



Covenant Academy

Student-Parent Handbook

2020 - 2021

*The mission of Covenant Academy is to glorify God by teaching for
mastery and training for servant leadership
in the knowledge of God.*

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TABLE of CONTENTS



Introduction: About Covenant	3	School Uniforms	
Statement of Faith	4	Uniform Requirement	21
Organization & Governance		Uniform Code	21
History	6	Uniform Guidelines K4- 6th	22-23
Purpose Statement	6	Uniform Guidelines 7 - 12th	24-25
Mission Statement	7	School Day Policies & Procedures	
Governance	7	School Hours	26
Tax Exemption	7	Drop-off & Pick-up Procedures	26
School Distinctives		Carpool Drop-off / Pick-up Schedule	27
Why Covenant	7	Bus Service	27
A Christian & Classical Approach	8	Attendance	27
Admissions		GS Attendance Procedures	28
Enrollment	9	L/R Attendance Procedures	28
Admissions Steps	10	Field Trips	29
Students with Disabilities	10	Chapel	29
Non-discrimination Policy	11	Lunch	29
Academics		Emergency Closings	29
Philosophy of Education	11	Safety Procedures & Emergency Drills	29
Approach to Curriculum	11	Extended Day K4 - K5	29
Academic Policies		After School Care K4 - 6th	29
Grading Scale / Weighting Policies	13	Health & Medical	
Grade Reporting	14	Immunizations	30
Standardized Testing	14	Illness	30
Promotion / Retention	14	Medication	30
Homework	14	Communicable Diseases	30
Logic / Rhetoric Academic Probation	15	General Information & Policies	
Graduation Policies	15	Covenant Academy Parents	30
Student Conduct		Grandparents Along-side Parents	31
Philosophy of Discipline	16	The Campus	31
Respect Code	16	School Office Hours	31
School Rules	17	Visitors	31
Plagiarism	18	Parking	31
Locker Search Policy	18	Parent Communication	31
Cell Phones	18	ParentsWeb/Family Portal	31
Behavior Management		Library Media Center	32
General Statement on Discipline	19		
Corporal Corrections	19		
Grievance Guidelines	20		

ABOUT COVENANT

“What is in a name...?” These musings of an Elizabethan bard from so long ago have become a philosophical motto. Covenant Academy, what is in a name? Covenant is the Biblical word for God’s voluntary condescension – God has graciously revealed Himself in terms for man’s understanding. The perfect revealer of God the Father to all mankind is His only begotten Son, Jesus Christ. This is the same Jesus who told His disciples to remember His blood of the New Covenant. Through this new covenant the anointed Savior makes known the personal, sovereign God who keeps faith and promise with His people.

By His covenant, Almighty God has been pleased to make His mind known on all things that pertain to life and godliness. In the Holy Bible, God declares that education is a covenantal responsibility and a mutual endeavor between family and church. Psalm 25 gives a reminder of where true education begins:

*Show me your ways, O Lord, Teach me your paths.
Lead me in your truth and teach me.
For You are the God of my salvation:
On You I wait all the day. Remember, O Lord,
your tender mercies and your loving kindnesses,
For they have been from of old. Do not remember
the sins of my youth, nor my transgressions;
According to your mercy remember me,
For your goodness’ sake, O Lord. Good and upright
is the Lord: Therefore He teaches sinners in the way,
The humble He guides in justice, And the humble He
teaches His way. All the paths of the Lord are mercy
and truth, to such as keep His Covenant...(vss. 4-10).*

The word Covenant in the name Covenant Academy stands as a confession of faith in the personal, sovereign God – Father, Son, and Holy Spirit.

Academy is a word taken from ancient Greek culture. According to tradition, the philosopher Plato taught his students at the legendary grove of AKADEMUS near Athens. Thus, the word “academy” has come to mean students who follow a certain teacher or a school identified by a specific philosophy.

The name Covenant Academy identifies the school with a specific philosophy, based on a Biblical world and life view. The goal of Covenant Academy is to press upon the hearts and minds of every student that this is God’s world, that by creation and redemption His claims are supreme and His Word law. The vision of Covenant Academy is to focus every student on a life submitted to the will of God. The prayer of Covenant Academy is that every student be a covenant keeper in Christ.

What is in the name Covenant Academy? May it ever be a reverberating doxology – *Soli Deo Gloria! To God alone be the glory!*



STATEMENT of FAITH

I. We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy Christian church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life.

II. We believe the Bible to be the only inerrant Word of God. It is our only authoritative rule for faith and practice.

We believe that there is one God, eternally existent in three Persons; Father, Son and Holy Spirit. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of everything that has been made.

We believe in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

We believe that because of Adam's sin all mankind is in rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith alone, and that faith without works is dead.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

III. The light of nature, and the works of creation and providence, clearly manifest the goodness, wisdom, and power of God, so as to leave men inexcusable. Yet such manifestations are not sufficient to give that knowledge of God, and of His will, which is necessary for salvation. Therefore it pleased the Lord, at assorted times, and in various ways, to reveal Himself, and to declare His will to His Church. And afterwards, for the better preserving and propagating of the truth, and for the more certain establishment and comfort of the Church against the corruption of the flesh, and the malice of Satan and of the world, it pleased Him to commit this revealed will to writing. This makes the Holy Scripture to be most necessary, because the former ways of God's revealing His will to His people are now ceased.

Under the name of Holy Scripture, or the Word of God in written form, are all the books of the Old and New Testaments, which are Genesis through Malachi, and Matthew through Revelation, respectively. All these books are given by inspiration of God, to be the rule of faith and life.

The books commonly called the Apocrypha, not being of divine inspiration, are no part of the canon of Scripture. Therefore they are of no authority in the Church of God, nor are they to be more approved, or made use of, than other human writings.

The authority of the Holy Scripture, on account of which it ought to be believed and obeyed, does not depend on the testimony of any man or church, but entirely upon God, who is Truth itself, and the author of truth. It is therefore to be received, because it is the Word of God.

We may be moved and induced by the testimony of the Church to a high and reverential esteem of the Holy Scripture. We may also be moved by the heavenliness of the matter, the efficacy of the doctrine, the majesty of the style, the consent of all its parts, the scope of the whole (which is to give all glory to God), the full revelation it makes of the only way of man's salvation, its many other incomparable excellencies, and the entire perfection of it. All these are arguments whereby it abundantly evidences itself to be the Word of God. Yet, notwithstanding, our full persuasion and assurance of the infallible truth, and

divine authority of the Word, is from the inward work of the Holy Spirit, bearing witness by and with the Word in our hearts.

The whole counsel of God, concerning all things necessary for His own glory, man's salvation, faith, and life, is either expressly set down in Scripture, or it may by good and necessary consequence be deduced from Scripture. Nothing at any time is to be added to this, whether by "new revelations" of the Spirit, or by traditions of men. Nevertheless, we acknowledge the inward illumination of the Spirit of God to be necessary for the saving understanding of such things as are revealed in the Word. We also acknowledge that there are some circumstances concerning the worship of God, and the government of the Church, common to human actions and societies, which are to be ordered by the light of nature and Christian prudence, according to the general rules of the Word, which are always to be observed.

All things in Scripture are not equally plain in themselves, nor equally clear to all. Yet those things which are necessary to be known, believed, and observed, for salvation, are so clearly propounded and set forth in some place of Scripture or other, that not only the learned, but also the unlearned, in a normal use of ordinary means, may come to a sufficient understanding of them.

The Old Testament in Hebrew and Aramaic (which were the native languages of the people of God of old), and the New Testament in Greek (which at the time of writing was most generally known to the nations), were immediately inspired by God, and by His singular care and providence were kept pure in all ages, and are therefore authentic. Therefore, in all controversies of religion, the Church is finally to appeal to them alone. But these original tongues are not known to all the people of God, who have right to, and interest in, the Scriptures, and are commanded, in the fear of God, to read and search them. Therefore they are to be translated in to the common language of every nation to which they come. Thus the Word of God will dwell plentifully with all, and they will worship Him in an acceptable manner, and, through patience and comfort of the Scriptures, they will have hope.

The infallible rule of interpretation of Scripture is the Scripture itself. Therefore, when there is a question about the true and full sense of any passage of Scripture, it must be searched and known by other places that speak more clearly.

The supreme Judge, by which all controversies of religion are to be determined, and all decrees of councils, opinions of ancient writers, doctrines of men, and private spirits, are to be examined, and under whose sentence we are to rest, can be none other than the Holy Spirit speaking in the Scripture.

There is only one living and true God, infinite in being and perfection, a most pure Spirit, and invisible. He is without body, parts, or passions, immutable, immense, eternal, incomprehensible, almighty, most wise, most holy, most free, and most absolute. He works all things according to the counsel of His own immutable and most righteous will, for His own glory. He is most loving, gracious, merciful, long-suffering, abundant in goodness and truth, forgiving iniquity, transgression, and sin. He is the rewarder of those who diligently seek Him. In all, He is most just and terrible in His judgments, hating all sin, and He will by no means clear the guilty.

God has all life, glory, goodness, blessedness, in and of Himself. He alone is in and unto Himself all-sufficient, not standing in need of any creatures which He has made. He does not derive any glory from them, but only manifests His own glory in, by, unto, and upon them. He is the only fountain of all being, of whom, through whom, and to whom, are all things. He has most sovereign dominion over them, to do by them, for them, or upon them, whatever He pleases. In His sight all things are open and manifest; His knowledge is infinite, infallible, and independent of the creature. Nothing is to Him contingent or uncertain. He is most holy in all His counsels, in all His works, and in all His commands. To Him is due from angels and men, and every other creature, whatever worship, service, or obedience He is pleased to require of them.

