on Friday or the following Monday. Secondary school homework is assigned on a daily basis. The first day of the school week students receive an outline of all major assignments, quizzes, and tests for that particular week. Incomplete homework and assignments may result in the student receiving a reproof or detention.

9.2 Progress Reports

Preschool Progress Reports will be completed and shared with parents three times per academic year. A preliminary Progress Report will be issued within 45 days of program entry.

Progress Reports will be issued four times/year with letter grades for elementary students and percentages in secondary school. Students receiving an "I" as a grade must turn in all incomplete assignments to the appropriate teacher within six weeks of the date the incomplete grade was reported. Final progress reports for elementary and middle school students will be issued following the graduation and promotional program. Final progress reports for high school students will be mailed. CCS holds a graduation and promotional program at the end of each year to celebrate the advancement of its students from one level to the next.

9.3 Academic Honors

Students in first through fourth 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 first through fourth grades receiving straight "A's" will be placed on the Distinguished Honor Roll for that particular marking period.

Academic Honors for Secondary (5th - 12th grades) students are awarded at the end of each reporting period as follows:

95 - 100% - Distinguished Honors

90 - 94% - High Honors

85 - 89% - Honors

Secondary school honors awards are calculated using grades from every class.

9.4 Graduation Requirements

All students earn a college preparatory diploma.

Bible* 4 credits*

English 4 credits

Math 4 credits

Science 4 credits

Social Studies 4 credits

Fine Arts 2 credits

Health/PE 1 credit

Business/Technology 1 credit

World Languages 2 credits

26 credits

*The principal may waive one Bible credit per year of attendance at a non-Christian school.

9.5 Elementary Academic Probation

Elementary students failing one or more subjects in any marking period will be placed on Academic Probation for the next Marking Period. Students on Academic Probation will not participate in any extra curricular activities.

9.6 Secondary Eligibility Policy

In an effort to teach our students to appreciate privileges granted them and to help them prioritize their commitments, we expect all CCS secondary students to earn eligibility to participate in extracurricular activities. These activities provide incentives for students to give 100% of themselves to academics and personal growth. These activities include, but are not limited to, school-sponsored sports programs, music programs, lock-ins, skating parties, and other extracurricular activities scheduled during the academic year.

All students must maintain a 65% or better in all of their courses and have no outstanding assignments to be eligible to participate in extracurricular activities. Students earning below a 65% in any one course on any Thursday will be warned and placed on an academic warning list. They will then have one week to do the necessary work needed to bring their grades up to a 65% or to meet all outstanding academic obligations. If after a week on the warning list, students do not meet these requirements, they will become ineligible until the requirements are met.

Coaches will receive lists of students who are on the warning or ineligible list, parents will receive communication regarding their students' status, and all parties involved will work towards the students' academic success.

Upward Bound exists to provide the support many ineligible students need. All ineligible students are required to attend the Upward Bound program from 2:50 p.m. to 4:00 p.m. every school day until they once again meet eligibility requirements. The Upward Bound program provides small group tutoring, instruction, and accountability for students who are in danger of failing. While we do not consider it to be punitive but rather helpful, all ineligible students must attend or receive a Level One Reproof for "skipping." Upward Bound absences will be excused at the discretion of the principal upon receipt of a written excuse from the parent of the ineligible student.

Please Note:

Student grades will not be evaluated for eligibility purposes until after the first two weeks of any marking period to allow sufficient time for a legitimate grade to be established.

Ineligible students may participate in extracurricular activities after they are dismissed from Upward Bound at 4:00 p.m.

Eligibility is not part of our disciplinary response plan and is not used as a disciplinary measure. It is a positive method of motivating students to take responsibility for their academic performance.

9.7 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, a record of those should be included in the student's file, regardless of the outcome, for example an IEP or IFSP. 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. Occasionally, additional resources are needed which may include: accessing the Discovery Center, the National Institute for Learning Development (NILD) program, having a psychological evaluation done through either the intermediate unit or local school district, or contacting other appropriate outside resources. For more information regarding the Discovery Center or NILD program at CCS, please contact the school office.

