



2017-2018
PARENT/STUDENT HANDBOOK

WELCOME TO COVENANT CHRISTIAN ACADEMY

Covenant Christian Academy is a private, inter-denominational, non-profit organization whose primary objective and purpose is to train the student in the knowledge of God, the Christian way of life, and to give the student an excellent academic education. The teachers of Covenant Christian Academy realize their solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future. The administration and faculty at Covenant Christian Academy demonstrate a loving concern for each child under their care.

Policies and guidelines are essential for any successful organization or ministry. This handbook has been provided to inform the parents and students of Covenant Christian Academy of our normal policies and procedures. The teaching of certain modes of conduct and dress, and the consequent expectations of adherence to these guidelines are not only entirely appropriate and necessary for Covenant Christian Academy but should also hold special significance to Christians in today's world of confusion. The guidelines formulated by the administration and board of Covenant are a fair means by which students and parents are freed to live and develop as Christians and are not meant to restrict or control. Under these guidelines, students and parents are liberated from worldly expectations and free to be all that God desires us to be. Obedience to those guidelines is foundational in our goals of loving our neighbors as ourselves, and ultimately glorifying God. 1 Samuel 15:22 states that "to obey is better than sacrifice." Just what does that mean to students and parents? In light of God's teaching, when we know what is expected of us and when the parameters for behavior and dress are clearly outlined, we can then know how to appropriately respond. We know what to do, so the pressure to conform to worldly standards is reduced. Therefore, obedience to guidelines designed for our protection and to produce harmony at the school actually requires no sacrifice at all but should produce in all of us an attitude of willingness and cooperation. *As a student or a parent of a student, please prayerfully consider the importance of obedience to the school's guidelines for behavior and dress and the significance of your impact on making this the best year yet at Covenant.*

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PHILOSOPHY STATEMENT AND OBJECTIVES (Policy #1.1.1.1)

We believe that children are a gift from the Lord (Psalms 127:3). All students should be treated with respect and treasured as the special gifts they are. We believe that students are very impressionable and should receive specific Godly direction in all areas of their lives (Proverbs 22:6). We believe that students should be taught to stand firm in the faith of Jesus Christ in an ever-degenerating society (Philippians 1:27-30).

We believe that parents are to be the primary educators of their children (Deuteronomy 11:19-21). We believe that it is the parents' responsibility and right to prayerfully choose the appropriate partner to assist in the education of their children (Luke 14:28).

We believe the school and the parents should work together in harmony to assist each child in discovering his/her God given talents and gifts needed to fulfill God's calling upon his/her life (Philippians 2:2). We believe that all truth is God's truth. Therefore, we attempt to disclose the presence of God in all academic and extra-curricular areas (Proverbs 1:7). We believe in the unity of all believers in Jesus Christ. Therefore, we graciously accept students and families from a variety of Christian denominations (Romans 15:5-6 & Covenant Christian Academy Statement of Faith).

Therefore, it is the objective of Covenant Christian Academy to:

- Lead all students, through example and instruction, to follow Christ and imitate His nature (I Peter 1:16).
- Provide opportunities for students to discover and exercise their God given gifts to the glory of God and to the benefit of society (Mark 10:45).
- Supply a well-organized and loving environment where students feel safe and recognize their worth in the sight of God (Psalm 139:14).
- Provide Christ-centered discipline that goes beyond compliance, but encourages each student to examine himself/herself in reference to God's Word (II Timothy 3:16-17).
- Assist parents in understanding the role of Christian education and the purpose of Covenant Christian Academy (Colossians 1:16-18).
- Maintain an open line of communication between the school and the home through various methods to promote unity and ensure success (Ecclesiastes 4:9-12).
- Ensure each student is exposed to the glory of God through the study of language (Titus 2:7-8), science (Genesis 1:28), mathematics (Isaiah 40:12), history (Proverbs 14:34 & Romans 13:1-7), the arts (Psalms 66:1-2 & Romans 12:6), health and fitness (Romans 12:1), and the Bible (Hebrews 4:12).
- Provide an education with extra-curricular opportunities that will fully equip the student to accomplish the will of God in his/her life (I Timothy 4:12). Lead students to a salvation relationship with Jesus Christ (Romans 10:9-11).
- Teach the basic doctrines of God's Word while maintaining respect for the viewpoints of the different Christian denominations (Philippians 1:27).
- Offer an athletic program that honors God through developing athletes to become leaders with character and determination, with attitudes of service and sacrifice (Philippians 3:14).

Vision Statement (Policy #1.1.2.1)

Covenant Christian Academy seeks to provide a quality academic education for young people in three year old Kindergarten through 12th grade, including an extra-curricular program that challenges students' character, integrity, and spiritual maturity. Above all, it is our desire that every student comes to the saving knowledge of Jesus Christ and is equipped to serve Him faithfully. Upon leaving Covenant Christian Academy it is our prayer that these changed lives will now serve Him as life changers.

Mission Statement (Policy #1.1.3.0)

**Educating, Evangelizing and Equipping Young People to become
Life Changers for Christ**

Purpose Statement (Policy #1.1.10.0)

Covenant Christian Academy's heartbeat is to partner with parents to train up their children spiritually, academically, physically and emotionally for the challenge of life; to help lead children to a saving relationship with Jesus Christ; and to produce a generation of disciples who can change an indifferent world with the message of the Gospel.

Statement of Faith (Policy #1.1.4.0)

While the faculty, staff, parents, and students come from over 60 different churches and a variety of different Christian denominations, every attempt is made to maintain an atmosphere of spiritual unity. The following statement of faith is the base at which Covenant feels that each Christian can agree and stand firm upon. Covenant does not hold nor teach a doctrine of one particular church over another. It is agreed that, while doctrinal differences may be present, all Christians are children of God and will treat each other with respect and humility.

We Believe...

. . .the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

. . . there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

. . . in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11)

. . . in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5)

. . . in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28–29)

. . . in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28)

. . . in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13–14, 1 Corinthians 3:16, 1 Corinthians 6:19–20, Ephesians 4:30, Ephesians 5:18)

EARLY CHILDHOOD PHILOSOPHY STATEMENT (Policy #1.1.8.1)

Understanding that the early school years provide the foundation for a lifetime of learning, Covenant's Early Childhood Program has one goal – to instill young learners with an insatiable appetite for learning to prepare them for God's call on their lives. Daily Bible lessons and bi-weekly chapels are designed to guide these small learners in understanding that they have a purpose and it is their job to learn all they can to be ready when God reveals that purpose to them (Jer. 29:11). Life lessons are also a valuable tool used to help teach students self-control, getting along with others, and ultimately how to do things the way that God would like for them to do (II Tim. 3:16-17). Students participate in service projects each year that teach that helping others is everyone's call in life (Phil. 2:3).

Covenant's Early Childhood Program is accredited by both ACSI and SACS/CASI. Because of this accreditation status, the program was granted exemption from state licensure. Covenant's Early Childhood program meets or exceeds national and state standards and faithfully monitors all standards to ensure compliance with state regulations.

Students are challenged in areas such as numbers, pre-creative writing, handwriting, and reading. Cursive handwriting is introduced in kindergarten and is continued through elementary school. Most pre-kindergarten students are beginning to read, and by the completion of kindergarten, most students are reading fluently.

Covenant's Early Childhood Curriculum accounts for every aspect of a young learner. School readiness activities help students to learn how to be at school and use developmentally appropriate expectations to ease the transition into elementary school. Social skills are built through group play and center time. Language development is encouraged through every activity of the day (Titus 2:8). Students participate in physical education classes to promote the development of gross motor skills (Rom. 12:1). Music classes promote not only an appreciation for music, but also help encourage rhyme and finger plays that are essential for building early literacy skills and spatial concepts (Ps. 66:1-2; Col. 3:16). Library time also engages students in early literacy skills through the children being introduced to books that support classroom concepts, as well as free choice books where the students learn that you can't always choose "a book by its cover."

Upon completion of the Early Childhood Program, it is the goal of Covenant's administration and faculty to develop young learners into students that love learning, strive for excellence, and yearn to seek God's will for their lives (I Tim. 4:12). Once this is accomplished, students will continue to develop these skills throughout their school experience preparing them for their life's work (Phil. 1:27-28).

CORE VALUES (Policy #1.1.9.1)

The principles which guide every aspect of our ministry where the Bible is absolute truth and Christ is above all, Covenant Christian Academy will

- Prayerfully seek God's will (Prov. 3:5-6; Eph. 6:18)
- Promote the development of God's gifts (I Cor. 12:31; Eph. 2:10; Romans 12:6-8)
- Embrace biblical, Christ-centered instruction (Deut. 17:19; Prov. 2:1-12)
- Pursue excellence in all areas (Eccl. 9:10; I Cor. 10:31)
- Boldly live the faith (I John 5:4; 2 Tim. 1:7)
- Nurture relationships (Eph. 4:1-6)
- Reflect and model biblical moral integrity (I Tim. 1:5)
- Disciple and mentor students and families (Ps. 86:11; Col. 1:9-10)
- Discover God's wisdom and promote the growth of His kingdom (Col. 2:2-3)
- Serve and disciple the community and the world (1 Peter 2:9)
- Be educationally effective (Prov. 16:16)
- Promote a Christian worldview perspective (Gen. 1:1-2,3; John 1:1-3, 14-18; Romans 12:2)

COVENANT’S POSITION ON CURRENT CULTURAL ISSUES (Policy #1.1.7.1)

Due to the varied positions taken by churches and denominations, it has become necessary for Covenant Christian Academy to specifically define its position on certain issues. The following statements have been adopted by the school leadership as Covenant Christian Academy’s official position and will guide all decisions within that arena.

Marriage/Family

Marriage is ordained of God and is a spiritual union in which a man and a woman are joined by God to live together as one (Genesis 2:24; Mark 10:7).