In the unity of the Godhead there are three persons, of one substance, power, and eternity - God the Father, God the Son, and God the Holy Spirit. The Father is from none, neither begotten nor proceeding. The Son is eternally begotten by the Father; as the Word of God, He is eternally spoken by the Father. The Holy Spirit eternally proceeds from the Father and the Son.

ORGANIZATION & GOVERNANCE

HISTORY

Covenant Academy had its genesis with a deepening desire for Christ-centered education for children among three like-minded families in 1987. The fathers of these families joined later with a fourth to form the first Board of Trustees to oversee the inauguration of our school with a five year old kindergarten through fourth grade program on Vineville Avenue. In the Fall of 1989, the school relocated to property on Wimbish Road in Macon where it remained five years. With the opening of the 1994 academic year came the move to our present campus on Ayers Road. With the opening of the 2001 academic year, Covenant Academy became a grammar school for grades 4K-6th.

In January of 2004, mid-way through the academic year, Covenant Academy experienced a historic transition in governance. The school's then Board of Trustees transferred the schools governance to a new Board of Trustees. Since then, Covenant has acquired additional acreage and built several new additions to our facilities. In addition to multiple sections being added in the grammar school, grades 7 through 12 have been added back to Covenant's academic program. In 2006, Covenant added its first Athletic Director, entered into GISA athletic competition, and began the school's first football program. In 2009-2010, Covenant graduated their first senior class since re-instating grades 7-12 back into their academic program.

Overarching the life of Covenant Academy have been reliance on the grace of God, the prayers and support of His people, and a forthright commitment since our inception to providing classical curriculum and instruction squarely rooted in the Word of God. Our aim is to be found teaching for mastery and training for servant leadership in the knowledge of God.

PURPOSE STATEMENT

We desire to provide for our children quality education and academic excellence in every field of study with each subject being taught from a distinctively Christ-centered and Bible-based perspective. Our goal is to have our children trained to develop and implement a consistently Biblical world and life view. From this vantage point they will be thoroughly equipped to serve God and man in their divinely-given vocations. This view of education rests upon the historical Christian faith revealed in the Holy Scriptures. Some basic assumptions drawn from the written Word of God, upon which rests our philosophy of education, are as follows:

- Christ is the source of all truth and knowledge. *"...in Whom are hidden all the treasures of wisdom and knowledge."* Col. 2:3
- Christ is the creator of all facts. *"For by Him all things are created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions, or principalities or powers, all things were created through Him and for Him."* Col. 1:16
- The Bible is the inerrant, complete, and all-embracing revelation of God. *"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work."* 2 Tim. 3:16-17

In light of these foundational truths, education becomes the invigorating task of interpreting life, history, and this creation from the viewpoint of the Bible. In so doing we learn to think God's thoughts after Him (Isa. 55:8-9). We help our children understand that no area of life can be separated from God, that no fact can be understood apart from God, and that truth and knowledge cannot be acquired except under the direction of God's written revelation. This knowledge once obtained by our children will build Christian character and provide practical wisdom for the daily activities of life, thereby enabling the child to glorify and enjoy God, and to confront with confidence and charity those problems and challenges they will surely face. As our children learn how to build a Christian culture in home, school, church, state, and society,

they will guarantee for themselves and their children the prosperity, strength, and peace that God brings to His faithful people (Deut. 28).

MISSION STATEMENT

The mission of Covenant Academy is to glorify God by teaching for mastery and training for servant leadership in the knowledge of God.

GOVERNANCE

Covenant Academy is governed by the Board of Trustees. The Board of Trustees has delegated authority for the oversight of the faculty and staff to the Headmaster, who functions in the administrative role in daily operations and endeavors to maintain servant leadership in faculty development.

TAX EXEMPTION

Covenant Academy, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Covenant Academy does not discriminate on the basis of race, color, national and ethnic origin regarding administration policies, assistance programs, and athletic or other school administered programs. Covenant Academy is a non-profit and tax exempt organization under IRS guidelines 501(C)(3) and is dependent on tuition, fees, and gifts for its support.

SCHOOL DISTINCTIVES

WHY COVENANT?

Out of the many positive differences between Covenant Academy and all other schools in our area, there are two that should be especially noted:

Our Educational Approach

Covenant approaches education from a classical perspective, which is about equipping children for the future with what has been successful in the past. Our classical approach involves intensive phonics, whole book reading, and the introduction of Latin at early ages. History clearly shows that the classical approach is the superior method of teaching critical thinking skills. Covenant Academy is the only Christian classical school in Middle Georgia! For a more detailed summary of the clear benefits of a classical education, we recommend Gregg Strawbridge's *Classical and Christian Education*.

Our Covenantal Commitment

Christian parents have both an opportunity as well as an obligation to the Lord to raise their children in a way that is pleasing to Him. Our covenantal commitment to our families creates an educational environment that enables our parents to fulfill their God given obligation.

Our admissions policy requires that each prospective student have one parent who professes faith in Christ. This policy creates a school which is comprised of families who are spiritually like-minded. This fact alone, which differentiates us from all other schools in middle Georgia, is a huge benefit for the children and families of Covenant Academy.

In addition to our admissions policy, our entire curriculum is consistent with our covenantal commitment to our families. Our parents experience a unique peace which comes from their knowledge that the curriculum used by our faculty is consistent with their own Christian faith.

Our covenantal commitment extends to our faculty as well. While being unparalleled in their abilities as professional educators, we believe they are also unparalleled in their personal commitment to Christ. Consequently, as they educate their students to become critical thinkers, our faculty does so in a way that exemplifies Christ.

A CHRISTIAN & CLASSICAL APPROACH

Covenant Academy is committed to the development of a Classical Christian educational model, driven by a Biblical world and life view as expressed in the slogan *sola scriptura*, i.e. scripture alone is the Christian's only rule of faith and practice. Of course, the Bible is not the only book we study, but it is the standard by which all else is to be judged.

With the revelation of scripture as the starting point, Classical Christian education views students as God's image bearers, thus God best knows and communicates how children learn. Observing the stages of childhood development and being informed by God's word of their psychological and spiritual nature, allows for an organized methodology of instruction. The total being of each student - spiritual, mental, physical, social and emotional - is recognized and affirmed as unique and individual. The dynamics of grace, sin and redemption in the application of educational goals direct Covenant Academy's educational philosophy.

CHRISTIAN EDUCATION

At Covenant Academy, we believe a Christ-centered education includes not only a Christian environment where students are to be instructed with academic excellence, but an education that places Christ at the "center of all learning." We cannot accomplish this by just adding a Bible curriculum or providing a religion class, but rather by integrating the Word of God and placing it at the center of all curriculum (II Timothy 3:16-17). Therefore, in all its levels, programs, and teaching, we boldly acknowledge that all things come from our Creator and that every area of life must be subject to glorifying Him (Romans 11:36). We commit to providing a clear model of the Biblical Christian life (Matthew 22:37-40) through our staff and board while encouraging every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 19:13-15, 28:18-20).

CLASSICAL EDUCATION

Covenant Academy's curriculum has been developed in accordance with the three stages of the Trivium, the foundation of Classical education. The Trivium is divided into three stages that correspond to the natural development of children. The Grammar Stage begins around the age of four as children develop an innate curiosity and love for learning. It is followed by the Logic or Dialectic Stage, which corresponds to the upper elementary and middle school years. The final stage in the Trivium is the Rhetoric Stage and corresponds to the high school years.

The Grammar School (K4 - 6th grade)

The Covenant Academy Grammar School continues to demonstrate quality academic standards by adhering to a quality curriculum. The outstanding characteristic of the curriculum is its strength in the core subjects. Language Arts focuses on intensive phonics that promotes the mastery of the basic components of the English language. This methodology not only teaches reading, which is so foundational to academic success, but it also teaches word analysis thus laying the foundation for higher level critical thinking skills. Coupled with our phonics program is an emphasis on grammar and writing; working together these components promote grammatical excellence in thought and expression. Latin is introduced in the 4th grade

providing an understanding of the English language as well as the framework for deciphering the terminology of science and technology. The final aspect of the core curriculum is Saxon math, which integrates multi-sensory learning, memorization, and mental word problems with proven success.

The Logic or Dialectic School (7 - 8th grade)

Covenant Academy continues to develop a quality academic curriculum for students in the Logic or Dialectic school. This school seeks to establish students in the laws of logic as they study Bible, history, science, English, mathematics, and computer technology. During this stage of development many children begin to challenge authority and question what they have been taught. The Logic School takes advantage of this natural inclination by introducing the rules of proper reasoning as students are taught to think clearly. They learn that disagreement need not be disagreeable and that their opinions must be always seasoned with respect rather than rebellion. Students are allowed some freedom in selecting their electives.

The Rhetoric School (9 - 12th grade)

The Rhetoric school offers academically intensive classes in all disciplines for ninth through twelfth grade students with an emphasis on reading and writing as well as discussion and debate. The Rhetoric School offers both Honors and Advance Placement courses. Those students graduating from the Rhetoric School will receive a College Preparatory Diploma.

ADMISSIONS

ENROLLMENT

Covenant Academy is, in essence, an expression of the commitment of a body of parents to provide the best possible training and instruction for their children. We endeavor to instill in each student a love for truth, wisdom, discernment and learning through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ.

As a covenantal school, we require that at least one parent or guardian of each applicant give a credible profession of faith in Jesus Christ as Lord and Savior, and be a member of (or actively seeking to be a member of) a Christian church which acknowledges the Bible as the inerrant and infallible Word of God.