9.8 Repeating a Grade and Academic Dismissal

Academic progress is expected. On rare occasions, the superintendent and principal may decide that a student must repeat a grade. This decision would be based on the evaluation by the faculty. If a student is placed on academic probation during any two marking periods he/she is subject to repeating the grade or academic dismissal. The superintendent will make the final determination for any academic dismissal. Any appeal to this decision should be made in writing to the superintendent.

10.0 Field Trips

All classes take several curriculum related fields trips off campus 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. Simply let your child's teacher know that you wish to go. 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 costs of field trips.

11.0 Attendance

Coventry Christian Schools offers extended care beginning at 6:00 a.m. (Coventry Campus) or 6:30 a.m. (Pleasantview Campus) each morning 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 kindergarten through fourth grade are 8:30 a.m. to 3:10 p.m. The school day for secondary students (grades 5-12) is 7:50 a.m. to 2:40 p.m. Extended Care is also offered after school until 6:00 p.m. at both campus locations.

Research studies have demonstrated a direct correlation between attendance in school and academic success. Therefore, students are expected to be present in school everyday. CCS will recognize students who attend school every day the school is open with a Perfect Attendance Award. Elementary students must attend class a minimum of three hours (half of classes scheduled for the day) to receive credit for that day. Secondary students must attend at least four classes to receive credit for that day.

Any student absent 20 or more days jeopardizes his/her promotion. The superintendent upon the recommendation of teachers and principal will make final promotional decisions. Any appeal to this decision must be made in writing to the superintendent.

Students who are absent must submit a written excuse. This excuse must include the reason for the absence, parent or 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 a test, he/she must take the test at a time designated by the teacher. The test grade may be lowered one full grade (10 percentage points) if the student was absent for any reason other than:

- 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 or recreational travel.

Students will not be counted absent who are dependent upon public school district transportation that is not available due to inclement weather conditions.

12.0 Withdrawal Policy

Parents wishing to withdraw a student agree, by signature on the financial agreement form, to give one week's notice. All fees not due at the time of withdrawal will be excused. 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. 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.

13.0 Safe Arrival and Departure

As per Chapter 3270 of the Department of Public Welfare 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.

13.1 Coventry Campus

The area around the Coventry Campus is somewhat deficient in safe pedestrian walkways. The school widened Keim Street along its property line to accommodate additional traffic created by the school. Those visiting the school are asked to park along the right side of the parking lot upon entering the school's property. Additional parking is available along the sidewalk in front of the building and on the left side of the parking lot. A fire lane affords fire equipment access from the Keim Street entrance, through the parking areas around the west end of the building to the front of the school's property along Route 724. Please keep the fire lane free of parked cars. Additional parking is available on the west end lot accessed from Route 724 (Schuylkill Road).

At the Coventry Campus, those arriving to drop off students are asked to park on the left side of the school building or in the back parking lot. Parking along the fence and in front of the school building interferes with the turning radius of the school buses, and is not permitted. Students should not walk or cross the parking lot unless attended by an adult. Parked cars should not be left running while students are being escorted into and out of the building.

All campus doors remain locked the majority of the day. Those arriving prior to 8:00 a.m. should report to the West end doors and announce your arrival on the intercom system to be buzzed in by school personnel. All main doors unlocked for elementary student arrival and again for preschool student arrival and dismissal. Those arriving during hours that the doors are locked must report to the office doors for admittance. All visitors must sign in and receive a Visitors badge at arrival.

Preschool students are to be escorted into their classroom or extended care room. Those simply dropping off elementary students are asked to drive through the parking lot on the right side, pull up to the curve and temporarily stop, allowing students to disembark onto the sidewalk and then continue through the curve keeping to the right and exiting back out of the parking lot onto Keim Street.

Adults arriving to pick up elementary students at the end of the school day are asked to **arrive after 3:20 p.m.** **This allows all departing buses and vans to load and exit the parking lot without interference.** Those picking up elementary students are asked to drive through the parking lot on the right side, pull up to the curve and temporarily stop, allowing students to be escorted to your vehicle by school staff and then continue through the curve keeping to the right and exiting back out of the parking lot onto Keim Street.

Elementary students not picked up at vehicle parent pick-up, or students with preschool siblings should be picked up in the multipurpose room.