Human Sexuality

God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex (Genesis 2:24; Genesis 19:5; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

SCHOOL AFFILIATION (Policy #1.1.5.0)

Covenant Christian Academy is an inter-denominational school without any direct affiliations with any individual church or denomination. Covenant strives to keep an environment that embraces the foundational truths of Scripture while leaving the training on specific denominational doctrines to the family and the church.

ACCREDITATION (Policy #1.1.6.1)

Covenant Christian Academy is a member and is accredited by the Association of Christian Schools International (ACSI), the Georgia Private School Accrediting Council (GAPSAC) and the Southern Association of Colleges and Schools (SACS).

www.acsi.org



www.gapsac.org



www.sacs.org



STUDENT NON-DISCRIMINATORY POLICY (Policy #1.2.1.1)

Covenant Christian Academy, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

CONFLICT RESOLUTION-“Matthew 18 Principle” (Policy #1.8.1.3)

“It is the responsibility of the Board to maintain an atmosphere of cooperation, respect, fairness, and trust among employees and administration. However, should the need arise to address disagreements and grievances, the following method must be followed: Matthew 18:15-17 is referred to as the “Matthew 18 Principle” for resolving problems. If a grievance is not resolved, it should be taken to the department head and if not resolved follow the appropriate chain of command: Principal, Head Administrator, Board of Directors. Decisions made by the Board of Directors are the final and binding decision.”

As with any organization, disagreements will occur. Whether it be a difficulty with a student, teacher, administrator, board member or another parent; God has a simple and specific plan by which we are to resolve our issues. Matthew 18:15-17 teaches that we are to resolve conflict by going directly to the person who has offended us. If the issue is not resolved then others may be involved, but only after the failure of this first step.

In practical terms this is how problems at Covenant will be handled. If a difficulty arises with someone at the school, you must first go directly to that person as soon as possible. If the problem is not resolved then schedule a meeting with that person and their supervisor. If the conflict still exists then proceed to the administration or if the conflict is with the administration to the Board of Directors.

If someone brings a problem to you and by doing so is not following the Matthew 18 Principle, it then becomes your responsibility to take that person to the one who has offended him/her. We are our brother's keeper and if someone does not follow the biblical way of resolving conflict then we must intervene and correct the problem. The objective is to resolve our issues with one another with as few people as possible and with love. Gossip is a very effective tool of the enemy and will not be tolerated. **Staff members need to heed this warning and resist the temptation of discussing their opinions about fellow colleagues.** Do not Gossip! Do not discuss things that are not your concern. If you have questions about a situation please come to Administration.

SCHOOL HOURS AND HOLIDAYS

School Hours (Policy #4.2.1.7)

- K3 – 5th Full Day 8:05am – 3:10pm; Dismissal from 3:15pm – 3:45pm
- 6th – 12th 7:45am – 3:00pm; Dismissal from 3:05pm – 3:20pm
- Wednesday 8:49am – 3:00pm; Dismissal from 3:15pm – 3:45pm
- Middle and High School 8th Hour clubs, class meetings and study labs will be scheduled from 3:20pm – 4:00pm daily.
- Elementary Clubs will be scheduled from 3:20pm – 4:00pm.
- **STUDENTS NEED TO ARRIVE A FEW MINUTES EARLY TO AVOID BEING TARDY.**

Normal school days of operation are Monday through Friday during the months of August through May. Consult the school calendar for specific holidays, start and end days for the school year.

School Contact Information

Covenant Christian Academy
3425 Loganville Hwy SW
Loganville, GA 30052
Main #: 770-466-7890
Fax #: 770-466-2833
Website: www.covenant-cougars.org

Aftercare Hours & Pricing (Policy #4.2.2.5)

Aftercare is available for K3 thru 12th grade students from 3:00pm until 6:00pm at the rate of \$3.00/per half hour. Cost is based on 30 minute increments. All students not picked up by 3:45pm on a regular school day, will be sent to aftercare. If a student is participating in an extra-curricular activity that does not begin immediately after school, they will be required to check-in to aftercare or stay with the activity sponsor or coach (if available) until the time of the activity. Parents will be charged if the student is required to check-in to aftercare.

Students in 6th through 8th grade will be allowed to stay after school to watch a Covenant sports event without having to be checked-in to the aftercare program **ONLY** if the front office has been provided with a note from the parent giving permission for the student to stay after school. (Parent notes are not required for students in grades 9th through 12th). If a note has not been provided, the student will be checked-in to aftercare and fees will be charged. Students will not be allowed to call home to make arrangements over the phone to stay for after school events.

All students must be picked up by 6:00pm. A surcharge of \$1.00 per minute will be charged after 6:00pm. Habitual tardiness on the part of the person picking up the student could result in disenrollment from the aftercare program.

Aftercare is available on school days only (including half day early release) and is NOT available during any school holidays or teacher workdays.

In the event of an emergency, Parents can contact the aftercare faculty by calling the main school telephone number, 770-466-7890, and following the prompts for reaching the aftercare department.

SCHOOL HOURS AND HOLIDAYS (Continued)

Holidays (Policy #3.4.12.3)

Covenant Christian Academy observes the following holidays in its student and employee calendar: Labor Day, Thanksgiving, Christmas, Martin Luther King, Jr. Day, President's Day, Good Friday, and Memorial Day.

As the schedule necessitates, the administration reserves the right to rotate yearly between Martin Luther King, Jr. holiday and President's Day in order to accommodate the number of required school days in our calendar.

Seasonal Emphasis

Covenant Christian Academy will recognize certain seasons that are compatible with Biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized with the exception of harvest or autumn themes for Thanksgiving.

CLASSES, ELECTIVES & EXTRA-CURRICULAR

Chapel Services

Bi-weekly chapel services are held for students in K3 thru 5th grade; middle and high school students attend weekly chapel services with the exception of occasional general assemblies or other scheduled meetings planned by Administration. Students participate in singing praise and worship choruses and hymns. Students also receive Biblical instruction from faculty/staff members, guest speakers and students. Attendance is mandatory and all students are expected to participate in the activities.

Bible Classes

All students attend Bible class daily. Bible is the most important subject taught at Covenant. Salvation and spiritual growth are goals of each class. Students who do not take the Bible class seriously may be asked to meet with the Administration and may be considered for release from the school.

Approved Bible Versions (Policy #4.25.2.1)

Covenant Christian Academy recognizes that there are a variety of Bible versions used by our families. In efforts to give students the opportunity to use a familiar version at school, Covenant officially recognizes the King James Version, the New King James Version, Christian Standard and the New International Version for scripture memory assignments, and general use in the school. While there are other quality versions of the Bible available, the limit to the above three versions was set to provide students with some options while ensuring unity in the classroom.

Library

All students in grades K5 through 12th have access to the school library. K5 through 6th grade have weekly library time. K3 and K4 students will have weekly library storytimes in their classroom. Books are checked out for a one-week period. They may be renewed if no reserve has been placed on the book. Some reference books may be checked out for overnight use. Magazines, newspapers, electronic media, videotapes, etc. are normally for use in the library only. Overdue fines are charged on a basis of 10 cents per day, excluding weekends, school holidays and excused absences. Fines for overdue reference books and electronic media are 50 cents per day.

Sex Education (Policy #4.26.1.1)

Covenant Christian Academy does not provide specific sex education classes for its students. Students in middle and high school, however, are encouraged and Biblically advised concerning sexual purity during chapel services, Bible classes, and Health classes. Students are referred to parents for further information.

CLASSES, ELECTIVES & EXTRA-CURRICULAR (Continued)

Physical Education (PE) / Fitness

Our bodies are the temples of the Holy Spirit. Therefore it is very important for students to learn about and practice physical fitness. Through physical education and health classes students learn about the major functions of the body and how to properly care for their body. Students in grades K3 – 5th participate once per week. Middle School students participate in Physical Education class as part of a quarterly elective rotation schedule. Physical education and health are required classes in high school. Each high school student must earn ½ credit in PE and ½ credit in health to meet graduation requirements. Fitness is offered for 10th – 12th grade students. Beginning in the 4th grade, students change into Covenant PE uniforms during their PE class.

Spanish

Covenant provides Spanish classes to Elementary, Middle and High School students. K3 – 5th grade students attend class once a week one semester per year. Middle School students attend Spanish class as part of a quarterly elective rotation schedule. Spanish I, II and III are offered in High School.

Technology and Engineering Lab

Covenant provides a Technology and Engineering lab where students can explore, engage, and extend their learning. Students begin exploring technology and engineering concepts in the pre-school years and continue all the way through high school. Students begin exploring through coding and building on the computer, using both their hands and minds. Middle School students continue the learning through engagement with robotics. Students build, program, and operate their robots while in the Lab. High School students further extend their learning in three areas: publishing; programming; and engineering. High school classes meet daily, earning students a full credit per year.

Art

The Art department has selected materials, which are designed to progressively teach the fundamentals of art while allowing time for fun with seasonal crafts. Preschool and elementary Art classes meet weekly. Middle School students attend Art class as part of a quarterly elective rotation schedule. The High School art department offers intensive study in all mediums. Classes meet daily, earning students a full credit per year.

Yearbook Journalism

High School sophomores, juniors, and seniors may become part of the Yearbook Journalism staff. The staff works together to produce Covenant's annual yearbook. Members of the yearbook staff work with the basics of photography and photo editing, graphics, and page layout. They also get a chance to learn the basics of journalism as they create text for the yearbook. Classes meet daily, earning students a full credit per year. For students seeking to graduate with an emphasis on their diploma, the Yearbook Journalism credit can be applied to either a Fine Arts or Technology emphasis.

CLASSES, ELECTIVES & EXTRA-CURRICULAR (Continued)

Music

The Covenant music department provides music instruction to students Beginning with K3. Fundamentals of music are taught through group instruction and singing. Class activities are geared toward helping each student to develop a love for music. Fourth and fifth grade students have the opportunity to participate in Beginning Band or Elementary Chorus. Students in 3rd grade and up may participate in the orchestra strings program. At the Middle School level, chorus and band are offered as elective courses. High School band, chorus, and praise band are also offered.