Students seeking admission are evaluated on the basis of their report cards, references, admission tests, interviews, and potential to perform satisfactorily at Covenant Academy. By September 1, students entering K4 students should be 4 years old, K5 students should be 5, and first grade students should be 6 years old.

We are not equipped with the resources required to serve children who are seeking to be admitted into special educational programs. Students who seek admission directly following suspension, expulsion, or behavior problems from another school will not be accepted until they prove themselves elsewhere. Students with less than a "C" average in their primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement at CA. **The first quarter is considered a trial period for all new students.**

Covenant Academy practices a Biblical philosophy of admissions, not discriminating on the basis of race, color, and national or ethnic origin.

To apply for admission, call 478.471.0285 and request an application packet.

ADMISSIONS STEPS

If after prayerful consideration you believe the Lord is leading you to pursue admission for your child, you will need to do the following:

- **Attend Open House/Take a Tour.** We encourage you to attend an open house to find out what makes Covenant Academy unique from other Christian schools in the area and to see what we have to offer your family. There will be presentations by various administrators, teachers, and students; a time for questions and answers; and a tour of the facilities. We also invite you to visit Covenant Academy during school hours (8:30 a.m. – 3:00 p.m.). You will have the opportunity to meet teachers and staff and briefly observe in the classrooms. You do not need an appointment to take a tour. Come to the front office in the Grammar School (single-story) building.
- **Submit the Application.** Fill out an application and submit it to the office with a non-refundable application fee.
- **Submit Records.** Submit a signed transcript request form or copies of student's report card and test scores for the last two years.
- **Request Pastoral Reference.** If your child is applying for grades 6 – 12, have your pastor or youth pastor complete the Pastoral Reference form and return it to Covenant.
- **Interview.** After your application has been processed, we will contact you to make an appointment for the Parent's Interview with our Admissions Director.
- **Shadow & Test.** We will arrange for your child to shadow at CA and complete any testing that may be needed.

Once these steps are complete, your file will be reviewed and you will be notified regarding acceptance. Once accepted, you will need to return your signed enrollment form and matriculation fee promptly to help ensure availability in a class.

Enrollment, and therefore the parents' financial obligation, is contracted to be for the full school year. If a family is required to move more than sixty (60) miles from the school's location and has prepaid, a partial refund in tuition may be warranted. Any request for the refund of tuition should be made, by letter, to the school office. (For more information on refunds see Fees and Tuition Payment Policies.)

It is understood that parents agree to support the policies of the school. If enrollment for a particular grade is full, a waiting pool will be established for that grade.

GUIDELINES REGARDING CHILDREN WITH DISABILITIES

These guidelines apply to all students and teachers in all the classrooms of Covenant Academy.

Guidelines regarding children with disabilities:

- Out of a desire that children with a severe physical learning disability receive a suitable education, such children will not be admitted to Covenant Academy due to the lack of adequate staffing, funding, and facilities.
- Children who have been diagnosed as having a physical or learning disability will be required to function and meet the same academic and behavioral standards as all the other children in their grade level.
- Children who have been diagnosed as having a physical or learning disability will be given as much individual instruction and encouragement as their classmates.

Definitions:

- **Severe Physical or Learning Disability** - Any condition in a potential student that would require a separate or specialized classroom, program, and/or staff in order to provide the educational services desired by the parents.
- **Physical or Learning Disability** - Any condition in a potential student that does not require a separate or specialized classroom, program, and/or staff in order to provide the education services desired by the parents. For the purposes of these guidelines, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

NON-DISCRIMINATION GUIDELINES

Covenant Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Covenant Academy practices a Biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, athletic, and other school-directed programs.

ACADEMICS

PHILOSOPHY OF EDUCATION

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Covenant Academy believe distinguish our approach to education:

We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the gospel and train believers (Matt.28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protects families. The family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method, incorporating instruction in Latin.

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes Biblical discipline principles.

We believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained Biblically (Deut. 6:6,7, Prov. 22:6).

A recommended reading list would be:

Classical and Christian Education by Gregg Strawbridge

Recovering the Lost Tools of Learning by Douglas Wilson

Repairing the Ruins by Douglas Wilson

The Seven Laws of Teaching by John Milton Gregory

Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ's love at Covenant Academy.

APPROACH TO CURRICULUM

In order to teach for mastery and train servant-leaders in the knowledge of God (mission statement), the curricular program at Covenant Academy shall be understood as *the formal and informal pursuit of knowledge [Intuitive and learned] which is self-consciously sought to be transformed by the person of the Triune God* (cf Rom. 12:1-2 et al.).

Curriculum Orientation

In an attempt to promote and maintain harmony between the formal and informal orders within the school, an identified curriculum orientation helps to provide guidance. It is not uncommon that an antithesis develops between the formal statement of mission for a school and the informal practice of curriculum in the same school. Examples abound of self-consciously Christian schools, colleges and universities

which became, over time, decidedly non-Christian. Is this “Hegelian trap” inevitable? Various schools of thought on educational philosophy have developed approaches to curriculum which emphasize distinctive world view presuppositions. These organized approaches to curriculum are called orientations, i.e. the principles that guide the program. Covenant Academy offers a *Covenantal Curriculum Orientation* based on the analogy of revelation from the Covenantal God in terms of creation, fall and redemption. Biblically revealed, the covenant is a promise sovereignly administered, attended by blessings and curses, legally contracted by an oath, formally ratified with a pledge in view of future inheritance or retribution. From these five elements of a Biblical covenant, a covenantal curriculum orientation may be framed which would include:

- A commitment to educate students from a self-consciously Biblical worldview. This Biblical worldview believes all true knowledge is rooted in and comes from the being of God. This knowledge is sovereignly revealed through the works of creation and providence. Its ultimate expression is in the person of Jesus Christ who is the exact impression of God.
- An ethical view of students as God’s image bearers in terms of the fall and redemption presupposes blessings and curses, i.e. the dynamics of grace, sin and regeneration, in the application of educational goals. The total being of each student - spiritual, mental, physical, social and emotional - is recognized and affirmed as unique and individual. A profound sense of accountability must be evidenced by the teacher in directing the learning activities consistently with the verities of Christian ethics. Discipline must be understood and applied in this context with the purpose of cultivating a morally responsible community in school and beyond.
- A confessional commitment to orthodox Christian doctrine requires an oath of confirmation from the board members, administrators and staff, faculty and at least one parent of students. The covenantal oath is the basis for corroboration between word and action. This establishes the foundation for a genuinely collaborative educational community that facilitates restoration and reformation in all areas of life.
- Multi-sensory teaching methods are recognized as sanctified by God and demonstrated by the covenantal pledges in the sacraments through the words of institution and symbols to mind, conscience, and senses. Humans have the unique ability to learn by analogy, but even in this, not everyone learns the same way. However the means of knowing are established by virtue of God’s creative act. Therefore teaching strategies and learning styles are a legitimate field of investigation for the Christian educator. The connection between subject disciplines and teaching methods is not antinomian. From the analogy of creation we know there is an organizational factor to the learning experience. By analogy of the mystery of faith there is bonafide creative expression given to human consciousness which has a necessary place in the act of teaching.
- A trans-generational consciousness acknowledges a future orientation toward the continued development of a Christian culture. A vision of curriculum, larger than the immediate school community, is essential to future development. A social consciousness from a covenantal orientation is a sanctified means of pursuing the school’s mission in the greater mission of the Kingdom of God. There is a danger in a school becoming a self-perpetuating institution driven by pragmatism – even a “baptized” pragmatism! A view to the future holds open the door of investigation for educational ideas and tools. Christian educators must exercise confidence through the Word and Spirit, keeping and improving what is good. While it is obvious that texts and equipment become obsolete, so do teaching procedures and operational functions. Technology is not the enemy of Christian education, but neither is it the savior.

Curriculum Evaluation

An agreed upon philosophy of curriculum and the adoption of a curriculum orientation provide the framework for evaluation of a school’s educational program; however a criteria document is helpful to measure the fit of the various curricular components. This document should serve as the frame of reference for all

parts of the program, e.g. teacher interviews, textbook reviews, teaching methodologies, subjects taught, operation policies, etc. Covenant Academy utilizes the seven following criteria as markers for the curriculum philosophy and orientation.

- Philosophical/Theological presuppositions: what world view is reflected and in what way will the school's mission be affected?
- Moral tone: the Ten Commandments, including the summary and application of Jesus and Paul, provide an objective standard of measure for ethical considerations.
- Aesthetic qualities: are the universal virtues evident, e.g. truthful, decorous, God conscious, pure, affectionate, admirable, (c.f. Phil. 4:8, et al.)?
- Propriety of God's creational norms: a regard for the appropriate development in age, skills, learning styles, etc. for personnel and materials.
- Public reputation - consideration given to historical, cultural and social estimation of value (c.f. I Tim. 3:10 et al.).
- Private conviction: In what way will concerns of individual and collective conscience be treated?
- Personal taste: How will favoritism, prejudice, preferences, and patronage be confronted in connection with decision making in matters of personality, style, genre, fashion, etc.

Examine yourselves as to whether you are in the faith. Test yourselves. Do you not know yourselves, that Jesus Christ is in you?—unless indeed you are disqualified. But I trust that you will know that we are not disqualified.(II Cor. 13:5-6) NKJV

Curriculum Program

A Liberal Arts education is the foundation for educational philosophy in the tradition of Western Civilization. This Liberal Arts education was generally composed of seven courses of study divided into two stages. The first preparatory stage was devoted to three areas of mastery: grammar (facts, memory exercises, etc.), dialectic (logic, critical thinking skills, etc.) and rhetoric (communication skills, persuasion, etc.) These three categories make up the *Trivium* and are the foundation of study at Covenant Academy.