Parents of preschool students and extended care students picking up after 3:00 p.m. should report to the West end doors for admittance.

13.2 Pleasantview Campus

At the Pleasantview Campus, those dropping off Secondary students are asked to follow the lot to the left of the building and allow students to exit vehicles and enter the North entrance. Students are not permitted to enter main entrance during drop-off times. Secondary students can be picked up at 2:50 p.m.

Preschool students should be escorted into their classroom or extended care room. Preschool parents should enter the Pleasantview Campus through the West end doors closest to the playground.

All campus doors remain locked the majority of the day. Visitors must report to the main 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 West end preschool doors to gain admittance.

13.3 Driving and Parking

Driving and parking on both campuses are privileges. 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 principal.

The campus speed limit is ten 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

Most classrooms have class libraries. Elementary and secondary school students will have opportunities to use the school's libraries as needed. Books may be borrowed for two weeks at a time by elementary students and up to 3 weeks for secondary 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 School Rules

At CCS, we follow the "Golden Rule": Do unto others as you would have them do unto you (Matthew 7:12). Treat others with kindness and respect. This applies also to the property of others. Teachers and staff may have additional class rules which must be adhered to.

- We will do everything we can to pursue peace and the edification of others. (Romans 14:19)
- Walk quietly through the hallways.
- Call others by their chosen name.
- No gum chewing on campus.
- Be polite at all times.
- "Please stop." means STOP.

15.1 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 woodchips, 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

CCS has an approved policy regulating use of technology by its students. The following is a summary of that policy. Please see any member of the CCS Technology Team for a detailed copy. Each student will have a designated time for computer instruction. The computer lab will be available to students for special projects and assignments as per the teacher's discretion.

- Students may not bring food or drinks into the computer labs.
- A pass from a teacher is necessary for students who want to use the lab during class, study hall periods, or while in extended care.
- All technology owned by CCS is to be used in a manner consistent with the mission and established policies of CCS.
- 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.
- Hardware may not be removed from the CCS campus to which it is assigned.
- 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), television sets, mobile or cellular telephones, beepers or pagers, laser pointers, and such items. No student will wear a watch that is set to beep or alarm. These items will be confiscated by the teacher and turned over to the principal. Parents may arrange to pick up the item from the principal.

While cellular phones are permitted on campus, they must remain in students' lockers and turned off during school hours. Use of cell phones is only permitted after school hours, or if needed in an emergency. Unauthorized use of cell phones during school hours will result in confiscation of the phone, a Level 2 reproof and detention assignment. Cell phones are not permitted to be used as cameras in any private areas, such as rest rooms or lockers. Inappropriate pictures found on and/or distributed via cell phones will result in confiscation, Level 3 reproof, detention assignment and any other disciplinary actions deemed appropriate.

18.0 Lost and Found

Families of Coventry Kids are asked to 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. CCS will hold lost and found items for two (2) months. After this time, they will be given to the needy in our community or offered for sale at the school's yard sale.

19.0 Dress Code Policy

Coventry Christian School sets a high standard for students in their dress and appearance, to express pride in themselves and respect for one another. While preschool students do not have a dress code, they should be dressed comfortably to participate in daily activities and appropriately for outdoor play consistent with seasonal requirements.

The school employs a dress code for elementary and secondary students in an effort to reduce distractions in the educational environment and to promote modesty and respect out of reverence for God. The dress code is governed by the following Biblical principals and also by a desire to have a dress code that can be easily followed and easily enforced.

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 code. We strongly discourage the practice of looking for loopholes and of applying a legalistic approach to the code in both practice and enforcement. Teachers do not enjoy reprimanding students and find even more distasteful debating with them over the dress code. Let's work together to make the dress code a useful tool.

No dress code is perfect. This dress code, like all others, is subject to interpretation, and if necessary revision. When there are disagreements or inconsistencies in the interpretation or enforcement of the dress code, it will be discussed with all involved parties.