Social Etiquette

A Social Etiquette class is taught to 6th students. Social Etiquette will teach students how to behave in different social settings; giving students the tools with which they can gauge a social setting and choose their behavior accordingly. Students will also study what the Bible says about how we should treat others and how our testimony can be affected by our behavior.

Drama

The drama program is designed to not only give aspiring thespians a chance to develop their talents, but also to give students the confidence needed to speak in public. The program begins in 9th grade with a full year of public speaking and basic theater in which students learn about types of speeches, speech writing, and debate, as well as media and play analysis, acting basics, and theater history. These students known as The Covenant Junior Players host our annual 1st – 5th grade talent show.

After meeting the requirements of the public speaking course, 10th thru 12th grade students may be invited to audition for The Covenant Players, where they can continue their studies in the performance level class. In addition to improvisational work and continued dramatic studies, the Covenant Players stage three full productions each year and host our annual 6th – 12th grade talent show.

Middle School Extras

In addition to the yearly rotation of Art, Physical Education, Spanish, and Technology, Covenant offers other electives for Middle School students designed to grow the students in both academics and character. These electives vary each year but have included: Study/Writing Skills, Leadership, Social Etiquette, My Community, and Life Skills.

Eighth Hour (3:20pm – 4:00pm) Middle and High School Students

In order to give Middle and High School students the chance to participate in club activities, an 8th hour has been inserted at the end of the day. During this time, faculty and student sponsored clubs meet, middle and high school class meetings are held and core subject labs are conducted for students needing help with class work. Middle and High School Clubs vary from year to year but may include: Praise Band, Beta Club, National Honor Society, Fellowship of Christian Athletes, Covenant Service Organization Meetings, Ministry Team, Art Club, Scrapbook/Stamp Club, Chess Club, and the Spanish Club. Clubs are scheduled according to student interest. Study labs are available for students that require extra help. Orchestra class meets during 8th hour.

Eighth Hour (3:20pm – 4:00pm) Elementary Students

In order to give Elementary students the chance to participate in special afterschool activities, an 8th hour has been inserted at the end of the day. Elementary 8th hour opportunities vary from year to year but may include, Math Olympics, Spelling Bee practice, Chess Club, Orchestra and various extra-curricular activities.

CLASSES, ELECTIVES & EXTRA-CURRICULAR (Continued)

Athletics

At Covenant we believe that athletics is a means to the end and not the end itself. While winning is important, Covenant does not make victory the sole foundation of the sports program. Teamwork, commitment, Christian character, physical strength, coordination and endurance are qualities that a student athlete will carry with him/her throughout his/her lifetime.

Covenant is a member of the Georgia Independent Christian Athletic Association (GICAA). Most games are played with schools within these conferences. Sub-state and state championships are held each year.

Covenant participates in the following sports:

Varsity

- Football
- Cheer Squad – Football, Basketball and Competition
- Lady Cougar Volleyball
- Cougar Basketball
- Lady Cougar Basketball
- Cougar Baseball
- Lady Cougar Softball
- Soccer
- Golf
- Track and Field
- Modified trap shooting, Skeet shooting and Pigeon Clay Shooting

Junior Varsity

- Football
- Cheer Squad – Football, Basketball and Competition
- Lady Cougar Volleyball
- Cougar Basketball
- Lady Cougar Basketball
- Track and Field
- Lady Cougar Softball
- Soccer
- Modified trap shooting, Skeet shooting and Pigeon Clay Shooting

Middle School

- Football
- Co-Ed Soccer
- Boys Basketball
- Girls Basketball
- Boys Baseball
- Girls Softball

Elementary

- Cougar Cub Football Cheer Squad
- Cougar Cub Basketball Cheer Squad

Concussion Policy (Policy #3.18.2.0)

House Bill 284, the Return to Play Act of 2013, requires all public and private schools to create a concussion policy. Covenant Christian Academy requires at the beginning of each new school year each student be given an information sheet that informs parents or legal guardians of the risk of concussions. If a student participating in recess, physical education class, or athletic activities exhibits signs or symptoms of a concussion, he/she must be removed from play and evaluated by a healthcare provider. Before a student can return to play, he must be cleared by a healthcare provider trained in the management of concussions. Parents or legal guardians will need to read the informational sheet regarding concussions. The parents and or legal guardians will then sign and return a letter confirming they received the Return to Play Act information.

PLEDGES OF ALLEGIANCE (Policy #4.35.1.0)

Each morning, all Covenant students recite pledges to the Bible, Christian Flag and the American Flag. All students, staff, and faculty members are expected to participate. The pledges are listed below in the order in which they are recited:

The Bible Pledge

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path, I will hide its words in my heart that I might not sin against God.”

The Christian Flag Pledge

“I pledge allegiance to the Christian flag, and to the Savior, for Whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.”

The United States of America Flag Pledge

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.”

TEACHER ASSIGNMENTS (Policy #3.2.4.0)

While teachers are assigned a grade level or subject matter for the school year, it does not guarantee nor imply that they will be teaching the same grade level or subject matter the following school year. Many teachers at Covenant are qualified and trained to teach multiple grade levels and several different subject matters. Teachers are regularly re-assigned based on Covenant’s need and the personal and professional desire of the teacher.

ADMISSIONS REQUIREMENTS

Health Form & Certificate of Immunization (Policy #4.1.5.2)

Georgia law requires a current certificate of immunization, hearing, dental, and vision screening for all students entering 4-year-old kindergarten. A current certificate of immunization is required for students entering 3-year-old and 4-year-old kindergarten. The hearing, dental and vision screening certificate and the certificate of immunization is required for all students in grades K4 through 12th grade.

School Age (Policy #4.1.6.3)

Students enrolling in the K3, K4 or K5 program must be 3, 4, or 5 years old, respectively, by September 1st of the current school year. Students entering the K3 program are strongly encouraged to be potty trained before admittance.

GRADING SCALE

Grading Scales (Policy #4.3.1.6)

Standard/Accelerated Grading Scale:

Letter Grade	Numeric Grade	GPA	Description
A	90-100	4.0	Excellent/Superior
B	80-89	3.0	Above Average
C	75-79	2.0	Average
D	70-74	1.0	Below Average
F	Below 70	0.0	Failing/Unsatisfactory

**Students enrolled in AP and Dual Enrollment classes will receive 10 points added to their semester grade.*

Kindergarten Grading Policy

Grading begins in Kindergarten the second nine weeks in Bible, phonics, and math. Grades begin the second semester for handwriting and reading. Instead of using a letter grading scale, Kindergarten students will be graded using a system of Exceeds Standard, Meets Standard or Does Not Yet Meet Standard. Students who do not meet standard may be asked to repeat Kindergarten.

K3 and K4 students are not graded formally but evaluated informally based on developmental appropriate skill levels. Evaluations are based on effort in preschool. Portfolios will be made and discussed at parent/teacher conferences.

Elementary Electives Grading Policy

Graded on participation.

Honor Roll Guidelines (Policy #4.3.2.3)

Eligibility for Honor Roll is determined by year averages in all subjects including electives for 1st through 8th grade; semester averages for 9th through 12th grade. To qualify for the "A" Honor Roll a student must earn a year average of A in each individual subject, excluding penmanship. To qualify for the "A-B" Honor Roll a student must earn a minimum year average of a B in each individual subject, excluding penmanship.

Semester Exams and Exemptions (Policy #4.3.3.4)

Four days are set aside at the end of each semester (December and May) for the administering of final exams to students in the 6th – 12th grades. Two exams are given on the first three days and one exam on the fourth. As a rule, exams are given in the order of scheduled periods; however, the schedule may be changed depending on circumstances.

6th GRADE students will take semester exams in Bible, Math, English, and Science at the end of the Semester 1, and in Bible, Math, English, and History at the end of Semester 2.

The daily exam schedule is:

- Exam 1 8:30am – 10:00am
- Break 10:00am – 10:25am
- Exam 2 10:30am – 12:00 pm

GRADING SCALE (Continued)

Semester Exams and Exemptions (Policy #4.3.3.4)

Four days are set aside at the end of each semester (December and May) for the administering of final exams to students in the 6th – 12th grades. Two exams are given on the first three days and one exam on the fourth. As a rule, exams are given in the order of scheduled periods; however, the schedule may be changed depending on circumstances.

6th GRADE students will take semester exams in Bible, Math, English, and Science at the end of the Semester 1, and in Bible, Math, English, and History at the end of Semester 2.

The daily exam schedule is:

- Exam 1 8:30am – 10:00am
- Break 10:00am – 10:25am
- Exam 2 10:30am – 12:00 pm

Because of the importance of the exam grades and the value of the test taking experience, the following rules apply to exams:

1. All students are expected to take exams on the days scheduled unless approved by administration.
2. In the event a student is too ill to attend a scheduled exam, parents **MUST** contact the school personally **before the exam begins** to inform the Administration and to set up a date for the exam to be made up. (Refer to the Student Illness Policy #4.20.1)
3. Vacations **SHOULD NOT** be scheduled for exam week.
4. Students need only attend school on exam days during periods they are taking a scheduled exam. All students must remain in the classroom for the entirety of the exam period. Students with a first but not a second exam are dismissed at 10:00 am. Students with only a second exam should arrive at school by 10:15 am.

Semester Exam Weighting Scale

Exam grades average in with quarter grades to make up the semester grade. The weight of the exam varies by grade level. The value scale is as follows:

- 6th Grade: Exam = 10% of semester grade
- 7th Grade: Exam = 15% of semester grade
- 8th Grade: Exam = 20% of semester grade
- 9th-12th Grade: Exam = 25% of semester grade

Semester Exam Exemptions

Students in 9th thru 12th grades who maintain a four quarter average of 95 or better in a class and are in good attendance standing may exempt second semester exams of full-year classes according to this schedule:

- 9th Grade: 1 exam (student's choice) may be exempted
- 10th Grade: 2 exams (student's choice) may be exempted
- 11th Grade: 3 exams (student's choice) may be exempted
- 12th Grade: All full year course exams may be exempted

Middle school students are not eligible for exam exemption.