The second stage of traditional Liberal Arts education is composed of four additional courses which are directed toward a major field of study and is called the *Quadrivium*. The employment of the Trivium as an educational philosophy has to do with the *methodology of teaching, not the content of what is taught.*

Covenant Academy is devoted to developing this educational philosophy in order to teach for mastery and train for servant leadership in the knowledge of the Lord.

ACADEMIC POLICIES

GRADING SCALE Beginning 2016-17 School Year

A+ =99-100	A =93-98	A- =90-92
B+ =88-89	B =83-87	B- =80-82
C+ =78-79	C =73-77	C- =70-72
F =below 70		

WEIGHTING POLICIES

AP & Dual Enrollment classes - All AP and Dual Enrollment classes will be weighted .5 on the four point quality scale.

Honors Classes - Beginning school year 2014-15 all honors classes (9th-12th) will be weighted by adding 3 points to the final numeric average.

GRADE REPORTING

The school year is composed of four nine-week grading periods. In the Logic/Rhetoric School the first two nine-weeks comprise the first semester with the last two nine-weeks comprising the second semester. Report cards in the first, second and third quarters will be available to the parents online through Info Direct. Mid-term progress reports are sent home with students at the midpoint of each nine weeks for Grammar School students. The final report card for students will be available on Info Direct within one week after the last day of school

STANDARDIZED TESTING

Students in 3 - 8th grade are tested annually using the ERB standardized test, a product used in many private schools and recommended by the Association of Classical Christian Schools. In addition to assessing individual student performance, the ERB is a helpful tool in assessing our school as a whole and gives Covenant an idea how we are doing compared to other independent schools. The PSAT is administered to students in 9th -11th grade.

PROMOTION / RETENTION

Students will be promoted based on the satisfactory completion of course work and teacher evaluation. The decision to retain will involve the administration, the faculty, and the parents, and will be based on the intellectual, social, emotional and academic development of the child.

At the discretion of the headmaster in conjunction with the appropriate principal, a student may be refused reenrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to reenroll is not the equivalent of suspension or expulsion.

RHETORIC SCHOOL PROMOTION POLICY

Five Carnegie units are required for promotion to the 10th grade. 3 core credits, 2 elective credits.
Ten Carnegie units are required for promotion to the 11th grade. 7 core credits, 3 elective credits.
Fifteen Carnegie units are required for promotion to the 12th grade. 11 core credits, 4 elective credits.
Graduation: Students must earn 24 Carnegie prescribed units for graduation.

HOMEWORK

Homework is an integral part of an excellent academic program and serves three main purposes: preparation, reinforcement, and mastery.

Preparation – allows the student to prepare for a challenging lesson by grounding himself in introductory materials. In turn, this allows for class presentations and discussions to be more engaging.

Reinforcement – allows the student to practice concepts introduced in class to attain familiarity.

Mastery – allows the student to practice concepts to the point of personal proficiency.

In addition to the academic goals of homework, homework serves ends towards character building: discipline, planning, decision-making, and accepting responsibility for one's actions.

Covenant recognizes parents as partners in their children's educational progress and stresses the need for parents to establish and monitor homework time. Creating an environment at home conducive to good study habits and appropriate use of time is crucial to student learning.

Teachers will maximize class time and assign meaningful homework. Teachers are strongly encouraged to give consideration to church schedules (i.e. Wednesday evening services) and other activities when assigning homework.

The guide below should be regarded as approximate maximum times for the average student, not

as required minimum times. The actual time students spend on homework will also vary according to student ability and motivation to exceed expectations.

1 st - 2 nd Grade	20-30 minutes
3 rd - 4 th Grade	20-40 minutes
5 th - 6 th Grade	30-60 minutes
7 th - 8 th Grade	70-80 minutes
9 th - 10 th Grade	90-100 minutes
11 th - 12 th Grade	120 minutes

Upper School teachers will meet together to ensure that assignments do not collectively overload students with homework that exceeds the maximum times. Students in Advanced Placement classes should expect increased homework times. All teachers will utilize RenWeb/SIS weekly when assigning homework.

Students are expected to complete assignments on time. If an assignment is not completed, the student will be given a zero for the assignment. At the teacher's discretion, late work will be accepted with a 10 point deduction for each day late. After 3 days, late work will not be accepted. Consistent late work will become a disciplinary matter.

LOGIC/RHETORIC SCHOOL ACADEMIC PROBATION GUIDELINES

Logic and Rhetoric school students are **placed on academic probation if they are failing two or more core classes during any two consecutive quarters. Core classes include English, Mathematics, Science, Social Sciences, Biblical Studies, and Foreign Languages.** This guideline is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this guideline would be counterproductive to this end, the Logic and Rhetoric school principal in consultation with the headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the principal and the headmaster and placed in the student's file.

Logic and Rhetoric school student **grades** will be calculated at the end of each quarter. If a student **fails two or more core classes during any two consecutive quarters**, that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at that time.

Students are ineligible to participate in extra-curricular activities if they are on academic probation. If at the end of the next quarter the student **is failing more than two core classes** (for the quarter), that student may be expelled.

GRADUATION POLICIES

Covenant Academy Graduation Requirements College Prep Diploma - 24 Carnegie Units

- 4 credits in English
- 4 credits in Mathematics (Mathematics course taken every year)
- 4 credits in Science
- 3 credits in Social Sciences
- 4 credits in Biblical Studies
- 2 credits in Foreign Languages (same language)
- 1 credit in Physical Education and Health
- 1 credit in Fine Arts
- 1 credit of Speech
- 75 hours of community service

Candidates for Valedictorian are chosen based on the students cumulative numeric GPA (includes 9th-12th). The student with the highest GPA out of the senior class will be named Valedictorian of the class. The Valedictorian must have attended Covenant Academy since 9th grade.

Candidates for Salutatorian are chosen based on the students cumulative numeric GPA (includes 9th-12th). The student with the second highest GPA out of the senior class will be named Salutatorian of the class. The Salutatorian must have attended Covenant Academy for at least 2 years.

Academic graduation requirements are based on the student passing all courses the senior year. However if a senior fails one course, that can be made up during the summer (summer school or junior college), then the student can walk at graduation with no diploma in the cover. As soon as we receive notification that he/she has made up the credit we will issue the diploma. If a student fails more than one course, they may not walk at graduation.

STUDENT CONDUCT

PHILOSOPHY of DISCIPLINE

When students are admitted to Covenant Academy, they become identified with the Academy; and the Academy is judged by the way they conduct themselves. As the Academy seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the Academy at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence which reflects adversely on the good name or reputation of Covenant Academy.

Covenant Academy will discipline a student for an incident that occurs, on or off the Covenant campus, at a school event or non-school event, if, in the opinion of the administration, the incident reflects negatively on the good name or reputation of the school. Expelled students are not allowed on campus. If the expelled student has siblings in Covenant Academy then they must be directly supervised by their parents at all CA events.

The Word of God teaches that we, as the Lord's people, whatever our ages, are God's gracious workmanship, created in Christ Jesus for a life of fruitful works of service. Established sinful barriers and prejudices inherent in our culture are to be broken down, making peace. Humility, gentleness, patience, and forbearance toward one another in love are characteristic of the distinctively Christian life. All of our days at home, church, school, wherever, are to be lived in the service of God, supporting and nurturing one another toward the exalted goal of Christian maturity – the measure of the stature which belongs to the fullness of Christ. Maturity in Christ enables us, with increasing ability, to speak the truth in love with tenderness of heart. This requires all of us, whether we be parents, students, faculty, or staff, to lay aside the old (sinful) self and be renewed in our minds, putting on the new self in the likeness of God, created in righteousness, holiness, and truth.

- Falsehood is to give way to truthfulness.
- Man-centered (sinful) anger is to give way to Godly (holy) anger.
- Stealing and cheating are to give way to honest labor.
- Selfishness is to give way to generosity.
- Unwholesome speech is to give way to edifying, gracious speech.
- Bitterness, wrath, anger, clamor and slander are to give way to kindness, tenderheartedness, and a forgiving spirit.
- Impurity and greed are to give way to Godliness.
- Exploitive sensuality is to give way to wholesome modesty.
- Self-indulgence is to give way to disciplined, Godly moderation.
- Discord and strife are to give way to peace (harmony) and order.
- Delinquency is to give way to dutifulness in discipline and instruction.

- Man-centered service is to give way to God-centered service.
- Worldly exercise of and submission to authority are to give way to a Christ-like exercise of and submission to authority.
- Weakness in self is to give way to strength in the Lord.
- Confidence in man gives way to confidence in God.
- Confidence in man-centered preparation is to give way to confidence in a God-centered preparation.
- Identification with the world is to give way to identification with God's Church.

RESPECT CODE

In order for your child to meet the challenges that he/she will face in the world, the development of self-discipline and individual responsibility is necessary. A growing Christian child should sense the responsibility to control himself/herself as a mandate from God. Our expectation is that your child will obey the rules as well as the people responsible for enforcing the rules. Should they choose not to obey, it is essential that they have a clear understanding that there are consequences for their actions. Our rules, their Biblical basis, and the consequences for disobedience are outlined in the Respect Code below and the following sections.

- **Listen, obey instructions, and speak respectfully**

Disobedience examples: teasing, name calling, put-downs, coarse language ("shut up", "stupid", "crap", "crud", "sucks", etc.) or coarse actions, arguing back to teachers and staff, rolling eyes, etc.

Hebrews 13:17 Obey your leaders and submit to their authority.

