



**A community cultivating love for Christ  
by exploring the truth of Scripture  
and beauty of creation**

*“How sweet are your words to my taste, sweeter than honey to my mouth! I gain understanding from your precepts; therefore, I hate every false way. Your word is a lamp to my feet and a light for my path.” Psalm 119:103-5.”*

## **Family Handbook**

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Covenant Christian High School seeks to provide a distinctly Christian education in the classical tradition which equips students to know, love, and practice that which is true, good, and beautiful.

Our aim is to blend excellent instruction by dedicated teachers with time at home to cultivate deeper thought and instill a love for learning and a desire for God.

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# Our Guiding Principles

## Cultivate love for Christ

We aim to cultivate a love for Christ and his word through the truth of scripture and the beauty of creation.

## Strengthen Families

Parents play a crucial role as students' first and primary role models. We seek to come alongside parents in their work to instill a love for and obedience to the law of God. After our instructors have introduced new concepts in the classroom, parents oversee their student's completion of assigned work at home. Instructors are also available during at-home work days to answer questions and assist with further explanation of concepts.

## Educate from a Biblical Worldview

We intentionally address the big questions of life: How ought we to live? Who is man? Why is he here? Is there meaning and direction to history? We answer these and related questions from a worldview that is distinctively biblical. We teach students that the principal purpose of their life and studies is to know, love, and glorify God.

## Foster a Love for Learning

We seek to cultivate a love for learning and an inquisitiveness about God. Our curriculum focuses on teaching a student how to think and is designed to prepare students not just for college but for life. We believe students who love learning will

- possess a desire to explore the truth, beauty, and goodness of God both inside and outside the classroom.
- display a genuine pleasure and joy of learning by doing more than the minimum required.
- delight at having truly learned by displaying a combination of wonder, amazement, and satisfaction; they will care more about learning than receiving good grades.
- invest in the institution of learning by a commitment to the teacher, the classroom, its activities, fellow classmates, and the learning process.
- understand that true learning requires appropriate levels of hard work and will be at peace with working hard.
- seek to apply knowledge across the range of subjects that are being learned.
- perform at the peak of their ability and welcome a just reward, having a keen sense of effort vs. merit.

## Build One Another up in Community

Working together as students, parents, and teachers, we foster a sense of community and camaraderie in all we do. We value classroom relationships and interactions. As the school year progresses, we desire that those relationships become richer and produce an atmosphere of trust where students freely share ideas, challenge each other, and build one another up. We develop a strong sense of community among all participating family members by promoting the use of gifts and abilities for the good of all.

## Inspire Servant Leadership

CCHS students plan and lead community service projects throughout the school year to provide opportunities to learn the wisdom and value of servant leadership by imitating Christ and his concern for others. We hope to develop an up-close perspective of real, individual, and community needs and be a witness of Christ's love by

compassionately seeking to fulfill those needs. Our aim is for students to gain skill, confidence and courage by interacting with others in the community.

## CCHS Statement of Faith

Covenant Christian High School embraces and teaches from a theological position that is in conformity with the Presbyterian Church of America (PCA) statement of faith and the Westminster Confession doctrinal standards, both of which can be found at <https://pcanet.org/about-the-pca-2-2-2/>. The following is a summary:

## Presbyterian Church in America Statement of Faith

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and unable to save themselves from God's displeasure, except by His mercy.

We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him alone for salvation.

We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises. (Deut 20:6)

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.

We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

## Educational Philosophy

The educational philosophy of Covenant Christian High School is founded upon the good news of salvation through Jesus Christ alone as revealed in the Bible, the inerrant, inspired, and infallible Word of God. We want our students to know and understand the Bible's teaching regarding the person and work of Christ, emphasizing the grace and loveliness of Christ in a way that fosters deeper love, devotion, gratitude, and obedience to Him.

Our educational outlook includes a scriptural view of man: the image of God in man, the sinfulness and depravity of mankind after the fall, and man's continuing responsibility to obey the law of God. We emphasize that all who put their faith in Christ are new creations. God forgives their sins and calls and enables them to live grateful lives of loving obedience to Christ.

Our goal is to build each student's confidence in the Bible, so that they will love it, know it, understand it, and apply it to their lives and to the issues of society. We seek to equip students to share the Gospel clearly and winsomely with others and give a defense of the hope that is within them. It is our aim to help them establish habits of Bible reading, prayer, and worship, and give them the intellectual tools for serious Bible study.