GRADING PERIOD, PROGRESS REPORTS & REPORT CARDS

K3 thru 12th Grade (Policy #4.4.1.5)

K3 through K5 students will receive a skills based report card in which the student is informally evaluated throughout the entire school year based on developmental appropriate skill levels. 1st through 8th grade academic progress is based upon work completed during the entire school year. In 9th through 12th grade, academic progress is based upon work completed during each of the two semesters during the school year. Grades 1st through 12th will receive a report card every nine-weeks. K3 through K5 students will begin receiving report cards at the fall parent-teacher conferences.

1st through 12th grade student daily progress is available to the parent through RenWeb via the internet. K3 through K5 student progress can be monitored through daily work and comments by the teacher in student folders that are sent home daily.

If a parent does not have computer accessibility, Covenant can provide guest internet access at the school for parents to log on to RenWeb in order to check student progress. Hard copies of progress reports can also be requested by contacting the front office.

Replacement of Lost Report Card (Policy #4.4.3.1)

It will be necessary to pay a \$5.00 replacement fee for lost report cards.

OFFICIAL TRANSCRIPTS (Policy #4.5.1.6)

- One copy of a student's official transcript will be made available and mailed, if necessary, at no charge per year.
- Each additional official transcript will cost \$5.00.
- Seniors are allowed two free copies of transcripts to be sent by the Guidance Office for college applications. Students applying to more than two colleges will be charged \$5.00 per additional set of transcripts, unless transcripts are requested electronically.
- After graduation, one set of final transcripts will be sent to the college of choice at no charge.
- Electronic transcripts are sent at no cost.
- Alumni hard copy transcripts are \$10.00 a set.
- Transcripts will not be prepared until payment is received.
- Fee for replacing a lost diploma is \$25.00.

- Academic and disciplinary records will not be released at any time for any student with an unpaid family account (this includes transcripts, report cards, testing results, transfer records, etc.).

- **Please allow 3-4 business days upon receipt of payment for the preparation of the official transcript, as well as, all other official documents such as Certificate of Attendance for driver's license.**
- **Transcript requests made during May and August will have an additional delay.**
- **Transcript requests during May will be delayed until final grades have been posted.**

GRADUATION REQUIREMENTS

High School Diploma Track (Policy #4.7.1.9)

In 2008, the state of Georgia enacted one common set of requirements for all students seeking a high school diploma. To fulfill these requirements, as well as HOPE rigor requirements, Covenant students (beginning with the Class of 2018) will need to earn 24+ credits to graduate in the following areas:

4 Bible, 4 Language Arts, 4 Math, 4 Science, 4 Social Studies, 1 Health/PE, 3 Computer and/or Fine Arts and/or World Language*, plus .25 Community Service credits for each year the student is enrolled at Covenant as a high school student. Each student will earn credits in a minimum of four (4) rigor classes (denoted with ^R).

High School Diploma - Required Courses <i>Beginning with the Class of 2018</i>	Units Required
Bible <i>*Four units of Bible are required for all students except transfer students. Transfer students must accumulate one unit of Bible for each year in attendance at Covenant.</i>	4.0*
English** <ul style="list-style-type: none"> • Grammar 9/Survey of Literature or Accelerated Grammar 9/Survey of Literature (1.0) • Grammar 10/World Literature or Accelerated Grammar 10/World Literature (1.0) • Grammar 11/American Literature or Accelerated Grammar 11/American Literature (1.0) • Grammar 12/British Literature or Accelerated Grammar 12/British Literature (1.0) OR Dual Enrollment Composition and Literature (2.0 high school credits + 6.0 college credit hours from Truett-McConnell University) 	4.0 – 5.0
Students must qualify for Accelerated and DE classes Science Physical Science* (1.0) Biology I & II (2.0) Chemistry (1.0) Physics or Human Anatomy & Physiology (1.0)	4.0 – 5.0
Students who have taken Physical Science in 8 th grade earn 1.0 high school credit towards graduation, however the grade will not apply to HOPE scholarship. Math <u>Accelerated Track**</u> Algebra I – 8 th grade (1.0) Geometry (1.0) Algebra II (1.0) Pre-Calculus with Trigonometry (1.0) Calculus (1.0) OR Dual Enrollment College Algebra and Statistics** (2.0 high school credits + 6.0 college credit hours from Truett-McConnell University)	4.0
Students must qualify for accelerated and DE classes. *Students who have taken Algebra I in 8 th grade earn 1.0 high school credit towards graduation, however the grade will not apply to HOPE scholarship.	

<p>Math (Continued)</p> <p><u>Diploma Track</u> Algebra I (1.0) Geometry (1.0) Algebra II (1.0) Trigonometry/Statistics (1.0) OR Math of Finance[#] (1.0) OR Dual Enrollment College Algebra and Statistics** (2.0 high school credits + 6.0 college credit hours from Truett-McConnell University)</p> <p><i>#Math of Finance does not meet requirements for admission to a 4-year USG university</i> **Students must qualify for DE classes</p>	
<p>Social Studies</p> <p>World Geography (1.0) World History (1.0) U.S. History (1.0) or DE U.S. History** (2.0 high school credits + 6.0 college credit hours from Truett-McConnell University) American Government (.5) or DE American and National Government** (1.0 high school credit + 3.0 college credit hours from Truett-McConnell University) Economics (.5)</p> <p><i>**Students must qualify for DE classes</i></p>	4.0
<p>World Language*</p> <p><i>*minimum of two years of the same world language to meet college admission requirements for 4-year colleges and universities</i></p>	2.0*
<p>Health/Safety (.5) & Physical Education (.5)</p>	1.0
<p>Technology and/or Fine Arts</p>	1.0
<p>CSO Service Requirement</p> <p><i>*1/4 credit per each year enrolled in High School at Covenant is required for all students.</i></p>	1.0*

GRADUATION REQUIREMENTS (Continued)

* In February of 2011, the State of Georgia announced that it would accept Math I, II, and III Strategy and/or Support classes as core math classes toward graduation. While credits from these classes allow a student to graduate from a Georgia High School, they will not be accepted towards admission to University System of Georgia 4-year colleges or universities. Students with Math Strategy and/or Support classes on their transcripts as core classes, still may apply for admission to 2-year colleges.

While Covenant does not offer Math Strategy or Support classes during the school year, we will accept transfer students with these credits and apply them toward graduation from Covenant. Arrangements can also be made for students needing accommodations to take Strategy and/or Support classes during Covenant Summer School sessions if the student has attempted the offered class during the previous school year.

High School Credit Earned in Eighth Grade (Policy #4.7.13.1)

Eighth grade students may earn a high school credit for Physical Science during their 8th grade year. Eighth grade students may earn a high school credit for Algebra I during their 8th grade year.

*The State of Georgia does not recognize these courses in Hope Scholarship calculations.

These courses will be treated as high school courses and will follow high school requirements. Each semester will be graded separately and the weights for daily, quizzes and tests will be the same as high school.

Valedictorian and Salutatorian Qualifications (Policy #4.7.12.1)

The Valedictorian and Salutatorian are determined by cumulative high school GPA averages of core classes (Language Arts, Mathematics, Science, Social Studies, and Foreign Language) taken in the seven semesters encompassing both semesters of freshman, sophomore, and junior years, and the first semester of senior year. The Valedictorian is the student determined to have the highest cumulative GPA average, while the Salutatorian is the student determined to have the second highest cumulative GPA average.

In the event of an exact tie, the Valedictorian or Salutatorian will be determined by the highest cumulative numeric core average. Honorees are determined in mid-December of each year after all first semester grades have been posted and announced in the first high school chapel of the second semester.

In order to be eligible to be considered for the honor of Valedictorian or Salutatorian for a graduating class, a student must have been enrolled as a full time Covenant student for the entirety of his/her junior and senior years.

Honors Graduate Requirements (Policy #4.7.6.0)

In order for a student to graduate with an Honors designation they must maintain a cumulative average of at least 90.0 in core classes and have no failing grades during all four years of high school.

GRADUATION REQUIREMENTS (Continued)

High School Service Requirement (Policy #4.7.9.1)

Since Covenant's inception, teaching students to serve the Lord, each other, and their community has been a central concept in the vision of the school. The school philosophy supports this idea, stating that it is Covenant's objective to "Lead all students, through example and instruction, to follow Christ and imitate His nature." Jesus stressed time and again the responsibility of believers to put the needs of others before their own, even to the point of laying down their own lives for others. Because of Covenant's commitment to service, all students at the high school level will have a service requirement each year.

High school students will be required to earn $\frac{1}{4}$ of a credit in the area of service for each year that they are enrolled in the high school. Guidelines for the earning of the credit are as follows:

- The number of hours required each year to earn the credit will change each year. To earn the full credit for graduation, a total of 100 service hours are required.
 - Freshman – 10 hours (5 per semester)
 - Sophomores – 20 hours (10 per semester)
 - Juniors – 30 hours (15 per semester)
 - Seniors – 40 hours (20 per semester)
- The credit will not increase the number of credits needed for graduation, but will come from the allowance for elective credits.
- A minimum of one-half of the required hours per year can come from Covenant sponsored service projects.
- Students who desire to earn hours off campus will be provided with forms that will need to be filled out and signed by a supervisor on the off campus project.
- There is no limit to the number of hours a student may earn; however, semester requirements still apply. Hours of service will be recorded in each student's Renweb file.
- Students who transfer into Covenant during high school will not be required to go back and make up hours of service that they missed. A student entering during the second semester will only be required to complete the 2nd semester hours.