Proverbs 23:12 Apply your hearts to instruction and your ears to words of knowledge.

- **Keep hands, feet and other objects to yourself**

Disobedience examples: pushing, shoving and fighting.

1 Thessalonians 4:11 Make it your ambition to lead a quiet life, to mind your own business, and to work with your hands.

- **Walk quietly and use courteous behavior in the building**

1 Corinthians 14:40 Everything should be done in a fitting and orderly way.

- **Respect property**

Disobedience examples: writing on/inside desks, walls, bathrooms, books etc.

Proverbs 3:9a Honor the Lord with your possessions.

- **Practice self-control**

Galatians 5:22-23 But when the Holy Spirit controls our lives, he will produce this kind of fruit in us: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

SCHOOL RULES

All students should be aware of and are expected to adhere to the following list of school rules.

- Courteous speech and conduct is required.
- Respect for home, church, school and nation is expected at all times.
- Quiet voices are the norm in the school building.
- Passage in the hallways and stairwells is to be peaceful and orderly. No running in the building or on the sidewalks.
- Prompt and cheerful obedience is expected and all faculty and staff are to be addressed respectfully.
- Personal items such as electronic devices are not to be brought to school. Logic/Rhetoric students may keep cell phones in their lockers or book bags but they must be turned off from 8:10-3:15.
- Students may eat and drink only in the designated lunch areas. Bottled water is encouraged for students to have on their desk.
- Students are not to eat before, during or after school in the hallways, lobbies or pickup lines.
- Students are not permitted to chew gum.

- Students are not to leave their classroom and/or supervising teacher without permission.
- Students are not to bring knives or firearms to school.
- Students are responsible to treat ALL school property, including textbooks, with care and respect.
- Student fines will be issued at the end of the school year for excessive wear and tear on textbooks. Such fines must be paid prior to report cards/transcripts being released.
- Lockers should be kept orderly and clean. Food and drink more than one day old must be removed. Nothing is allowed on floor around lockers.
- Students are prohibited from bringing to school or using alcohol, tobacco products, drugs (not prescribed by their doctor). This includes off-campus events.
- Students are prohibited from engaging in any public displays of affection at school, as well as at any off campus school events such as class parties.

PLAGIARISM CONSEQUENCES

Upper School students are expected to abide by the highest academic integrity. Plagiarism includes both the intentional word-for-word copying of a source and the unintentional failure to cite or thoroughly paraphrase a source.

Every intentional offense of plagiarism will result in a zero on the plagiarized assignment. The second intentional plagiarism offense will result in suspension. The third offense of intentional plagiarism will result in expulsion. The first offense of unintentional plagiarism will result in 20 points being deducted from the assignment and a conference between the student, teacher, and Upper School administrator. The second offense of unintentional plagiarism will be treated as intentional plagiarism.

LOCKER SEARCH POLICY

School lockers are owned and managed by Covenant Academy. Locker inspections may occur periodically throughout the school year by either a teacher or administrator. Administrators may search a book bag for contraband when warranted by reasonable suspicion.

CELL PHONES

With the advances in technology in the last few years, cell phone usage has become virtually ubiquitous. While we rejoice in such technological advances and the convenience they bring to our lives, we also are cognizant of the fact that they can be disruptive to the educational process. At Covenant Academy students now have the option of keeping their cell phones in their lockers or in their book bags. **Cell phones are not to be used at all during the school day (8:00 – 3:15) without teacher permission.** If a student needs to call a parent during the school day, he/she may use the phone in the upper school front office with permission.

- If a faculty member or administrator *sees or hears* a cell phone during the school day (8:00 – 3:15), the consequences are:
 - 1st offense – the student will serve one day detention
 - 2nd offense – the student loses the cell phone for five days
 - 3rd offense – the student will serve one day suspension.
- If a student is *using* a cell phone, either texting or talking, during the school day (8:00 – 3:15), the consequences are:
 - 1st offense – the student will serve one day detention and the cell phone will be confiscated for a 3 day period.
 - 2nd offense – the student will serve one day of suspension and the cell phone will be confiscated for a 5 day period.
 - 3rd offense – the student will serve three days of suspension .

BEHAVIOR MANAGEMENT

GENERAL STATEMENT ON DISCIPLINE

Discipline is a learning process in which an individual learns self-control and recognizes his responsibility to God and man. Discipline includes living by an established standard or set of rules. Discipline is rooted in discipleship and aims at restoration and character building. Bringing glory to Christ through proper conduct is the goal of discipline. The discipline policy of Covenant Academy is based on two presuppositions concerning human nature. First, man is created in the image of God, by an act of God's power, for the glory of God. This gives man a high degree of dignity which he would not have if he were merely a more highly developed form of animal life. Second, due to the fall, mankind is born in sin and is by nature at enmity with God, his Creator. The belief that man is basically good is demonstrated by Scripture and experience to be false. In holding to these presuppositions, two commonly held beliefs are forcefully denied: 1) that man, as a result of evolutionary process, is merely an animal and 2) that man is basically good. Therefore, discipline must be taught as an essential part of a person's character building. An individual will not naturally discipline himself, but in time and with proper training may become disciplined. Discipline, as a God-ordained method of correcting behavior and developing character, will be enforced at Covenant Academy.

Christ-centered education focuses on student character as well as academics. These two elements of education go hand in hand. Discipline is an integral part of the educational process in both of these areas. Without discipline in academic pursuits the student will not experience success. In like manner, lack of discipline in character will not only allow, but promote ungodly behavior. As the student's mind is effected by his fallen nature and needs to be redeemed, so his behavior needs the directing and restraining influence of good and godly discipline. The policies adopted by Covenant Academy aim at maturing every student's academic/intellectual development as well as his/her character development

Parental Involvement

Because it is the responsibility of the parents to raise their children in a God-honoring way, Covenant Academy expects the co-operation of each parent in the discipline of students. Parental co-operation is expected in at least two areas:

- Students will be disciplined in the home. The reality is that children who receive loving, biblical discipline at home demand very little at school. It is the parent's responsibility, specifically directed to the fathers, to bring up children in the fear and admonition of the Lord. This demands proper discipline, including biblically based corporal discipline.
- Parents are expected to support the disciplinary decisions of the faculty and administration. Any undercutting of the school's discipline at home deals a hard blow against the authority of the school. Parents have a right to meet with the administration with any difficulties associated with the implementation of discipline.

CORPORAL CORRECTIONS

Two fundamental doctrines guide Covenant Academy's philosophy of corporal correction:

The Biblical Doctrine Biblically the use of corporal correction is prescribed by precept and pattern. The Word of God unequivocally states that God sanctifies the use of physical spanking or paddling in order to humble pride and correct behavior (Proverbs 10:13; 13:24; 22:15; 23:13-14; 29:15; 1 Cor. 4:21; 2 Cor. 11:25). By Divine example God, as a heavenly Father, provides the ultimate pattern for discipline and correcting children, including the use of physical punishment (Lk 11:13; 1 Cor. 11:32; Heb. 12:5-11; Ps. 6:1; Ps. 38:1; Ps. 94:12; Prov. 19:18; Dan. 10:12; Rev. 3:19).

The Legal Doctrine The established legal precedent of *in loco parentis* (recognizing the parent's right to extend authority for their children's care) is a long standing tradition in the American legal system. The legal doctrine recognizes the parent's right to extend authority for their children's care, including corporal correction to school officials. Covenant Academy maintains the utmost regard for the care and disciplining of students trusted to our oversight.

Students are taught personal discipline by adhering to the classroom and school policies of Covenant Academy. At times discipline is needed in order to correct behavior. This corrective discipline may be accomplished by means of firm rebuke, revoking privileges, corporal discipline, suspension from school, and expulsion from school. When corporal correction is needed, the following model will be used:

- The student will have a clear explanation of the matter, including its spiritual aspects. In order to assist with this the student may be required to complete a Conduct Form.
- A teacher/administrator and one adult witness will conduct the correction in a private setting. No male shall paddle a female student of any age.
- Once discipline has been administered, the teacher, a principal, the academic dean, or the headmaster will pray with the child.
- The parents will be contacted and informed.
- A written record is to be signed by the parent(s) and kept on file in the school office.

In all matters of corporal correction, a loving and Christ-like spirit will prevail.

GRIEVANCE GUIDELINES

Covenant Academy adheres to biblical guidelines regarding all grievance procedures. Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the Biblical injunction recorded in Matthew 18 for the resolution of a problem *between believers*:

- The teacher and parent meet privately to seek the resolution, with a spirit of reconciliation. Both want the good of the child and are not in an adversarial position.
- If unresolved, the teacher and the parent meet with a third party, the headmaster. Any subsequent meetings would also involve the headmaster.
- If still unresolved, the matter is presented to the school board's executive committee. The committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- If still unresolved, the problem is brought before the entire school board. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment regarding the problem and takes appropriate disciplinary action.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved. This procedure is taken from *To Those who Teach in Christian Schools* by Roy W. Lowrie, Jr. All school personnel and families will *avoid gossip* concerning the school (Matthew 18, I Peter 4:11, Ephesians 4:29-32).

All school personnel and families agree to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and endeavor to give a good report. All differences are to be resolved by utilizing Biblical principles. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).

All parties are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this handbook or to any aspect of the

educational relationship, including statutory claims, shall be settled by Biblically-based mediation.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

Your faculty and staff are dedicated to what's best for your family and your child, so please feel free to come to us in this manner at any time.