We strive to encourage and stimulate the expression of the fruit of the Spirit in the lives of our students. Our students are challenged to develop and exercise their natural talents and spiritual gifts to the glory of God and the service of others. We endeavor to develop leadership skills with models from church history and provide training and opportunities to exercise leadership in the life of the school.

We aim to broaden and deepen their understanding of creation and our calling to be good stewards of the earth. We endeavor to help our students to recognize and acknowledge God's sovereignty in history. Through the study of church history, our students will learn from and be inspired by faithful Christian men and women from the past. CCHS seeks to enable our students to understand and evaluate the laws, theories, opinions, literature, music, art, and other aspects of human culture and analyze them biblically.

We strive to integrate all knowledge into a cohesive whole. The connections between mathematics, science, art, literature, history, and the other subjects will be emphasized. Our curriculum builds on previously acquired knowledge in a rational, systematic, and logical way and challenges the students to learn and grow. In summary, it is our aim to challenge and help students to glorify and enjoy God in all areas of life and thought.

## **School Name**

God promised Abraham, "I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you" (Gen. 17:7). The divinely appointed instrument of this covenant's fulfillment is the faithful teaching of our children (Gen. 18:19). We gratefully and joyfully claim that covenant promise for ourselves and undertake the education of students in the confidence that we serve a covenant-keeping God of grace who is faithful in all His ways.

## **School Board**

Covenant Christian High School is a ministry of Covenant Presbyterian Church (PCA), Issaquah, WA. The church's elders serve as the executive school board and appoint various ad-hoc committees as necessary to help oversee the school operation.

# Covenant Christian High School Expectations

**Class motto:** "...but Christ is all and is in all. Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. 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."  
Colossians 3:11b-17

## Student Expectations

- ❑ Love and serve their classroom neighbors. Teasing, boasting, name-calling, course language, and aggressive behavior while at work or play are all to be avoided. Students are expected to work responsibly and independently in the classroom without distracting others. Public displays of affection in the context of boy/girl relationships are not permitted at CCHS.
- ❑ Be punctual and regular in attendance, and in the completion of all assigned work. Illness, medical appointments, family emergencies, family trips, etc., are all acceptable reasons for absence. However, these absences should be prearranged with the teacher.
- ❑ Cell phones are allowed to be used only to contact a parent before or after school when needed. Laptops are only permitted to be used to accomplish school work in class or study hall as allowed by an instructor.
- ❑ Weapons of any kind are not permitted on school grounds.
- ❑ Be aware of and avoid off-limits areas of the building and grounds and treat facilities and supplies with respect and care.
- ❑ Comply with the school dress code and keep their bodies clean and well groomed.
- ❑ Come to class with an obedient and teachable spirit. Receive correction graciously and respectfully.

## Parental Expectations

Although parents of CCHS students have employed teachers to help meet their goals, they retain the primary responsibility for the upbringing of their children. The program provided by CCHS will be most beneficial when combined with active, interested, and enthusiastic participation by the parents. Each family is expected to participate in the following ways:

- ❑ Pray for your student(s), their teachers, and the direction of their education.
- ❑ Stay connected with your student's progress throughout the school year.
- ❑ Be willing to help as needed with presentation preparations, field trips, coordination of schedule, service projects, etc. These jobs will vary.

- ❑ Communicate any ideas for improvement.

## **Teacher Expectations**

- ❑ Clarify all student expectations and responsibilities regarding class participation, class work, and homework.
- ❑ Communicate regularly on student academic progress, areas of growth, and any significant accomplishments.
- ❑ Encourage attention be given to any areas that may need improvement in both character and schoolwork.

## **Servant Leadership**

As we embrace active service for the benefit of others, we hope to fulfill our mission to build our students' academic, spiritual, and social foundations for lives of leadership and service while nurturing Christian faith and character. As we seek to serve others, we recognize the truth of Jesus when he said, "It is more blessed to give than receive" (Acts 20:35). Just as Jesus taught his disciples the way of servant leadership, our hope is that CCHS students would have the opportunity to practice this way of leading through personal service in the community. Volunteering promotes community; working side by side with friends from school grows a bond between all involved. Serving also initiates gratitude in students as they realize how they have been on the receiving end of many who serve them. Volunteering is also a great way for students to learn about the world around them and how they can impact it for the better, applying their abundant energy and compassion to doing good works, not for their own glory or resume, but to the glory of God and the good of others.