AP Class Eligibility Policy (Policy #4.7.10.1)

AP classes may be offered to eligible seniors through the Georgia Virtual School (GAVS), an on-line school run by the state of Georgia. GAVS offers a limited number of state-funded slots to private and homeschooled students which can provide this class to students at no cost. Please note the following in relation to this subject:

- AP classes will only be offered in subject areas where Covenant offers Honors classes.
- Only students who are maintaining a minimum grade of 95 in an Honors class or who post either a Stanine of 8 or 9 on their Stanford test in the correlating subject area will be eligible to apply for GAVS AP classes.
- Eligible students must obtain the approval of the subject area teacher, High School department head, and Administration before being approved to apply for a GAVS AP class.
- The Guidance Office will give students instruction in how to enroll, however the timely completion of the enrollment process is the responsibility of the student and his/her parents.
- GAVS AP classes are \$250.00 per semester. This is in addition to Covenant's tuition and must be paid to GAVS directly.
- Students who are enrolled in GAVS classes are considered to be in an independent study class. **They will be given space to work during the day but completion of the work in a correct and timely fashion is solely the responsibility of the student and his/her parents.** Students may bring lap tops and log into the Covenant network for GAVS work.

GRADUATION REQUIREMENTS (Continued)

- Students enrolled in GAVS classes will obtain their grades from the GAVS website. Parents should refer to their student's GAVS account to check on grades and should not expect to see grades for GAVS classes on Covenant quarter/semester report cards or on RenWeb. At the end of each semester, the Guidance Office will print out transcripts of completed classes and add grades to the student's official high school transcript.
- At the end of each full year of class, AP students may choose to take the AP test for college credit. This test incurs an additional charge that must be covered by the student even if they are using a state-funded slot. Covenant has been approved to proctor AP tests for their students and will be responsible for securing and administering the test. (Charge for 08-09 school year was \$86). The student's Covenant account will be charged for the test.
- No reductions in tuition will be given to students who elect to take GAVS classes.

Dual Enrollment Policy (Policy #4.7.14.1)

Juniors and Seniors with a cumulative core average of 3.0 or greater may choose to dual enroll through Truett-McConnell University. Dual enrollment classes allow students to simultaneously earn college credit hours and credits toward high school graduation. Classes are offered through the Georgia Department of Education's Move On When Ready (MOWR) program. Students benefit from MOWR courses in the following ways:

- Students are able to get a jump start on core college courses and are exposed to the expectations of college professors.
- MOWR operates through funds appropriated by the State of Georgia. Classes are offered at no additional cost to students. Tuition, fees, and text book costs are covered by MOWR funds.
- Because dual enrollment classes are covered by a specific state-appropriated fund, MOWR courses do not take away from a student's eligible HOPE hours or funds.
- Rather than having to travel to a college campus, courses are taken online during the school day at Covenant, allowing students to still enjoy their high school years.

Covenant students may dual enroll in the following courses:

- Juniors
 - U.S. History (Must enroll for the full year.)
- Seniors
 - English Composition/Literature (Must enroll for the full year.)
 - College Algebra/Statistics (Must enroll for the full year.)
 - American Government (First semester only)
 - Introductory Spanish I & II (Optional – May enroll for 1 or 2 semesters.)
 - General Psychology (Optional – First Semester)
 - Sociology (Optional – Second Semester)

Please note the following:

- The Guidance Office will provide information on the Dual Enrollment program (including student eligibility) at annual Class Registration Nights held in the spring.
- Eligible students must obtain a recommendation from their subject area teacher and the Administration before applying.
- All MOWR courses are approved by the Georgia Department of Education. However, students considering enrolling in MOWR courses should check with their college(s) of choice for information regarding credit acceptance.
- The Guidance Office will provide instruction on the enrollment process however, timely completion of the process is the responsibility of the student and his/her parents.
- **Truett-McConnell requires that students attend class each day here on the Covenant campus.** Covenant will provide classroom space and a proctor for each DE class. Compliance with attendance policies is expected. Failure to comply may result in failing grades and loss of credit.
- Proctors can advocate for the student regarding any issues with technology and attendance, but not assignments. **The timely and accurate completion of all course work is solely the responsibility of the student.**
- Introductory Spanish I & II replace Covenant's Spanish III and IV. They may not be used to replace Covenant's Spanish I and/or II.
- Each semester with a passing grade earns a student 1.0 high school credit and 3.0 hours of college credit.
- All Dual Enrollment courses are recognized by the State of Georgia DOE as Rigor courses.
- Enrollment in Dual Enrollment courses is optional and does not result in a reduction of Covenant tuition.

GRADUATION REQUIREMENTS (Continued)

- **Truett-McConnell requires that students attend class each day here on the Covenant campus.** Covenant will provide classroom space and a proctor for each DE class. Compliance with attendance policies is expected. Failure to comply may result in failing grades and loss of credit.
- Proctors can advocate for the student regarding any issues with technology and attendance, but not assignments. **The timely and accurate completion of all course work is solely the responsibility of the student.**
- Introductory Spanish I & II replace Covenant's Spanish III and IV. They may not be used to replace Covenant's Spanish I and/or II.
- Each semester with a passing grade earns a student 1.0 high school credit and 3.0 hours of college credit.
- All Dual Enrollment courses are recognized by the State of Georgia DOE as Rigor courses.
- Enrollment in Dual Enrollment courses is optional and does not result in a reduction of Covenant tuition.

Georgia Virtual School (GAVS) Policy (Policy #4.7.11.2)

Some additional classes may be offered to eligible students through the Georgia Virtual School (GAVS), an on-line school run by the state of Georgia. GAVS offers a limited number of state-funded slots to private and homeschooled students which can provide this class to students at no cost. Please note the following in relation to this subject:

- GAVS classes will only be offered in subject areas where Covenant does not offer the subject on campus. Currently, students are allowed to use GAVS for additional world languages. AP classes may also be taken by eligible students (See AP Class Eligibility Policy #4.7.10).
- Students must obtain the approval of their parents and Administration before being approved to apply for a GAVS class.
- The Guidance Office will give students instruction in how to enroll, however the timely completion of the enrollment process is the responsibility of the student and his/her parents.
- GAVS classes are \$250.00 per semester. This is in addition to Covenant's tuition and must be paid to GAVS directly.
- Students who are enrolled in GAVS classes are considered to be in an independent study class. **They will be given space to work during the day but completion of the work in a correct and timely fashion is solely the responsibility of the student and his/her parents.** Students may bring lap tops and log into the Covenant network for GAVS work. In these cases, students must adhere to Covenant's computer policies. Any student found to be in violation of the computer policy will lose their ability to log on to GAVS during the school day.
- Students enrolled in GAVS classes will obtain their grades from the GAVS website. Parents should refer to their student's GAVS account to check on grades and should not expect to see grades for GAVS classes on Covenant quarter/semester report cards or on RenWeb. At the end of each semester, the Guidance Office will print out transcripts of completed classes and add grades to the student's official high school transcript.
- No reductions in tuition will be given to students who elect to take GAVS classes.

High School Course Add/Drop Policy (Policy #4.7.8.2)

High school students will have three weeks to Add/Drop a course without penalty to their cumulative average. After the three week time period, a student will not be allowed to add or drop a class without penalty. This policy also applies to all GAVs and/or Dual Enrollment classes.

A "High School Course Add/Drop Form" must be completed and signed by the student's parent/guardian and submitted to the High School Guidance Counselor for review and approvals. The form must be signed by the parent, Guidance Counselor, the teacher of the class being dropped and Administration.

GRADUATION REQUIREMENTS (Continued)

High School Registration Night

High School registration night is scheduled in the 2nd Semester of the school year. This is a mandatory meeting in which the student and at least one parent/guardian must attend in order to choose classes for the following school year. Students must have completed re-enrollment process to be eligible to register for classes.

Academic Requirements (Policy #4.7.2.4)

All academic graduation requirements must be satisfied before a student is permitted to participate in the graduation ceremony or receive the diploma.

- Students lacking ½ credit may participate in the graduation exercise, however, they will not receive their diploma until the failed course is completed successfully during summer school.
- Students lacking 1 or more credits are not eligible to participate in the graduation ceremony.
- Students lacking required community service hours are not eligible to participate in the graduation ceremony.

Enrollment Requirements (Policy #4.7.3.2)

A student must be enrolled full time at Covenant for the entirety of his/her senior year in order to graduate and receive a Covenant diploma.

Refer to Policy #4.7.12.1 “Valedictorian and Salutatorian Qualifications” for enrollment requirements.

Financial Requirements for Graduation (Policy #4.7.4.3)

High School seniors will not be permitted to participate in the graduation program if the family’s account has not been paid in full by May 10th prior to graduation.

The final report card, diploma (if graduating), and any transcripts cannot be released until the family’s account is paid in full.

5-year-old Kindergarten students will be charged a \$30.00 graduation fee to cover the cost of their diploma, cap and gown. High school Seniors will be charged a \$75.00 graduation fee to cover the cost of diploma, cover, cap and gown.

Graduation Cords (Policy #4.7.7.6)

Graduation cords and their designations are as follows:

Honors Graduate-	Gold Double Cord
Beta Club Graduate-	Black and Gold Double Cord
National Honor Society Graduate-	Blue and Gold Double Cord
Fine Arts Emphasis-	Purple Double Cord
Technology Emphasis-	Red Double Cord
Exemplary Service Hours-	Red and Gold Double Cord
Physical Education Emphasis-	Orange Double Cord

The school will purchase all academic cords for the graduates. Beta & NHS cords are purchased by the student through the school. Cords may be retained by the students at no charge. Additional cords (i.e. military, 4H, NSHSS) coming from outside organizations may be worn if approved by administration in advance.

PROMOTION REQUIREMENTS

Promotion Requirements for 1st thru 8th Grade (Policy #4.8.1.2)

Students will be promoted to the following grade upon the successful completion of the current grade.