19.1 Elementary (grades K-4) Boy's Dress Code

1. Boys are required to wear traditional dress or khaki-style bottoms (pants and shorts). Jeans and denim are also permitted. All pants and shorts must be clean, neat in appearance, not torn or frayed. They must fit traditionally and may not have wide flared legs and only the four traditional top pockets (coin pockets are permissible). Cargo, carpenter, and multi-pocket pants and shorts are not permitted. Camouflage pants are not permitted.
2. All shorts must extend beyond the tips of the fingers when arms are extended at one's side
3. Sweat pants, and gym style athletic shorts at approved length are allowed for P.E. days only with a collared shirt.
4. Oxford-style dress shirts with collars may be worn.
5. Polo shirts are permitted.
6. Fold-over turtlenecks may be worn underneath another approved shirt or by themselves.
7. All shirts must have sleeves and be tucked in (grades 3 and above).
8. Traditional knit sweaters may be worn.
9. All CCS shirts (not jackets and fleeces) may be worn, but an approved top must be worn with traditional crew neck sweatshirts. T-shirts are not permitted.
10. Belts should be worn (in grades 3 and above) as dictated with pants having belt loops to

ensure that pants are worn with a traditional fit (at the waist).

11. Sandals may be worn only if they have back straps.
12. Jackets, coats, fleeces, sweatshirts and other outerwear may not be worn indoors to classes.

19.2 Secondary Boy's (grades 5-12) Dress Code:

1. Pants must be traditional khakis or dress pants (pants and shorts) and must be clean, neat in appearance, not torn or frayed, and must be loose fitting and worn above the hips. Pants and shorts may not have wide flared legs and only the four traditional top pockets (coin pockets are permissible). Cargos, carpenters, jeans and other denim pants and shorts are prohibited.
2. All shorts must be in compliance with #1 above and must extend beyond the tips of the fingers when arms are extended at one's side.
3. Oxford-style dress shirts with collars, polo shirts, and fold over turtlenecks are permitted.
4. Fold-over turtlenecks may be worn underneath another approved shirt or by themselves.
5. All shirts must be tucked in.
6. Tight clothing is not permitted. Students should not draw attention to the unique contours of their bodies.
7. Traditional knit sweaters may be worn.
8. Short and long sleeve T-shirts, sweatshirts, and athletic tops and bottoms are not permitted except in physical education classes and after school athletic practices. All shirts must have sleeves.
9. Belts must be worn at all times.
10. Shoes must be worn at all times. Sandals may be worn, but must have back straps.
11. Jackets, coats, fleeces, sweatshirts and other outerwear may not be worn to classes.
12. Pajamas, slippers, loungewear, and other casual attire designed for the home are prohibited.
13. T-shirts are not permitted.

19.3 Rules About Personal Appearance for Boys:

1. Hair should be neat and clean. Radical hair styles (including ponytails) and colors are not permitted. Hair must be no longer than ear length and should not be below the collar in the back and be kept out off the eyes.
2. Hats may not be worn in the building.
3. All forms of body piercing and ear piercing are prohibited.
4. Tattoos are discouraged and must be covered.
5. Any apparel that is ripped, torn, or contains indecent or suggestive pictures, sayings with double meanings, references to alcohol, drug or sexual references is prohibited.
6. Bare feet are not permitted.
7. Visible underwear is inappropriate and unacceptable.
8. Excessive jewelry is prohibited. One necklace, bracelet or anklet may be worn per appendage. Students may be asked to remove certain types of "jewelry" such as dog collars, spiked necklaces, etc. Wallet chains are not permitted.
9. Shirts must be buttoned up to just below the neck.

19.4 Elementary Girl's (grades K-4) Dress Code

1. Girls are required to wear traditional dress, khaki-style, or capri style bottoms, which may include pants, shorts or skorts. Jeans and denim are also permitted. All pants and shorts may not have wide flared legs and only the four traditional top pockets (coin pockets are permissible). Cargo, carpenter, and multi-pocket pants, shorts, skirts, and skorts are not permitted. Pants must be clean, neat in appearance,