Program: At the beginning of the year, each CCHS student will sign-up for a particular month and take leadership in coordinating a service work project for the month. Each student will be responsible for choosing the project, coordinating with the Covenant Presbyterian Church (CPC) missions liaison (if applicable), and sending details to CCHS students. Examples include: Sacred Road Ministries, Issaquah Food Bank, Sunshine Ministry to the elderly, Jubilee Reach Ministry, Early Language Learners (ELL) ministry, CPC Vacation Bible School, Forgotten Children's Fund, Mission trip, or student-led project.

## **Student Drop-off and Pick-up Plan**

School starts at 8:30 AM. Please make every effort to drop your student off so that s/he has time to get situated and seated by 8:30 AM. School ends at 3:00 PM. Please plan on being on the school property at this time to pick-up your student(s). If someone other than the parent will be picking up your student(s), please try to ensure the teacher is informed of this agreement in advance. The times established for the school have been specifically chosen to build in some flexibility for participating families and to accommodate the demanding schedules that are common in our day.

## Visitors and Volunteers

Covenant Christian High School is thankful for the parents who visit or volunteer their time to help out. To support the teacher when visiting or volunteering please observe the following guidelines:

1. Please provide advance notification and coordination with the respective teacher prior to your visit.
2. If you are scheduled to visit or volunteer and cannot make it, please inform the teacher(s). If possible, try to arrange for a substitute to perform the task you had volunteered for.
3. Please try to make other arrangements for non-enrolled siblings of CCHS students during the time in which you are visiting or volunteering at the school, however, if that is not possible, we simply ask you do everything possible to keep siblings from interrupting the classroom.

## Communications

Because communication is crucial to the relationship between families and the school, it is important that everyone involved commit to a healthy exchange of thoughts, ideas and concerns. Please contact the school Administrator Mr. Hill via phone (352) 256-5177 or email ([sean.hill@cchsnw.org](mailto:sean.hill@cchsnw.org)) with any questions, ideas, or concerns. Students may call Mr. Hill for help with Humanities work from 9am to 8pm any day of the week. Students in need of assistance may also contact the appropriate teacher via email.

### **Questions or concerns about the classroom, teaching material or homework:**

Every student at CCHS has a student email [firstname.lastname@cchsnw.org](mailto:firstname.lastname@cchsnw.org). Email is the main way students communicate with their teachers outside of class and receive additional communication from their teachers.

In order to ensure visibility and integrity, CCHS teachers *always* copy one or both parents onto an email between him/herself and a student. In the same way, students are to *always* copy one or both of his/her parents onto an email between him/herself and a teacher.

Parents, if you have questions about a class, please email the teacher directly, copying the Administrator onto your email if needed.

We recommend students check their school email one time a day.

### **Questions or concerns about school policy or operations:**

CCHS Administrator, Sean Hill: [sean.hill@cchsnw.org](mailto:sean.hill@cchsnw.org) or (352) 256-5177

## Inclement Weather Policy

In the event of snow or other inclement weather, the school administrator will contact families regarding school operating hours. The decision to have school or not will consider snow accumulation around student and staff homes and traffic conditions on everyone's commutes. If we need to cancel school for the day, we will endeavor to use Zoom to conduct classes and situation-dependent, may make up the lost day on the following Wednesday.

## Teacher Illness Cancellation Policy

If a teacher becomes ill and there is no available substitute, school will be cancelled and assignments will be conveyed to families by way of email.

## Homework Policy

It is up to each individual student and his or her family to determine when and where homework will be accomplished. Homework should be ready to be turned in at the beginning of class. Incomplete homework will be returned to the student for completion. Late homework will receive a grade reduction. Homework is assigned for the following reasons:

- ❑ A substantial portion of the curriculum work is independent study (reading, research, quiet study, etc.) that is best done outside of class.
- ❑ Students often need some amount of extra practice in new or specific concepts, skills, or facts. In certain subjects, regular practice at home may be necessary for mastery. Therefore, teachers will assign homework to allow for necessary practice.
- ❑ Repeated, short periods of practice or study of new information are often a better way to learn than one long period of study.
- ❑ Home assignments enable parents to monitor the current topics of study in class and provide supplemental discussion and instruction.
- ❑ Students are responsible for planning their weekly schedule in accordance with the homework they receive in each class. This helps students develop an appropriate level of independence and the planning habits they will need after high school.