Retention, Summer School and Summer Project Requirements:

- Students who fail both Math **and** Language Arts will be retained.
- Students who fail any combination of four class subjects will be retained.
- Summer school will be required for students who fail either Math **or** Language Arts.
- Summer school will be required for any other subject with a final grade less than 65.
- Summer projects will be required for any other subject with a final grade of 65-69.

Promotion Requirements for 9th thru 12th Grade (Policy #4.8.3.2)

High School students are promoted on the basis of credits. In order to be promoted to the next grade level, a high school student must earn a minimum of six (6) credits during the school year. The total requirements are as follows:

- Promote to 10th Grade: 6 credits total
- Promote to 11th Grade: 12 credits total (cumulative)
- Promote to 12th Grade: 18 credits total (cumulative)
- Graduate: 24 academic credits* total plus ¼ community service credit** per year enrolled at Covenant

*See Policy #4.7.1, "Graduation Requirements – High School Tracks"

**See Policy #4.7.9, "High School Service Requirement"

Any high school student who fails a class must make up that class in the summer before the next school year. (Refer to Policy #4.8.2, "Summer School Requirements")

Summer School Requirements (Policy #4.8.2.2)

Any high school student who fails a class must make up that class in the summer before the next school year.

Once a student is enrolled at Covenant they may take a summer school course in order to repeat a failed course, not to advance in a class. Students may take a summer school course from Covenant but it is not guaranteed that the particular course they need will be provided. Students may also take summer school courses from Georgia Virtual School, Gwinnett or Walton County.

Due to the condensed time frame of Summer School, attendance guidelines are:

- Students are expected to attend all 15 days of the session.
- One (1) excused absence is allowed per 3-week session if parent calls/emails the school to let the teacher know as soon as it becomes evident the student will need to miss that day.
EXCEPTION: *All students must be present on the final day of the session.*
- Tardiness will result in daily grades being docked 1 full letter grade. 3 days of tardiness will be counted as the 1 allowed absence for the session.

Any student who fails to meet attendance guidelines will receive a failing grade. No refunds will be given.

EXTRA-CURRICULAR REQUIREMENTS

Academic Policy (Policy #4.9.1.5)

All students who participate in any extra-curricular activity must maintain an overall “C” average (75%) or better, without having a failing grade in any subject. Grades will be checked at the end of the quarter to determine eligibility. Students in violation of the above will be placed on academic probation for three weeks. **During the probation period the student must attend all 8th hour help labs, if offered.** Any student placed on two academic probations within a sports season will be ineligible to complete the season. While a student is on academic probation they may, at the coach’s discretion, attend all practices, attend all home games, and attend all away games that do not require him/her to be dismissed from school early.

Students who fail two classes at the end of the semester will be ineligible to be involved in extra-curricular events for the following semester. Students on a semester academic probation will not be allowed to participate in any extra-curricular activities during the semester of their probation; they can neither be a member of any extra-curricular team nor participate with the team.

Attendance Policy (Policy #4.9.2.1)

Some extra-curricular events, such as away athletic games, require students to leave school early. While these events are demanding, it is imperative that a student’s first commitment is to his/her academics. **Students must attend 50% of their scheduled classes to be eligible to participate in any extra-curricular events that day.** They must be present for at least 50% of their classes on Friday in order to participate in extra-curricular activities on Saturday or Sunday. In the event of a medical emergency or funeral, arrangements should be made with the coach or events sponsor. **Students arriving late to school the day after an extra-curricular event for unexcused reasons will be disciplined by their coach or event sponsor.**

Disciplinary Policy (Policy #4.9.3.5)

Students involved in Covenant sponsored extra-curricular activities are considered leaders in the school. As leaders, students must maintain a good disciplinary record in order to remain active in the extra-curricular activity. Students involved in “major offenses” will be suspended from the extra-curricular activity for a period of three weeks following the incident. A student athlete who is involved in a major offense where a single Saturday school is issued may opt to serve two Saturday schools and a one game suspension in lieu of the three week suspension. Students may attend practices and meetings for their activities; however they may not participate in any event such as games, performances, etc. Athletes may attend but not participate in away games with the team if it does not require the student to leave school early or be dismissed from class. Students involved in more than two “major offenses” during a school year will be removed from all extra-curricular activities for the remainder of the school year.

ATTENDANCE REQUIREMENTS & ABSENCES

K5 - 12th Grade Attendance Requirements (Policy #4.10.1.5)

In order to obtain maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents understand and fulfill their responsibility, and enable the student to receive the most benefit from their educational experience.

NOTE: It is the sole responsibility of the parent to keep track of the attendance of their student(s). The school will only notify parents when students are in violation of the unexcused absence quarter rule. (see Policy #4.10.4. below)

Excused Absence (Policy #4.10.2.5)

- Illness, doctor appointments, and other family issues qualify for an excused absence if a parental note is provided within 5 days of the absence. The student's parent or legal guardian must communicate directly with the school via written note, email, or phone call to explain the absence in order for it to be excused.
- K3 through 5th grade student absences should be communicated directly to the teacher.
- 6th through 12th grade absences should be communicated to the front office, preferably on the first day of absence. If the absence continues for more than one school day, please keep the office updated daily on the student's status. This will enable us to keep attendance records accurate.
- Absences due to illness lasting longer than four school days will require Homebound Status and a Doctor's signature. (refer to Policy #4.10.3)
- Students with an excused absence may make up work without penalty provided work is completed and turned in by the deadline set by the teacher. All make up work is the responsibility of the student. Makeup work will not be accepted after set deadlines and can result in a zero grade for missed work. As a general rule, one day of make up time is allowed for each excused day of absence.

Homebound Absence (Policy #4.10.3.3)

Students may be eligible for homebound status in these cases:

(Any homebound absence will disqualify the student from perfect attendance)

- Illness: In case of severe or catastrophic illness requiring more than four days absence, students may be homebound by doctor's order. Parents are provided with a "Homebound Request Form" for use in these instances. Doctors may homebound a student for a maximum of ten days per a request form. A medical re-evaluation and completion of a new form will be required for extension of the homebound period. Homebound status may not be applied retroactively. Forms must be turned in to the Main office as soon as the doctor's signature is secured.
- Anticipated/Elective: Covenant believes in the family and encourages quality family time. Sometimes this might cause a student to be absent from school. Students in good academic and attendance standing are eligible to be homebound once a year for up to five consecutive school days for family vacation time provided that the vacation does not interfere with exam schedules. A "Homebound Request Form" must be presented to the Main office one week in advance. After presenting the form to the Main office, the student will be instructed to get the form signed by his/her teachers. The teachers will check the student's academic progress. The parents will be contacted concerning whether or not the absence is excused. All work will be completed before leaving or at the teacher's discretion.

ATTENDANCE REQUIREMENTS & ABSENCES (Continued)

Unexcused Absence (Policy #4.10.4.4)

- All absences that are not excused or anticipated are considered unexcused.
- Unexcused absences will result in no credit allowed for missed work (including quizzes and tests.)
- If a student in grades 6th through 12th is *unexcused* absent from any class more than 4 times in a quarter, the student's quarter grade is subject to a 2-point grade reduction for each additional unexcused absence posted in that quarter. In some cases, a student may jeopardize their potential to earn credit for a particular class.
- Habitual, intentional, or unexcused absences will result in disciplinary action and/or academic penalty. Excessive unexcused absences may result in dismissal from school.

Excessive Absence and Promotion

- If a student in grades PreK-5th misses more than 20 days per school year (excused or unexcused or any combination thereof), the student's promotion can be affected. In this event, parents will be required to supply additional information regarding the absences.
- As stated above, students in grades 6th through 8th who post excessive absences may jeopardize their potential to pass and/or earn credit for a particular class or classes.
- Students in grades 9th – 12th who miss more than 12 days (excused or unexcused or any combination thereof) in a semester will lose credit for class.

Tardiness (Policy #4.10.5.3)

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress. Any student arriving to school after the bell rings for class to begin must come to the front office and have a note stating the reason for tardiness before going to the classroom. Any other tardies to class without a note will be marked by the teacher as unexcused. **When a student accumulates his/her 6th and subsequent unexcused tardy per class in any semester, the student will be subject to disciplinary action according to the "Minor Offenses" disciplinary guidelines, Policy #4.13.2.**

- Student's 4th – 12th grade who arrive in class more than half way through the class period will be marked absent for that particular class.

Field Trip, Athletic and Extra-Curricular Activities Absences (Policy #4.10.7.1)

Students who will be absent from class due to attendance on a school sponsored field trip, athletic team event or an extra-curricular activity are required to obtain all class work in advance that he/she will be missing. School sponsored events do not count as a classroom absence, however, it is the responsibility of the student to make up any work missed and have it completed upon the return to school the following day.

College Visits (Policy #4.10.6.3)

High School Juniors will be allowed to take three days per academic year and Seniors two days to preview college campuses with their parents. Students must be in good attendance standing in order to be approved for a College visit. When notified in advance in writing by parents and accompanied by written proof from the College upon the students return, to the Guidance Counselor, these days will not be recorded as an absence. It will be the responsibility of the student to make up any work missed.

Working Students

Students holding a part-time job (any job requiring a work permit) are not allowed to miss/skip school class time, field trips, school programs or other required events for work purposes.

ATTENDANCE REQUIREMENTS & ABSENCES (Continued)

Summer School

Due to the condensed time frame of Summer School, attendance guidelines are:

- Students are expected to attend all 15 days of the session.
- One (1) excused absence is allowed per 3-week session if parent calls/emails the school to let the teacher know as soon as it becomes evident the student will need to miss that day.
EXCEPTION: *All students must be present on the final day of the session.*
- Tardiness will result in daily grades being docked 1 full letter grade. 3 days of tardiness will be counted as the 1 allowed absence for the session.

Any student who fails to meet attendance guidelines will receive a failing grade. No refunds will be given.