- not torn or frayed, and must be loose-fitting and worn above the hips. Camouflage and form-fitting pants are prohibited.
2. Dresses with sleeves may be worn. Dresses should extend beyond the tips of the fingers when arms are extended at one's side. Jumpers may be worn over an approved top. For modesty's sake, the wearing of tights, leggings, or shorts under skirts or dresses is encouraged.
 3. All shorts, skirts, and skorts must extend beyond the tips of the fingers when arms are extended at one's side and be worn with an approved top.
 4. Sweatpants and gym-style shorts at approved length are allowed for P.E. class days only, and must be worn with an approved shirt.
 5. Oxford-style dress shirts with rounded (peter pan) or pointed collars, blouses with or without collars, turtlenecks, knit shirts, polo shirts, or traditional knit sweaters may be worn untucked but must be long enough to cover the midriff, back and undergarments in every range of motion.
 6. All shirts must have sleeves.
 7. T-shirts are not permitted.
 8. Visible underwear is inappropriate and unacceptable.
 9. Sandals may be worn, but only if they have back straps.
 10. Jackets, coats, fleeces, sweatshirts and other outerwear may not be worn to classes.

19.5 Secondary Girl's (grades 5-12) Dress Code

1. Pants must be traditional khakis, dress or capri pants and must be clean, neat in appearance, not torn or frayed, and must be loose-fitting and worn above the hips. All pants and shorts may not have wide flared legs and only the four traditional top pockets (coin pockets are permissible). Cargos, carpenters, jeans and other denim pants, and form-fitting pants are prohibited.
2. All shorts, skirts, and skorts must be in compliance with #1 and must touch the middle of the knee.
3. Short and long sleeve T-shirts, sweatshirts, and athletic attire are not permitted except in physical education classes. All shirts must have sleeves.
4. All shirts with tails that are tailored to be tucked in must be tucked in. Many girls' blouses have tails but are not designed to be tucked in. These may be worn untucked but must be long enough to cover the midriff and back in every range of motion.
5. Tight clothing is not permitted. Students should not draw attention to the unique contours of their bodies.
6. Shoes must be worn at all times. Sandals may be worn, but must have back straps.
7. Any apparel that contains indecent or suggestive pictures, sayings with double meanings, references to alcohol, drugs, or sexual references is prohibited.
8. Pajamas, slippers, loungewear, and other casual attire designed for the home are prohibited.
9. Jackets, coats, fleeces, sweatshirts and other outerwear may not be worn indoors to classes.

19.6 Rules About Personal Appearance for 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. Hair must not be dyed radical colors.
2. Clothing must always be modest enough to cover the midriff, back, and all undergarments in any range of motion must be buttoned up to just below the neck. Cleavage must not be shown. Shirts must be buttoned up to just below the neck.
3. No more than two earrings per ear may be worn. All other body piercing is prohibited.
4. Tattoos are discouraged and must be covered.
5. Hats may not be worn in the building.
6. Excessive jewelry is prohibited. One necklace, bracelet or anklet may be worn per appendage. Students

may be asked to remove certain types of "jewelry" such as dog collars, spiked necklaces, wallet chains, etc.

7. Visible underwear is inappropriate at any time.

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

Teachers do not enjoy confronting students about dress, and dislike even more debating the subject. If a teacher asks you to change clothes, please do so.

Non-compliance with the dress code will result in the following actions:

19.7 First Offense:

A written warning will be given to the student and sent home to the parents.

19.8 Second and Subsequent Offenses:

A Level 1 Reproof will be given to the student. The student will be requested to change his/her clothing at school if a change of clothing is available, or parents will be required to bring a change of clothing to school.

20.0 Discipline Policy

20.1 Mission

The English word "discipline" come from the Latin root word "disco" which means "to learn" or "get to know; a direct kind of acquaintance with someone." Discipline refers to the process by which one learns a way of life.

A discipline policy affords the school staff the opportunity to get to know your child and assist them in learning the self-discipline they need to have in order to grow into responsible adulthood. Our motivation is as it says in Proverbs 13:24, "...he who loves him disciplines him diligently."

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.

20.3 Purpose

Coventry Christian School administration and staff believe the purpose of discipline is:

- To assist students in overcoming problems that are keeping them from succeeding in their academic pursuits and achieving a sense of responsibility and cooperation in accordance to the rules of the school, the New Testament scriptures, and society.
- To foster responsible behavior and qualities of good citizenship that is necessary to ensure a student's success in our society.