## At-Home Test Taking Policy

Students may sometimes need to have a test proctored at home. We recognize that this opens up a variety of environmental issues and could hinder the feeling of a formal assessment that we desire students to learn to adjust to and thrive in. CCHS teachers are responsible for giving directions to students and their families regarding the timing and submission of tests and will communicate as needed about this. To help us create an environment of integrity and professionalism, we are asking that you, the parents, do the following:

- ❑ Have a room prepared with an empty table or desk for your student to take their test. Please endeavor that this space is quiet and uninterrupted during the entirety of the test-taking time frame.
- ❑ Respect the time limit the teacher gives to the test by starting and stopping the test at the time the teacher directs.
- ❑ Have an adult present during the entirety of the student's test taking.

- Submit all at-home tests via email, mail, or scanned PDF by the time the teacher directs.

**PLEASE NOTE:** Because a late submission of a test compromises the fairness of the time allotted to each CCHS student, teacher discretion will be used to determine how much credit the student may earn on a late test.

## CCHS Dress Guidelines

Dress guidelines apply to all CCHS students. In general, clothing and appearance should be modest, in good taste, and not attract undue attention to the student.

### Overview

It is the School's desire to reflect and present a neat and modest image for our families to the community. While some attire may be acceptable for Christians to wear in other environments, it may not be appropriate for school. At Covenant Christian High School, students and staff are asked to choose their daily attire thoughtfully with a mind to reflect a Christ-like attitude towards self and others. We are not seeking the futile path of legalism in maintaining a standard of dress, but rather offering an invitation to the heart of students and staff to be soft toward the particular standards of dress in this environment. This being said, CCHS relies on the *partnership of parents* to be in communication with their students regarding clothing choices before their student arrives at school. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the school, is not acceptable. A high standard of courtesy, etiquette, and professionalism is our goal.

### CCHS Dress Code Guidelines

The following dress guidelines apply to all CCHS students.

#### *Dresses/Skirts:*

- a) Dresses may be sleeveless but not strappy or strapless
- b) Dress and skirts must not be excessively tight and should allow for movement.
- c) Dresses and skirts must reach the top of the kneecap when standing upright.
- d) Skirt slits must be no more than 2 inches above the knee.

#### *Shirts/Sweaters:*

- a) Shirts and sweaters must not be tight fitting.
- b) Shirts and sweaters must have sleeves and cover the midriff area completely.
- c) Under layer garments, including bralettes, should not be seen.
- d) Necklines must not reveal cleavage, or be low-cut in the back.
- e) Tailed shirts must be tucked in at all times.

#### *Pants:*

- a) Pants must not be tight fitting or sagging.
- b) Shorts are permitted only if they cover two thirds of the thigh and are not athletic shorts.
- c) Leggings or yoga pants may not be worn as pants alone.
- d) Sweatpants are not permitted. However, dressy, nylon-type, athletic warm-ups are permitted.

#### *Footwear:*

- a) Shoes must be worn at all times. Flip-flops are not permitted.

*Hair:*

- a) Must be neat, clean, and appropriate.
- b) Males: No facial hair is permitted. Hair may not extend below the eyebrows. Sideburns may not extend below the bottom of the ear.

*Miscellaneous:*

- a) Hats and hoods of any kind may not be worn indoors.
- b) Tattoos are not permitted.
- c) Body piercing is not permitted except for pierced ears for females.
- d) Boys may not wear earrings.
- e) Jewelry or clothing with advertising or logos promoting alcohol, drugs, crude or other inappropriate verbiage, is not permitted.
- f) Make-up should not attract undue attention

## Technology Policy

Technology makes an excellent servant and a useful tool for learning, but a terrible master. In general, CCHS supports thoughtful and helpful uses of technology to assist students in their learning. Zoom will be used as a communication resource to the extent necessary. Otherwise, the following technology policies will be adhered to:

**Cell Phones:** CCHS desires to foster genuine and undistracted community between students with one another and with staff. If students choose to bring a phone to school, they are expected to turn them off and store them in their backpacks. Phones may not be used during lunch, breaks, or Study Hall. If a student needs to make a phone call during the school day, they are expected to ask their teacher before they do so.