CHECKOUT AND DISMISSAL

Checkout Procedures (Policy #4.11.1.3)

When a student is to leave during the school day, parents should follow these procedures:

- **Report to the front office and sign your child out on the sign out sheet. Please note that a student checking out before the halfway point of a class period will be marked absent for that class.**
- The office will call your student to come from their classroom to checkout.
- Students leaving campus with someone other than a custodial parent must be listed on RenWeb as having permission to check the student out of school. Parents must authorize, by written note, any person who may pick up their child from the school campus. Any change of custody must be communicated to the school immediately and with the appropriate legal documents. Verbal permission may be obtained from custodial parents/guardians in the event of an emergency.
- **If a student is leaving with a student driver, both students' parents must send a permission note and it must be turned into the office prior to leaving.**
- It is the student's responsibility to have all of their assignments when they leave for the day.
- For high school students driving themselves to appointments, a note must be brought in advance.
- Emergency checkouts for high school drivers will be coordinated via telephone with the parents by the receptionist.
- **Students may NOT be checked out after 2:30pm and must wait until the appropriate dismissal time for his/her grade.**
- **If you are not picking up your child in the carpool line – you must wait outside the foyer. Due to safety of our students we ask that you not be in the foyer after 2:30 pm or during carpool dismissal.**

Morning Arrival (Policy #4.11.3.6)

Students may arrive at school no earlier than 7:00 AM.

K5 through 12th Grade Students

- **Arriving between 7:00am-7:30am:** All students must enter the building through the front doors. Students must be checked-in with the before school staff by a parent at the gym in the Main Building. Student drivers need to exit cars and report to the gym.
- **Arriving between 7:30am-7:45am:** K5-5th grade students do not have to be brought in by a parent but still must go directly to the gym in the Main Building and check-in with the before school staff member. Elementary students must remain in the gym until 7:45 AM and sit at the lunchroom tables in which activities will be made available. Middle and High School students may be dropped off at the Davis Academic Center front entrance at 7:30 AM. Parents should proceed to the designated "drop-off" point before allowing the student to get out of the vehicle and students should enter through the front entrance of the building. Student drivers and those riding with the student driver should exit their

CHECKOUT AND DISMISSAL (Continued)

vehicle in the student parking lot and enter at the front or rear entrance of the Davis Academic Center.

Students should not be dropped off in the side parking lot.

- **Arriving after 7:45am:** parents can drop off K5-3rd grade students at the Main Building front entrance and 4th and 5th grade students at the Davis Academic Center front entrance.
- **Wednesday late start: On Wednesdays Middle and High school students have a later start time; students can begin to report at 8:30am, and must be in their classroom no later than 8:49am. (Before care is still available beginning at 7:00am). Middle and High School students arriving at 7:30am will report to a study hall. PreK and elementary students will have regular school hours 8:05 – 3:10 pm.**

K3 and K4 Students

K3 and K4 students arriving between 7:00am-7:45am will stay in a preschool area located in the Main Building and must be walked in by a parent and checked-in with the preschool morning staff member. Preschool students will be separated in the gym away from K5 through 12th grade students during before school care. After 7:45am, K3 and K4 students must be walked to the preschool room and checked-in to the child's teacher by a parent/guardian.

Afternoon Dismissal (Policy #4.11.4.8)

In the afternoons, students are either picked up in the carpool line, or they are a student driver, or a rider with a student driver. During the first week, it will be determined which students are driving and a list will be given to the teachers of students who are allowed to drive or ride with a student driver. Unless a student is on that list or has a note stating they are to ride home with a student driver, he/she will not be permitted to leave with another student. Students not driving or riding with a student will be brought to the gym in the Main Building by a teacher and will be dismissed to go directly to the front exit when his/her name is called.

Dismissal times are as follows:

- 6th through 12th Grade dismissal is from 3:05 PM – 3:20 PM
- K3/K4 Full Day through 5th Grade dismissal is from 3:15 PM – 3:45 PM

Please inform your child's teacher if someone other than a parent will be picking up your child. Also, please give the person picking up your child your assigned number and notify them that their identification will be checked.

Afternoon Dismissal:

When picking up student(s) after school, all parents **must** drive under the awning of the Main building, place the car in "park" and display the student pick-up card for their child(ren). Dismissal will end at 3:45 PM. All students (K3-12), not picked up by 3:45 PM on a regular school day, will be checked in to after-school care by their teacher at a cost of \$3.00 per half hour until 6:00 PM. Cost is based on 30 minute increments. After 6:00 PM students will be supervised at a cost of \$1.00 per every minute after 6:00 PM. *See Policy #4.2.2, "Aftercare Hours & Pricing" for further detail.* Students must be checked out by a parent/guardian or parent/guardian approved adult (note on file in office). The person checking out the student will need to initial the check-in/out form next to the time.

Students are not allowed to exit through the side door or meet their ride in the parking lot. Students will **not** be allowed to use the office phone to make last minute plans to ride with other students except in case of emergency.

DISCIPLINE

Student Discipline

Discipline at Covenant seeks to develop Godly men and women. We are concerned about the students' character and spiritual development as well as their academic achievement. The goal is for the student to develop a Christian lifestyle and a personal relationship with Jesus Christ. For this reason Covenant has developed the following discipline procedures that prescribe both on and off campus behavior expectations.

Elementary (K3-5th Grade) Discipline (Policy #4.13.1.8)

CHILD BEHAVIOR:

Covenant teachers encourage children to verbalize their disagreements and use positive redirection as alternative to unacceptable behavior. Acceptable forms of discipline used in the Elementary department at Covenant are time-out, redirection, and restricted active play (small increments of time). Unacceptable forms of discipline (e.g. spanking, shaking, withholding food, etc.) are NOT used at Covenant.

With an exciting curriculum and a stimulating and organized school environment, there is usually little need for disciplinary action. Covenant strongly supports building the child's self-esteem and encourages the development of respect for self and others. All our behavior management actions are directed towards these goals and, consistent with our developmental approach, our teachers use a variety of methods to help the children learn appropriate behaviors. With the support and guidance of the teacher, each child is encouraged to try to work out his problems. Acceptable behavior is recognized with the positive verbal rewards that reinforce the child's feelings of self-worth.

When children encounter situations where they feel they have no power, they will often engage in inappropriate behaviors. Our staff is trained to recognize potential situations where this might occur and assist the children in problem solving.

Since we know that our parents want to be advised of any unusual occurrences in their child's day, we will contact them if their child has been involved in a situation involving biting, hitting, pushing, pinching or use of inappropriate language or behavior. The parents and teachers can work together to determine how to help the child behave in a more acceptable way. Because discipline is so important and so personal, we welcome open discussions regarding any disciplines used with your child.

If a child consistently exhibits behavior that is not appropriate and not responsive to typical management techniques, the teacher will notify Administration or Department Head. The Administrator or Department Head will observe the child and work with the staff to develop and/or refine methods used with the child. If we have a consistent behavioral problem, we will ask for the parent's assistance. Should a referral for independent assessment be necessary, the director will advise the parents of this need. Parents have the right to refuse special assistance.

Should a child's behavior be disruptive to the extent that a classroom cannot operate effectively with the child present, or if the learning environment is significantly affected with the child present, the child's enrollment in the program may be suspended or discontinued.

DISCIPLINE (Continued)

K3 – 3rd Grade:

K3 thru 3rd grade teachers use a “pin” type program to monitor and track behavior. All students begin the day with their pin in the “ready to learn” section of the behavior chart. Their pin will travel up and down the chart based on their behavior choices. A student making wise choices will see his/her pin move up the chart. A student making unwise choices will see his/her pin move down the chart, but can see that pin move back up the chart if s/he chooses to make better choices as the day progresses. This program gives the students the opportunity to experience positive accomplishment based on good choices. A student ending the day with a behavior grade of Outstanding will know that they truly earned the grade by choosing to be a hardworking, responsible, and productive student.

Chart levels read from top to bottom:

Outstanding

Great Job

Good Day

Ready to Learn (all students begin each day here)

Think About It

Teacher's Choice

Parent Contact

All Covenant students are expected to obey the rules at all times. Students not meeting these expectations are subject to the consequences outlined here. These consequences are used for new and repeat offenses as they occur.

First Offense: The teacher will check for understanding by questioning the student and him/her acknowledge and take responsibility for the behavior. The student will be asked to identify the level of the behavior and explain how s/he can get back to an appropriate level of behavior.

Second Offense: If a student continues to disrupt learning (misbehave), the incident will be entered into Renweb as a verbal warning. Parents will receive an email advising them of the incident. The incident will be discussed with the student using the following questions:

1. What did I do? (Acknowledgement)
2. What can I do to prevent it from happening again? (Choice)
3. What will I do? (Commitment)

Third Offense: If the student chooses to continue the behavior, s/he will go to a designated spot during break and/or recess. The incident will be entered into the student's Renweb file and emailed to the parents so they are aware of the situation and are prepared to discuss it that evening. The teacher will follow-up with a phone call to the parents.

Fourth Offense: If the behavior continues, the student will meet with the Department Head to discuss the behavior. The behavior will be entered into Renweb and emailed home. In addition, the student will be assigned a detention.

Fifth Offense: If the behavior continues to a fifth occurrence, the teacher will explain to the student that they are turning the issue of the student's behavior over to the Assistant Principal/Principal.

Teacher must complete office referral form.

Additionally, the following behaviors will result in immediate office referral/detention or other:

1. **Fighting, threatening or aggressive behavior toward students or adults.**
2. **Disrespect with or without abusive language**
3. **Bullying**
4. **Possession of weapons and/or dangerous objects**
5. **Inappropriate comments/behaviors that have sexual connotations.**

DISCIPLINE (Continued)

Preschool – 5th Grade:

At Covenant Christian Academy we expect each student to be personally responsible for their behavior and to follow the standards described in the School Handbook every day, without excuse and with the supervision of their teachers, substitutes and/or other school personnel.

Expectations include:

Be prepared for class-having the appropriate books, notebooks, pencils, etc. and homework every day.