20.4 Preschool Disciplinary Code

The preschool staff uses an interpersonal cognitive problem-solving program called “I Can Problem Solve” (ICPS). It is based on the book titled “Raising a Thinking Child” by Myrna B. Shure. It is our desire to empower children with the words needed to help prevent and/or resolve conflicts. When a conflict arises, our response is:

- To speak with children involved and encourage them to work through the situation using their words. Staff will coach the child(ren) as needed, with the words they may need.
- If the problem is not resolved, a staff member will step in to help resolve the problem, reminding the children involved about the rules, etc.
- If the problem is still not resolved, one of the following situations would occur, whichever is most appropriate:
 - Children may be redirected to another activity as deemed necessary
 - Children may be removed from the group to allow them to either calm down or choose to cooperate.
 - After sufficient time has passed and there is still no resolution, the child(ren) would be removed from the classroom under the supervision of the preschool floater, preschool director, or other administrator. A note will be sent home to the parents explaining the incident and response. Parents are asked to sign the note and return it to your child’s teacher.
 - Understanding that we all make mistakes and that preschoolers are still learning appropriate social skills, the children are encouraged to “fix” or “solve” any problems that they may cause to the best of their ability. For example: If a child knocks over books or blocks, they are encouraged to pick them up. If a student hurts or injures a classmate, they are instructed to hold an ice pack on the injury until it feels better.
 - Children are encouraged to apologize for their actions, using a complete sentence and making eye contact as they speak, “I’m sorry for...”

20.5 Elementary 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 elementary students (grades K-4) of Coventry Christian Schools, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, extended care, and transportation to and from school.

20.5.1 Elementary Reproof Levels of Misconduct

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	Disrespectful language or gestures
Classroom or in-school disturbance	Inappropriate display of affection (see sexual harrasment policy)
Repeated classroom tardiness	Unwanted teasing
Repeated failure to complete assignments	Vulgarity
Failure to carry out directions	Minor violations of the acceptable use of technology policy
Repeated inappropriate attire (see Dress Code Policy)	

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	Minor physical scuffles
Cheating or lying	Disruptive behavior
Failure to serve detention	Skipping class
Forgery	Leaving the campus without permission
Gambling	Major violation of the acceptable use of technology policy
Harrasment of other students	Telephone pranks
Throwing rocks or other harmful objects (if not thrown at people)	Obscene behavior (mooning, shanking, wedging, etc.)
Insubordination	Vandalism (depending on the extent of the damage)
Use of cell phone during school hours	

20.5.2 Elementary Disciplinary Responses

Level 1 Misconduct – A Reproof Report will be placed on file. The staff member who issued the reproof will call the student’s parents. Parents are required to sign and return to school any reproofs that are issued to a student. 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 superintendent, 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 superintendent 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 principal 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.

20.6 Secondary Discipline Code

This policy is for all secondary students (grades 5-12) of Coventry Christian Schools, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, and transportation to and from school.

20.6.1 Secondary Reproof Level 1 Misconduct and Response

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

Examples include but are not limited to:

Bus Disturbance	Disrespectful language or gestures
Classroom or in-school disturbance	Inappropriate display of affection (see sexual harrasment policy)
Repeated classroom tardiness	Unwanted teasing
Repeated failure to complete assignments	Vulgarity
Failure to carry out directions	Minor violations of the acceptable use of technology policy
Repeated inappropriate attire (see Dress Code Policy)	

Procedures: A Level 1 Reproof Report will be placed on file and a detention scheduled. The detention will be served under the direction of the teacher who issued the reproof. The student will take the Reproof Report/detention assignment home to be signed by parent(s) and will return it to the issuing teacher the following school day. At least 24 hours notice will be given before the assigned detention time.

Upon the third offense and every subsequent third offense the parents will be notified by phone, a Reproof Report, and a Saturday detention will be scheduled. Saturday detentions are held from 7 a.m. to 10 a.m.

Teacher Detentions

Detentions conducted by the teacher issuing a level 1 reproof. These detentions are held from 3:00 pm. to 3:45 pm. on school days. Detention activities will include service rendered to the school and activities designed to help the student correct his or her behavior in the future.

Upon the ninth offense, the student may be placed on behavioral probation (see **Behavioral Probation**) at the discretion of the principal. The decision to place a student on behavioral probation will be based upon the nature of the infractions leading up to the ninth offense and the student’s attitude toward discipline.