SCHOOL UNIFORMS

UNIFORM REQUIREMENT

Research has indicated that there is a distinct relationship between students' attire and their classroom behavior, attitude, and achievement. Uniforms are worn at Covenant Academy to create an atmosphere conducive to learning. Each student should take pride in his/her personal appearance. If an item is not included in the dress code, it is not allowed. When on Covenant Academy campus, during regular school hours, students are expected to be in uniform or athletic uniform at all times. The administration has the final word when there is a discrepancy in the interpretation of the dress code.

UNIFORM CODE

Why Does Covenant Academy have a uniform code?

The neat appearance created by a uniform code enhances a ready-to-learn atmosphere.

A uniform code instills school spirit and a sense of belonging, while providing enough choice to allow for individual expression. The student is part of a group identity that strives for excellence and the code establishes a tradition.

A uniform code saves parents time, as most all-uniform items can be purchased at the same source. This may save parents not only time, but energy as well. In addition, time may be saved each morning as the "what to wear" issue is eliminated.

The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues. The selected clothes were chosen with price and durability in mind for an overall good value for the money. Growth features in some of the garments may also cut down on total wardrobe expenditures.

The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Compliance with the Uniform Code

Covenant Academy's standards and guidelines have been designed to set standards for student attire. It is important for student's and staff alike to remember that CA is a workplace and compliance with these guidelines will be expected.

All students will wear the designated school uniform unless otherwise specified by the headmaster. Teachers and staff members will check the students regularly and on an ongoing basis to ensure that each student is in compliance with the CA uniform guidelines.

Basic guidelines:

Neatness- Clothing and hair must be neat in appearance. Shirts are tucked in (except girl's fashion-fit), shoes tied, clothing does not have holes or tears and is appropriately sized for the wearer.

Cleanliness - Clothing items are clean and good hygiene is practiced.

Modesty - Skirts, skorts, and jumpers may not be no more than four (4) inches above the knee for Grammar School students. Skirts, skorts and shorts must come to the knee for Upper School students. Outlandish or distracting clothing or hairstyles will not be allowed.

GRAMMAR SCHOOL GIRLS (K4-6TH) UNIFORM REQUIREMENTS

The following items must be purchased from Lands' End or Back to School Uniforms:

Uniform Shirts	White, Red or Light Blue Short Sleeve or Long Sleeve Knit or Dri-fit Shirt or Feminine/Fashion Fit Polo with Embroidered CA Monogram
Skirts/Jumpers/Skorts	Plaid
Toddler Dress	Plaid; K4-K5 ONLY
Knit Shirt Dress	Red Knit Shirt Dress with Embroidered CA Monogram
Sweatshirts	Navy, Red or White Crew Sweatshirt with Embroidered CA Monogram
Outerwear/Jacket	Navy or Red ½ or Full Zip Fleece Jacket with Embroidered CA Monogram Navy or Red Nylon Jacket with Embroidered CA Monogram

The following items may be purchased from the uniform line at Walmart, Target, Sears, etc.:

Shorts	Navy Pleated or Fashion Fit (Must be no shorter than 4" above the knee)
Slacks	Navy Pleated or Fashion Fit (No Cargo); K4-K5 may have elastic waist
Skirts/Jumpers/Skorts	Navy
Capris	Navy

The following items may be purchased from the store of your choice:

Belts	Brown, Navy or Black Belt; no large belt buckles
Turtlenecks	White or Red Turtleneck
Blouses	White or Blue Long Sleeve or Short Sleeve Oxford Cloth Shirt White or Blue Long Sleeve or Short Sleeve Peter Pan Blouse
Socks/Tights/Leggings	Navy, Red or White
Shoes	Athletic - Navy, Black, Brown, White or Gray (with minimal trim in other colors); Dress - Navy, Black, Brown, White or Gray (closed toe and heel)
Sweaters	Navy, White or Red Sweater/Navy, White or Red Sweater Vest

ADDITIONAL GUIDELINES:

- All shirts, except girls' Fashion Fit, are to be tucked in.
- All skirts, skorts and jumpers must be no shorter than 4" above the knee. Navy biking shorts must be worn under jumpers and skirts.
- Any appropriate jacket may be worn to and from school and outside; only uniform jackets/sweatshirts purchased from Lands' End may be worn in the classroom
- No tattoos

- **Girls' Hair** – clean, neatly shaped, dry and combed, no unnatural coloring
- **Girls' Jewelry** – one necklace, bracelet, ring, pair of non-dangling earrings; no body piercing except for ears
- **Free Dress** – jeans/shorts (knee length); T-shirts with acceptable wording; all clothing in good condition and fits appropriately; no hats except on Hat Day
- School-sponsored events on/off campus require Christ-honoring modest dress; girls, one-piece bathing suits only

Lands' End *Landsend.com/school

Back to School Uniforms: 112 Main Street Suite D Byron, GA 478-919-5308

GRAMMAR SCHOOL BOYS (K4-6TH) UNIFORM REQUIREMENTS

The following items must be purchased from Lands' End or Back to School Uniforms:

Uniform Shirts	White, Red or Light Blue Short Sleeve or Long Sleeve Knit or Dri-Fit Shirt with Embroidered CA Monogram
Sweatshirts	Navy, Red, or White Crew Sweatshirt with Embroidered CA Monogram
Outerwear/ Jackets	Navy or Red ½ or Full Zip Fleece Jacket with Embroidered CA Monogram Navy or Red Nylon Jacket with Embroidered CA Monogram

The following items may be purchased from the **uniform line** at Walmart, Target, Sears, etc.:

Shorts	Navy Pleated or Flat Front Shorts (No Cargo) (No longer than knee length)
Slacks	Navy Pleated or Flat Front Slacks (No Cargo); K4-K5 may have elastic waist

The following items may be purchased from the store of your choice:

Belts	Brown, Navy or Black Belt; no large belt buckles
Turtlenecks	White or Red Turtleneck
Shirts	White or Blue Long Sleeve Oxford Cloth Shirt
Socks	Navy or White
Shoes	Athletic - Navy, Black, Brown, White or Gray (with minimal trim in other colors) Dress - Navy, Black, Brown, White or Gray
Sweaters	Navy or Red Sweater Navy or Red Sweater Vest

ADDITIONAL GUIDELINES:

- All shirts are to be tucked in.
- Any appropriate jacket may be worn to and from school and outside; only uniform jackets/sweatshirts purchased from Lands' End may be worn in the classroom
- No tattoos
- **Boy's Hair** – clean, neatly shaped, above eyebrows & ears, off the collar, no “fad” haircuts or unnatural coloring, no facial hair
- **Boys' Jewelry** – No necklaces, earrings or body piercings
- **Free Dress** – jeans/shorts (knee length); t-shirts with acceptable wording; all clothing in good condition and fits appropriately; no hats except on Hat Day
- School-sponsored events on/off campus require Christ-honoring modest dress; boys, swim trunks (non-fitted)

Lands' End *Landsend.com/school

Back to School Uniforms: 112 Main Street Suite D Byron, GA 478-919-5308

UPPER SCHOOL GIRLS (7th–12th) UNIFORM REQUIREMENTS

The following items must be purchased from Lands' End or Back to School Uniforms:

Uniform Shirts	Navy, White, Red, Royal Blue, Black, Gray, Yellow Short Sleeve or Long Sleeve Knit or Dri-fit Shirt or Feminine/Fashion Fit Polo with Embroidered CA Monogram
Sweatshirts	Navy, White, Red, Royal Blue, Black, Gray Crew Sweatshirt with Embroidered CA Monogram and Covenant Academy Sweatshirts
Shorts	Khaki or Navy Pleated or Fashion Shorts (must be knee length)
Slacks	Khaki or Navy Pleated or Fashion Fit Slacks Khaki Elite Spandex Slacks
Skirts	Plaid Skirt with Contour Waistband (Style #1212 or #134; Color #41) (Required) Khaki or Navy Skirt (Style #143) (must be knee length)
Skorts	Plaid (#41), Navy or Khaki Skort (Style #907) (must be knee length)
Shirts	White, Blue, Yellow or Blue/White Stripe Short Sleeve or Long Sleeve Oxford Shirt with Embroidered Covenant Academy Monogram

The following items may be purchased from the store of your choice:

Belts	Braided or Solid Brown or Black Belt
Jackets	Solid Black or Dark Blue (without a hood) Covenant hoodies may be worn
Socks/Tights	Navy, White, Khaki, Grey or Black
Shoes	Athletic or Dress (closed toe and heel); Girls may wear sandals with backs. 9 th – 12 th grade girls may wear heels not more than 2" in height. Girls may wear boots as long as the top is completely covered by pant legs. No boots with shorts or skirts.
Sweaters	Navy or Red Sweater Navy or Red Sweater Vest Solid Dark Blue or Black Sweater

Chapel Dress Uniform: Plaid Skirt (#1212 or 134) or Plaid Wrap Skort, Blue Fitted Oxford Blouse with Embroidered Covenant Academy Monogram and Dress Shoes

ADDITIONAL GUIDELINES:

All shirts are to be tucked in, except Fashion Fit

- No tattoos
- **Girls' Hair** – clean, neatly shaped, dry and combed, no unnatural coloring
- **Girls' Jewelry** – one necklace, bracelet, ring, pair of non-dangling earrings; no body piercing except for ears
- Free Dress – jeans/shorts (knee length)/capris (no athletic shorts); T-shirts with acceptable wording; all clothing in good condition and fits appropriately (no tight jeans); no hats except on Hat Day
- School-sponsored events on/off campus require Christ-honoring modest dress; girls, one-piece bathing suits

Lands' End *Landsend.com/school

Back to School Uniforms: 112 Main Street Suite D Byron, GA 478-919-5308

UPPER SCHOOL BOYS (7th–12th) UNIFORM REQUIREMENTS

The following items must be purchased from Lands' End or Back to School Uniforms:

Uniform Shirts	Navy, White, Red, Royal Blue, Black, Gray, Yellow Short Sleeve or Long Sleeve Knit or Dri-fit Shirt with Embroidered CA Monogram
Sweatshirts	Navy, White, Red, Royal Blue, Black, Gray Crew Sweatshirt with Embroidered CA Monogram or Covenant Academy Sweatshirts
Shorts	Khaki or Navy Pleated or Flat Front shorts (No Cargo)
Slacks	Khaki or Navy Pleated or Flat Front Slacks (No cargo)
Shirts	White, Blue, Yellow or Blue/White Stripe Long Sleeve Oxford Shirt with Embroidered Covenant Academy Monogram
Tie	Stripe Tie #23 (Required)
Blazer	Navy (Optional)

The following items may be purchased from the store of your choice:

Belts	Braided or Solid Brown, Navy or Black Belt; no large belt buckles
Jackets	Solid Dark Blue or Black jacket (without a hood) Covenant hoodies may be worn.
Socks	Navy, White, Khaki, Grey or Black
Shoes	Athletic or Dress - (closed toe and heel) Boys may wear boots as long as the top is completely covered by pant legs. No boots with shorts.
Sweaters	Navy or Red Sweater Navy or Red Sweater Vest Solid Dark Blue or Black Sweater

Chapel Dress Uniform: White or Blue/White Stripe Long Sleeve Oxford Shirt with Embroidered Covenant Academy Monogram, Stripe Tie, Khaki Slacks, Dress shoes and Socks

ADDITIONAL GUIDELINES:

All shirts are to be tucked in.

- No tattoos
- **Boys' Hair** – clean, neatly shaped, above eyebrows & ears, off the collar, no “fad” haircuts or unnatural coloring, no facial hair
- **Boys' Jewelry** – No necklaces, earrings or body piercings
- Free Dress – jeans/shorts (knee length); T-shirts with acceptable wording; all clothing in good condition and fits appropriately; no hats except on Hat Day
- School-sponsored events on/off campus require Christ-honoring modest dress; boys, swim trunks (non-fitted)

Lands' End *Landsend.com/school

Back to School Uniforms: 112 Main Street Suite D Byron, GA 478-919-5308

ENFORCEMENT

The school administration will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

Exceptions

As the headmaster determines, events such as P.E. and field trips may call for other clothing options. Special days may be scheduled when other clothing options may be allowed.

Upper school dress code violations will result in the following consequences:

- 1st offense of the semester – warning
- 2nd offense of the semester– call to parents
- 3rd offense of the semester– detention
- 4th offense of the semester– suspension
- 5th offense of the semester– conference with student, parents, and administrator

Chapel dress uniform violations: - 2nd dress uniform offense will result in detention.

SCHOOL DAY POLICIES & PROCEDURES

SCHOOL HOURS

The buildings will open Monday through Friday at 7:40 a.m. to accommodate early arrivals. Grammar school students arriving before 8:15 a.m. when will report to their classrooms. The school day ends at 12:00 p.m. for half-day K4 - K5; 2:50 p.m. for grades 1-6; 3:15 for grades 7- 12.

DROP-OFF AND PICKUP PROCEDURES

All students should arrive at school 5 - 15 minutes before the start of classes.

CARPOOL PROCEDURES

- Safety is always the most important priority during drop off and pick up. Drive slowly, defensively, and please do not ever assume that the children see you! Please **do not park** in the carpool line and vacate your vehicle.
- **Please note that the road in front of the Grammar School is an EXIT ONLY.** Enter in front of the Logic/Rhetoric School Building and follow the traffic pattern. Please drop off in a stacked formation (no gaps, cars single file) with all students exiting right to the designated entrance.
- Drop off and pick up at the curbs only, **not in the parking areas**. Please do not drop students off in the parking areas.
- If you park, you must park in designated parking spaces. Please be careful while entering the carpool line or crossing traffic if you are walking. When crossing from the front parking lot to the front of the Grammar School building, please be aware that this is a congested area and hazardous. Please use great caution when you enter back into the flow of traffic.
- Please use caution, as there may be two lanes of one-way traffic during peak periods. Be sure to follow the arrows and do not go against traffic!
- While under a tornado warning, we will keep the children inside and delay carpool until the warning is lifted.
- Logic/Rhetoric students may park in the parking areas to the right of the L/R building.
- Parents are encouraged to carpool whenever possible.
- If you are unable to pick up your child during your first attempt, please park and enter the building to get your student or loop around for another pass.

EARLY CHECK-OUT

Please avoid making appointments during school hours as much as possible. Students leaving early due

to participation in official school activities are not considered absent and do not need a note or to sign out in office, but these students are responsible to get all assignments from their teacher in advance.

Grammar School - If a student needs to leave school early, the parent must inform the office and the student's teacher. Students must be checked out in the office.

Logic/Rhetoric School - If a student needs to leave school early, he/she must have a note from a parent or guardian and sign out in the office.

STUDENT RELEASE

Students will only be released to parents and those who have parent's permission. Parents should inform the office if they are allowing their child to be checked out by someone other than the parent. Parents should inform the office (and teacher if the student is in K4 - 6th) if the student will ride home with someone other than the normal driver. Grammar School students may be picked up by Logic/Rhetoric siblings with written permission from the parents.

AFTERSCHOOL SUPERVISION

Students may not remain after school unsupervised. When one sibling has an after-school activity, any siblings that are not involved in an after-school activity must be picked up at their usual dismissal time. At 3:20 p.m. K4-6th grade students will be placed in After School Care and be charged a drop-in fee .

CARPOOL DROP OFF & PICK UP SCHEDULE

Grades	Drop off	Tardy after	Dismissal
K4 -K5	7:40 - 8:10 a.m.	8:15 a.m.	12:00 p.m.
1-4	7:40 - 8:10 a.m.	8:15 a.m.	2:50 p.m.
5-6	7:40 - 8:10 a.m.	8:15 a.m.	2:50 p.m.
7-12	7:40 - 7:55 a.m.	8:00 a.m.	3:15 p.m.

BUS SERVICE

Covenant Academy offers limited bus service to several stops south of Macon. Students may ride both ways, one way, or as needed (if space permits). For information on fees and how to sign-up, contact the office.

Note: Actual times may vary depending on traffic.

Morning Pick-up

7:15 Russell Parkway Exit (New Hope Church of God)
7:25 Peach Outlet Center parking lot
7:40 Hartley Bridge Rd Kroger parking lot
7:55 Arrive at Covenant carpool line

Afternoon Drop-off

3:15 Depart Covenant Academy
3:35 Hartley Bridge Rd Kroger parking lot
3:50 Peach Outlet Center parking lot
4:05 Russell Parkway Exit (New Hope Church of God)

ATTENDANCE

Covenant Academy emphasizes the value of regular attendance in enabling students to receive the full benefit of classroom instruction. Georgia law requires all children to attend school on a daily basis from their sixth (6) birthday through their sixteenth (16) birthday. Regular and punctual attendance has a positive effect on the student's scholastic achievement. We believe that each day's lesson is important to the individual student and that his/her presence as a class participant contributes to the education of others. Excessive absences and tardies will adversely affect a student's schoolwork. Therefore, each student is expected to be in school every day except when illness, injury, or some providential condition beyond his/her control prevents attendance.

GRAMMAR SCHOOL ATTENDANCE PROCEDURES (K4 - 6th)

Students in K4- 6th grade should arrive on campus in time for class to begin at 8:15 a.m. A student is considered tardy after 8:15 a.m. in the GS.

Planned absences are when parents foresee or plan circumstances that result in their child not being in attendance. Parents should inform the teacher in advance. Arrangements must be made so that all school work can be completed no later than the day of the student's return to school. Partial or no credit may be given if the work is not completed in a timely manner.

Missed work due to any absence is the responsibility of the parent and the student. All previously assigned work prior to a planned or unplanned absence is due upon the day of return. Exceptions may be made for major projects or serious illness. Work assigned during an unplanned absence may have an extended deadline consistent with the amount of missed time. Parents may pick up homework at the front desk at the end of the day.

A student who has **more than twenty absences** in a school year may be retained.

LOGIC/RHETORIC SCHOOL ATTENDANCE PROCEDURES (7 - 12th)

For students in 7 - 12th grade, promptness means that a student is seated and ready for homeroom when the bell rings at 8:00 a.m.

TARDIES

Students in grade 7 - 12 will be considered tardy after 8:00 a.m. All tardies will be considered **unexcused** unless accompanied by a note or phone call from the parent with an adequate explanation. A tardy will be considered **excused** only if the tardy was caused by circumstances beyond control of the parents and student. Parents will be notified after the fifth tardy to school. After the 4th unexcused tardy in a quarter (tardies to school or class) every tardy will result in detention.

EXCUSED ABSENCES

Students may be excused from school by the principal for the following reasons:

- Serious illness or hospitalization;
- Serious illness or death in the immediate family;
- Doctors' appointments;
- Special and recognized religious holidays observed by the student's faith;
- Absences related to school or school sponsored activities;
- Family activities or trips approved by school administration

Notification - Upon returning to school after an excused absence students must submit a note from the parents explaining the reason for the absence.

Make up work - It is the student's responsibility to find out what work was assigned. In the case of an extended illness, it is recommended that the parents contact the teachers directly in order to find out what assignments were missed. Students must complete all work assigned during their absence. Students will receive full credit for submitting assigned work by the prearranged due date. Due dates will be established by the classroom teacher.