**Laptops:** Laptop use is permitted for academic purposes during study hall or as directed by a teacher.

## Attendance Policy

Students enrolled at CCHS are expected to be present and **on time** every day classes are in session. The philosophy of CCHS regarding attendance is that we "consider one another" as we plan our family vacations. CCHS is a small, interactive, cohesive group and absences do affect all students. Thus, families are asked to refrain from scheduling vacations or trips on Mondays or Tuesdays on which classes are meeting.

Short-term Absences: If a student needs to be absent for any reason, the student must inform the teacher at least one week prior to that day or as soon as possible once the anticipated absence is known.

Extended Absences: It is the student's responsibility to notify his or her teachers via email with their parents cc'd in advance to develop a plan to manage missed work. We recommend that students complete their assignments before planned extended absences. This eliminates the need to work on vacation and complete make-up work.

Make-up work: Students should discuss these arrangements with the teacher and take the initiative in completing the missed work.

Make-up tests: If a student misses a test due to an absence, they will have 48 hours to contact their teacher and schedule an appropriate time to make up that test. If the student does not contact the teacher within the 48-hour timeframe, they will lose the opportunity to make up the test and will earn a zero on it. Extenuating circumstances may be considered by the teacher an exception to this policy.

Late work: Students bear the responsibility for communicating with their teachers if they are not able to hand in an assignment on time. Late work will be marked down by half a letter grade per day. While teachers may consider extenuating circumstances, CCHS strives to foster increasing student responsibility at this stage of education.

## Discipline Policy

The art of classroom discipline is primarily the responsibility of the teachers at CCHS and they will handle the bulk of day-to-day behavior skills management. If a student experiences an incident he/she would like to resolve, the following steps are to be followed as soon as possible after the incident: the students should communicate with each other and discuss the incident with a humble and gracious spirit. Apologies should be made and forgiveness offered. If the students cannot reconcile, the teacher or parent helper should be informed, and a resolution sought immediately (without interrupting the class time) with the teacher or parent as an intermediary.

The teacher will contact the parents if resolution cannot be made, or if the teacher determines the offense requires further assistance from the parents. If a student displays consistent problems or, if warranted by the nature of a single incident, the teacher will confer with the student's parents to develop a specific plan of action. If necessary, a student will be removed from class for a period of time. CCHS teachers reserve the right to remove a student from enrollment in the school for situations of severe misconduct. Examples of such serious misconduct: acts endangering the lives of other students or staff, gross violence, vandalism, and violations of civil law. If all of the above fails, the teacher will refer the issue to the school board for action.

There are five behaviors that will automatically necessitate student removal from the classroom environment. In the event one or more of these behaviors is observed, the student will not be welcomed back into the fellowship of the classroom until the parent(s) of the student is notified and can come to the school to deal with their student according to their own family discipline measures. Such as:

- ❑ Disrespect shown to any staff member. (The staff member will be the one to determine this)
- ❑ Dishonesty in any situation while at school, including lying, cheating, and stealing.
- ❑ Rebellion, i.e. defiant disobedience in response to instruction.
- ❑ Fighting, i.e. striking in anger with the intention to harm another person.
- ❑ Obscenity, vulgarity or profanity in any form.

## Plagiarism

We have a zero tolerance policy on academic dishonesty. Maintaining integrity in our work entails more than simply not copying and pasting from other sources. Any situation wherein a student uses alternative resources to avoid doing the assigned work (e.g. using an app to complete math homework) will result in a 0 on the assignment.

## Controversial Subjects

If in the course of teaching a class, a teacher sees that a subject has arisen which may be controversial and discussion of that subject will not help achieve the goals set for that class, then the teacher will not allow class time for the discussion of the topic. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the classroom goals for that subject, then the teacher will:

- ❑ As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
- ❑ Instruct students to honor the teaching they have received from their parents on the subject.
- ❑ As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned.
- ❑ Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling of the subject.

## Grading

All secondary grades are based on an A to D+, 4.0 scale. The academic year consists of two semesters.

93-100	A	4.0	77-79	C+	2.3
90-92	A-	3.7	73-76	C	2.0
87-89	B+	3.3	70-72	C-	1.7
83-86	B	3.0	67-69	D+	1.3
80-82	B-	2.7			

*This concludes the Covenant Christian High School Family Handbook for the 2022-2023 Academic Year.*