20.6.2 Secondary Reproof Level 2 Misconduct and Response

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	Minor physical scuffles
Cheating or lying	Disruptive behavior
Failure to serve detention	Skipping class
Forgery	Leaving the campus without permission
Gambling	Major violation of the acceptable use of technology policy
Harrasment of other students	Telephone pranks
Throwing rocks or other harmful objects (if not thrown at people)	Obscene behavior (mooning, shanking, wedging, etc.)
Insubordination	Vandalism (depending on the extent of the damage)
Use of cell phone during school hours	

Procedure: A level 2-reproof report will be placed on file and a Saturday detention will be scheduled. The student will take the reproof report/detention assignment home to be signed by the parent(s) and will return it to the issuing teacher the following school day. A phone call will be made by the principal 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 7 a.m. to 10 a.m.

After four level 2 infractions, the student may be expelled (see **Expulsion**) from school for at least the remainder of the school year (by the superintendent upon recommendation of two other non-involved, objective staff members that he appoints).

Level 2 reproofs count as two level one infractions in the progression toward behavioral probation.

Behavioral Probation:

- A three-week period in which a student will:
- Not be allowed to participate in any extracurricular activities.
- Report to the principal during lunch.
- May be expelled for any Level 2 or 3 misconduct (The superintendent, 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.

20.6.3 Secondary Reproof Level 3 Misconduct and Response

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:

Fighting	Bomb Threat
Threats to others	Phone tampering
Sexual harassment	Possession/use/transfer of explosive devices
Assault/battery	Possession/theft/sale of stolen property
Any attempt to do bodily harm to a staff member	Possession/use/transfer of tobacco and smoking materials
Vandalism (depending on the extent of damages)	Possession/use/transfer of dangerous weapons
Extortion	Possession/use/transfer of unauthorized substances and/or paraphernalia (drugs, alcohol, mood-altering substances, etc.)
Hazing	Possession/use/transfer of fireworks
Repeated/unmodified misconduct	Possession/use/transfer of "look-alike" substances
Arson	Use of cell phone cameras in private areas (lockers, rest rooms, etc.)
Possession/transfer of inappropriate pictures on cell phones	

Procedure:

The student may be immediately removed from the classroom. The superintendent's office initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The superintendent meets with the student(s) involved and communicates to the parents the student's misconduct and the resulting disciplinary action. If necessary, the superintendent 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.

Note: Any student whose acts result in violence to another person or property which pose a direct threat to the safety of others in the school will be expelled from school (i.e. arson, bomb threat or false alarm, deliberately striking a staff member, possession of unauthorized substances, furnishing/selling unauthorized substances, possession/use/transfer of dangerous weapons, vandalism.)

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 efforts to change a student's behavior have been unsuccessful, expulsion may be necessary. The superintendent, 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.

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 though 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 principal 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. . . 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."

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 directors, 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 can not 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 principal.

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 principal to have been offended by the infraction.

Disciplinary action to be administered by a committee consisting of the coach, athletic director, and principal **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 **9.6** and **20.6** 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 superintendent, principal or teacher, as appropriate.

23.0 Drug and Substance Abuse Policy

The possession or use of all drugs, *including look-alikes*, alcohol, mood altering substances or drug paraphernalia by students, visitors or parents while attending Coventry Christian School programs and classes is strictly prohibited. Procedures shall be established to appropriately educate, prevent, and intervene in the possession, use, and abuse of drugs, alcohol, and mood altering substances by students. The Director of Curriculum Development shall be responsible for developing and implementing such procedures.

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 parent website database entry.

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.

First Offense

- Any student found to be using or in possession of drugs, *including look-alikes*, alcohol, mood altering substances or drug paraphernalia while enrolled at CCS will:
- receive a Level 3 reproof
- receive an out-of-school suspension for no less than 5 days
- be referred to local police for prosecution in accordance with local, state and federal laws
- be referred for counseling/assessment
- be subject to unannounced and frequent drug testing by the method designated by the school. Such testing will be conducted at the expense of the parent(s) of the student. Refusal to comply may result in expulsion from CCS.