Due Date Extensions - Extensions may be granted for excused absences but will **not exceed** the number of school days missed during the absence.

EXCESSIVE ABSENCES

Grades 7-8: Students who exceed ten (10) unexcused absences in a school year will not be promoted to the next grade level.

Grades 9-12: Students who exceed five (5) unexcused absences in any semester long class will not receive credit for that course. Students who exceed ten (10) unexcused absences in a year-long class will not receive credit for the course.

A student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of I (incomplete) in the course until the missed exam is completed. Upon request from the parents, the board may waive requirements set by provisions of these guidelines. In doing so, the board should take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

FIELD TRIPS

On school-sponsored field trips, Covenant Academy students have the responsibility to conduct themselves appropriately. Field trip t-shirts or school uniforms will be worn unless otherwise stated by the sponsor or administrator. Shoes with closed toes and heels must be worn on all field trips. Students are expected to go on all field trips with their class. Students not in attendance on field trips will be marked absent. Teachers are responsible to arrange safe and adequate transportation for field trips and parents are expected to furnish car seats or booster seats when required by law. Background checks are required for all drivers and chaperones.

CHAPEL

Chapel is held at regular intervals. K4 - K5 will hold separate chapels in their classrooms.

LUNCH

Covenant Academy is a closed campus; however, parents and grandparents are encouraged to join their student for lunch. Other visitors must be pre-approved by an administrator and must check in at the office. A limited number of microwaves are available in each lunchroom for student use. Avoid sending food items that require lengthy heating times. Lunches dropped off in the office for students should be labeled with the student's name and grade.

EMERGENCY CLOSINGS

Cancellation of school due to inclement weather will follow the Bibb County Board of Education's closings. Bibb County Board of Education announces school closings on most local television and several radio stations.

SAFETY PROCEDURES AND EMERGENCY DRILLS

Fire Drills - Fire drills are practiced periodically during the school year.

Tornado Drills - Tornado drills are practiced periodically during the school year. Parents should not pick up children from school during a tornado warning. Please wait until the warning has passed.

Lock Down Drills – Lock down drills are conducted on an as needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playgrounds/fields immediately should there be a need to do so.

EXTENDED DAY CARE

Covenant Academy offers an all day option for students in K4- K5 from 12:00 p.m. to 3:00 p.m. Contact the office for information and availability.

AFTER SCHOOL CARE

Covenant Academy partners with Mrs. Donna Finney to offer an after school program from 3:20 – 5:30 for students in K4- 6th grade. Contact the front office for information. All correspondence and payments should be made to Donna Finney.

HEALTH & MEDICAL

IMMUNIZATIONS

Per Georgia law, all students must have a current immunization certificate or exemption on file at Covenant Academy. Students are given 30 days to submit this form or are subject to dismissal.

ILLNESS

We share your concern for your child's health and for the health of others. Keeping this in mind, we strongly encourage parents to keep children home when they appear to be sick. If a child is vomiting, has fever over 100°, or shows other signs of illness, he/she may not come to school. If a child becomes ill during the day, a parent or other authorized person will be notified. Please be sure your child has fully recovered before returning the child to the classroom. *We follow doctor's recommendations that your child be fever free for 24 hours before returning to school.* If your child is well enough to do some school work while recovering at home, please contact the office or email the teacher to arrange for homework to be sent home.

MEDICATION

All students are required to have an Emergency Contacts & Information Form on file in the office. It is the policy of Covenant Academy to only provide standard first aid and to dispense medication to students per parent request and instructions. Students with medical conditions that require above standard first aid or OTC medication will be required to complete a Student Medical Action Plan. This plan must be completed by the parents and kept on file in the office.

If a student requires prescription medication during school hours, parents must complete an Authorization to Give Medication Form and submit it to the office.

COMMUNICABLE DISEASES

Please telephone the school immediately if your child is diagnosed as having a contagious disease or condition. Students must be cleared by their doctor before returning to school after having been diagnosed with a communicable disease such as strep infections, measles, mumps, scarlet fever, whooping cough, etc. Students infected by scabies, ringworm, impetigo, pink eye and pediculosis (head lice) are to be excluded from school until evidence of full recovery is verified by a qualified medical person.

GENERAL INFORMATION & PROCEDURES

COVENANT ACADEMY PARENTS (CAP)

Mission Statement The mission of CAP is to act as a support organization that furthers the mission of Covenant Academy by fostering communication and fellowship between parents and the faculty and staff, and by providing Covenant Academy with assistance at school-wide events.

CAP is an organization of parents of students enrolled at Covenant Academy. All parents are automatically members of CAP. CAP capitalizes on the gifts and strengths of parents by encouraging involvement and coordinating volunteerism.

CAP desires to see Covenant Academy excel in its mission to "glorify God by teaching for mastery and training for servant leadership in the knowledge of God." By sharing our individual talents, skills,

service, and love through CAP, we work together as a school family to achieve this goal.

GRANDPARENTS ALONG-SIDE PARENTS (GAP)

Grandparents are an integral part of the life of Covenant Academy. The GAP organization provides grandparents with an opportunity to intentionally work toward leaving a legacy to their children's children (Proverbs 13:22). By being involved in GAP, grandparents are able to come along side parents to assist them in raising CA children in the nurture and admonition of the Lord. Grandparents are encouraged to contact the office for more information about GAP.

THE CAMPUS

Covenant Academy is located on a thirty-five acre campus at 4652 Ayers Road in northwest Macon. For driving directions or for information concerning off campus locations of sporting events, please call the office during school office hours.

SCHOOL OFFICE HOURS

The school office is open Monday through Friday from 8:00 a.m. until 3:30 p.m. during the school year. During the summer months the office is open on Monday through Friday from 9:00 a.m. until 2:00 p.m.

VISITORS

Upon entering either building all visitors must sign in at the office and receive a visitor's sticker which must be worn on campus. **This policy includes parents.** All faculty and staff are expected to question unknown persons and accompany them to the office. Visitors to the campus are expected to adhere to the spirit of the CA dress code by wearing Christ-honoring modest and appropriate clothing.

PARKING

Parents coming to school during school hours are encouraged to avoid parking in the visitor's parking spaces directly in front of the school. These spaces are reserved for visitors such as prospective parents, business personnel or other guests of the school. Parking is not allowed along the curb or sidewalk. If a parents need to park their vehicle during drop-off or pick-up times, they should park so their vehicle does not hinder the heavy traffic flow at those times. **Please be patient and do not pull around cars while children are loading or unloading. Please follow arrows only.**

PARENT COMMUNICATION

Covenant primarily communicates with parents via email. Please inform the office if you are not receiving regular email communications from Covenant Academy. Parents can also expect occasional mailings, items sent home via students, and phone calls when appropriate. Parents are encouraged to communicate with Covenant by calling the office at 478-471-0285 or emailing ca@covenantacademy.net. Parents may contact their child's teacher by using the following email address format: teacher's first name initial and last name followed by @covenantacademy.net, e.g. jdoe@covenantacademy.net.

PARENTSWEB/FAMILY PORTAL

ParentsWeb/Family Portal is a feature designed to help connect Covenant Academy to the home by means of a secure internet connection. With a user ID and password, you will be able to access your financial account information, the school directory, track your student's academic progress, and much more. Teachers regularly post homework assignments, due dates, and grades for previous assignments. You will be able to see your student's current grade in each class at any time.

LIBRARY MEDIA CENTER

The Covenant Academy library media center is a collection of carefully chosen printed and media resources available to students, faculty and staff, and parents. The library media center supports the school's instructional goals and is part of the CA curriculum. The major functions of the library media center are to promote reading for enrichment and recreation, develop student library skills, and provide teachers with resources to aid in classroom instruction.

- **Donations** are welcome and may be made in honor of a student, teacher, grandparent, etc. Contact the librarian for additional information.
- **Volunteers** are needed in the LMC. Those interested are encouraged to contact the librarian for information regarding opportunities and requirements.
- **Circulation hours** are 8:30 a.m. – 3:30 p.m. on school days.
- **Overdue books** need to be returned and fines paid before additional books may be checked out. A fine of 10 cents per day, except days missed due to illness, will be charged per overdue book. Overdue notices will be sent home with students.
- **Lost or damaged books** are the responsibility of the parent and student. CA expects students to return books to the LMC in good condition. In the event a book is lost or damaged, the parents will be charged with the replacement cost.

Internet Use

All CA computers are equipped with internet filters. Students in 2 - 12th grade must agree to comply with the Internet Use Rules in order to access the internet while using LMC computers. Please inform the librarian if you do not want your child accessing the internet in the library.

Internet Use Rules

- **Supervision** – Students should not access the Internet unless a teacher or the librarian is present.
- **Email and interactive sites** – Students will not use social media on school computers for any reason. Students in the 11th or 12th grades may use email (gmail) for academic purposes only.
- **Games** – Students are not allowed to play games unrelated to school content areas.
- **Inappropriate materials or language** – A good rule for students to follow is never view, send, or access materials which are sinful and/or such that they would not want their teachers or parents to see.
- **Unrelated searches** – Students should not search, view, or retrieve materials not related to school topics or community service.
- **Disruptive behavior and system security** – Students should never participate or attempt to participate in activities that would disrupt the proper functioning of the network or computers. Students are not to rearrange icons or change settings on the computer desktops.
- **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto the computers or disks. Nor should students copy other people's files. Copyright law should be obeyed in all uses of the Internet.
- **Publicly accessible web pages** – Student or teacher generated web pages that are publicly accessed must be approved by the headmaster and academic dean before they are published.
- **Additional rules** – The Internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as the need arises.