Second Offense

Any student found to be using or in possession of drugs, *including look-alikes*, alcohol, and mood altering substances or drug paraphernalia for a second time while enrolled at CCS will be expelled from Coventry Christian Schools. The school will seek to help the parents find suitable treatment for their child.

24.0 Tobacco Policy

Smoking or use of any tobacco products by students, visitors and parents is prohibited in all school buildings, vehicles or properties owned, leased or under the control of Coventry Christian Schools. Possession of any smoking, tobacco products or smoking equipment (matches, lighters, etc.) by students is prohibited. It is also prohibited during all school-sponsored events away from the school's campus (field trips, athletic events, etc.). Visitors and parents will be asked to leave facilities and properties while using tobacco products.

Note: While CCS students are being transported by public school buses, they are prohibited from possessing or using tobacco in public school buildings, buses or on school property of a public school district. That school district may prosecute any violators including our students.

First Offense

The student will receive a Level 3 reproof and will be suspended for one school day.

Second Offense

The student will receive a Level 3 reproof and will be suspended for no less than 3 school days.

Third offense and later offenses

The student will receive:

- a Level 3 reproof
- an immediate out-of-school suspension for no less than 5 days and until proof of treatment or counseling is presented to the superintendent
- a referral for counseling or treatment

25.0 Weapons Policy

Students, visitors and parents are prohibited from bringing weapons and/or replicas of weapons onto any property or any vehicle owned or operated by Coventry Christian Schools or to any activity sponsored by Coventry Christian Schools.

“**Weapon**” includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

“**Weapon**” does **not** include instruments, tools, implements and other devices being used as part of an approved school program by an individual participating in the program.

Visitors and parents will be asked to leave facilities and properties while in possession of weapons.

First and all offenses

- A Level 3 reproof will be issued.
- If there is reasonable suspicion, an attempt will be made to contact the student’s parents and the student’s locker, automobile, and person may be searched (see **Search and Seizure** below).
- Any weapon possessed on or about a person, their backpack, or locker while on school property is subject to seizure and/or forfeiture.
- Incidents of students possessing weapons will be reported to the student’s parents and to the local authorities.
- The student will be suspended until there is a conference with the student, their parents and the superintendent.
- Appropriate disciplinary action will be taken by the superintendent.
- Appropriate legal action will be taken by the superintendent.
- The student will be expelled from CCS if the intent of the student was clearly to harm others.

26.0 Search and Seizure

The school administration has the right to search a student’s person, lockers 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.

26.1 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 their parents for consent or attendance at the search.
- Hands-on searches will be conducted by a staff member of the same sex 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 will be immediately referred to legal authorities, suspended and subject to further disciplinary action.

26.2 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.

26.3 Automobile and Vehicle Searches

Student parking on school property is a privilege, not a right. School administration officials, 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.

27.0 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.

27.1 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. Indication for removal of a child from the classroom includes, but is not limited to:

Active Chicken Pox	Fever: 101 ^o - orally
Untreated Impetigo	100 ^o - Axillary
Undiagnosed Rash	101 ^o - Tympanic
Vomiting	Diarrhea
Severe Cold Symptoms	Conjunctivitis
Ringworm	Scabies
Head or Body Lice	Mouth sores with drooling

Children that 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 will have a licensed physician available for phone consultation during school hours.

28.0 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.	Coventry Christian Schools, Inc.
Coventry Campus	Pleasantview Campus
962 E. Schuylkill Road	699 N. Pleasantview Road
Pottstown, PA 19465	Pottstown, PA 19464
Department of Public Welfare	PA Human Relations Commission
Bureau of Equal Opportunity	Philadelphia Regional Office
Room 223, Health & Welfare Building	Room 711, Philadelphia SOB
P.O. Box 2675	1400 Spring Garden Street
Harrisburg, PA 17105	Philadelphia, PA 19130
U.S. Department of Health & Human Services	Bureau of Equal Opportunity
Office for Civil Rights	Southeastern Regional Office
Suite 372, Public Ledger Bldg.	Room 1105-B, Philadelphia SOB
150 South Independence Mall West	1400 Spring Garden Street
Philadelphia, PA 19106-9111	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.

Parent's Signature

Date