Be ready to learn-no talking and/or getting out of seat without permission.

Be responsible for their work, their behavior and their actions.

Be courteous in the hallways to teachers, fellow classmates, and students in other classrooms.

Be respectful to teachers, students, school and themselves.

Behavior Levels

Level 1:

Being Ready, Responsible and Prepared

Show self-discipline

Displays initiative

Demonstrates responsibility

Homework is complete and turned in

Prepared for Class

Completes and turns in assignments

Does what is right because you should

Level 2:

Being Courteous and Respectful

Displays cooperation

Is compliant

Is considerate

Stays in seat

Does not talk without permission

Shows respect to teachers and students

Does what is expected because someone is watching

Level 3:

Being Unkind

Annoys or Bothers Students or Teachers

Bullies or bosses other students

Breaks classroom or school rules

(This Behavior is Unacceptable)

Level 4:

Other

Noisy

Intentional Misbehavior

Lack of Self-Control

Danger to self or others

(This Behavior is Never Acceptable)

The following are some examples of:

Level 3 Behaviors:

Not working consistently

Not walking quietly in line

Out of seat without permission

Bringing toys/games/electronics to school

Disruptive noises

Pushing/shoving in line

Inappropriate name calling

Possessing inappropriate material

Leaving food or trash on tables

/ floor of classroom, gym or playground

The following are some examples of:

Level 4 Behaviors

Wasting instructional time

Running in hallways or cafeteria/gym

Calling out/talking without permission

Dress code violations

Eating food or candy, or chewing gum

Leaving classroom without permission

Damage to school property

Improper use of restrooms

DISCIPLINE (Continued)

Middle School & Senior High (6th-12th Grade) Discipline (Policy #4.13.2.9)

For students in Middle School and Senior High School (grades 6-12), listings of minor and major violations are listed below along with the consequences most likely to be enforced. All disciplinary procedures listed below are guidelines only. The Board of Directors and Administration reserve the right to modify these procedures, as they deem necessary.

MINOR OFFENSES (offenses listed below are considered “minor”):

- 6th and subsequent unexcused tardies per class.
- Failure to return paper signed by parent.
- General misconduct: disrupting the classroom, or failure to be prepared for class.
- Dress code violations.
- Public Display of Affection.
- Use of restricted items during school hours or any other item that takes away from the learning environment at Covenant.

Restricted Use Items:

Restricted use items cannot be used between the hours of 7:00 AM and 3:30 PM (12:30 PM on half days). During school hours items must be powered off. Restricted use items such as music/video must be appropriate in nature.

- All audio/video devices
- Cell phones
- Recording devices
- Cameras (allowed when authorized by the classroom teacher for special events)
- Handheld video games (NOT ALLOWED ON CAMPUS)
- Gum
- Food and drink in the classroom; except for water which is allowed in the classroom but must be in a sealed container, (ie: water bottle with a cap). Food and drinks may be in student lockers but must be in sealed containers.

The type and number of “Minor Offense” violations will determine the severity of the consequence as listed below. Each semester will be treated individually and students will have a “fresh start” each semester.

# of Violations	Consequence
1 st	Warning or Detention
2 nd	Detention
3 rd	Detention
4 th	Detention
5 th	Saturday School
6 th	Saturday School & Parent Meeting with Administrator*
7 th	1 Day of In School Suspension & Parent Meeting with Administrator*
8 th	2 Days of In School Suspension & Parent Meeting with Administrator*
9 th	3 Days of Out of School Suspension & Parent Meeting with Administrator*
10 th	Disciplinary Review with Administrator & Minimum 5 Days of OSS*

**Meeting with Administrator may result in further disciplinary action at the Administrator’s discretion.*

DISCIPLINE (Continued)

Middle School & Senior High (6th-12th Grade) Discipline (Continued)

MAJOR OFFENSES: The following offenses are considered “major.” The number of violations for each offense will determine the severity of the consequences. **Unlike the “minor offenses” the number of violations will accumulate for the entire year and will not start over each semester.**

Offense	# of Violations	Consequences
<i>Major misconduct</i>	1 st & subsequent	Meeting with administrator to determine course of action.
<i>Cheating: including cheating on assignments, tests, projects and papers, plagiarism, and forgery of parent's signature.</i>	1 st	Meeting with administrator, detentions, or Saturday School & loss of credit for assignment in which cheating occurred.
	2 nd	Meeting with administrator, 2 days suspension & the student will fail the course in which he/she was cheating.
	3 rd	Expulsion
<i>Fighting</i>	1 st & 2 nd	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
	3 rd	Expulsion
<i>Stealing, use of profanity or vulgar language, skipping school, or leaving school without permission.</i>	1 st & subsequent	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Bullying / Cyber bullying</i>	1 st & subsequent	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Use of tobacco products (on or off campus)</i>	1 st & subsequent	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Use of illegal drugs or alcohol.</i>	1 st	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Possession of any weapon on campus or any serious threat of violence.</i>	1 st	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Personal Display of Affection</i>	1 st & subsequent	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Sexual immorality</i>	1 st	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).
<i>Sexting</i>	1 st & subsequent	Meeting with administrator & suspension or expulsion (# of days suspended or expulsion will depend on the circumstances of the incident).

**Meeting with Administrator may result in further disciplinary action at the Administrator's discretion.*

Disciplinary Note: Covenant Christian Academy reserves the right to evaluate situations regarding student issues of expulsion level offenses on a case-by-case basis. A redemptive approach may be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and Covenant student body.

DISCIPLINE (Continued)

Middle School & Senior High (6th-12th Grade) Discipline (Continued)

- Students involved in major offenses are ineligible for all extracurricular activities for a period of three weeks following the incident. (*Policy #4.9.3*) A student athlete who is involved in a major offense where a single Saturday school is issued may opt to serve two Saturday schools and a one-game suspension in lieu of the three week suspension.
- **Detention:** Detention meets at the school Monday through Friday from 7:00 AM – 7:40 AM. The student's account will be charged \$10.00 for each Detention assigned. Rescheduling of detention requires Administration approval.
- **Saturday School:** Saturday School, when assigned by the administrator, meets at the school on the Saturday designated by the administration from 8:00 AM - 12:00 Noon. The student's account will be charged \$50.00 for each Saturday School assigned. Rescheduling of Saturday School requires Administration approval.
- **Out of School Suspensions (OSS):** Suspensions will be served on the day specified on the suspension form sent home to the parents. All academic work can be made up and is due the following school day for full credit. Students serving suspensions will not be allowed on the school campus for any reason.
- **In-School Suspensions (ISS):** In-School Suspensions will be served on the day specified on the suspension form sent home to the parents. The student assigned to ISS should report to the office at the beginning of the school day. Administration will give the student further direction. ISS students will be given character development and general academic assignments to be completed that day. Any scheduled tests and quizzes will be given during ISS. All missed work for each class will be given to the student at the end of the day and is due the following school day for full credit. To cover the cost of supervision, the student's account will be charged \$75.00 for each day assigned to ISS.
- **Expulsion:** Students expelled or asked to withdraw for discipline reasons are not eligible for re-enrollment until the following school year and must be approved by the Board of Directors. Any student expelled, asked to withdraw, or having left under unfavorable circumstances is not allowed on the school campus for any reason and cannot attend any extracurricular events on or off the school campus.

Disciplinary Note: Covenant Christian Academy reserves the right to evaluate situations regarding student issues of expulsion level offenses on a case-by-case basis. A redemptive approach may be considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and Covenant student body.

STUDENT STANDARDS OF CONDUCT (Policy #4.14.1.3)

While believing in the freedom of conscience concerning Christian conduct in those things not expressly commanded or forbidden in Scripture, Covenant Christian Academy strongly senses the need of helping students to develop a spiritual discernment in harmony with the principles of divine revelation. In addition, Covenant reserves the right to require students to subscribe to standards that are believed necessary to create the campus atmosphere and community character that is desired. All students are required to adhere to the scholastic and moral standards of the school. As a minimum requirement the student is expected:

- To utilize his/her time to the best possible advantage by careful study, participation in spiritual activities, chapel services and Christian service responsibilities. In addition, faithful church attendance is encouraged as well as discernment in choices of music, film and television programming, and printed page (Philippians 4:8).
- To be a positive influence and example to fellow classmates and student body.
- To abstain from such questionable practices as the possession and use of alcoholic beverages and tobacco, the possession or use of illegal drugs, gambling, and all identification with secret societies.
- To avoid every form of immorality, including immoral sexual behavior, lying, stealing, gossiping, and cheating on examinations or assignments.
- **To avoid unchristian behavior in relation to cell phone and computer use. Such behaviors include but are not limited to, cyber-bullying, “sexting”, posting of inappropriate materials on social networks or personal websites.**
- **To maintain a good attendance standard.**

Students, by virtue of their enrollment, agree to abide within the framework of the school’s standards of conduct. **It should be understood that any behavior, either on campus or away, which indicates that a student has disregard for the spirit of the school standards, would be sufficient reason to ask him/her to withdraw from Covenant Christian Academy.**

Teenage and Adult Driver Responsibility Act (TAADRA)

SB 100, signed into law on April 16, 2015, makes significant changes to the **Teenage and Adult Driver Responsibility Act (TAADRA)**. Effective July 1, 2015, schools are simply required to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver’s license or learner’s permit. TAADRA applies to all minors who are at least 15 years of age and under the age of 18 who wish to obtain a learner’s permit or driver’s license.

To obtain a completed *Certificate of School Enrollment* form, the student or parent need simply request on from the Front Office. Please allow one business day for the completion of the form.

DRESS CODE

K3 thru K5 Dress Code (Policy #4.15.1.1)

There is not a required dress code for K3, K4, or K5 students, however students should dress in a manner that is consistent with a Christian lifestyle.

Please dress your child in clothing that is easily washed so they may really enjoy the activities of the day. Since these activities include playdoh, painting, sand and water play, do not ask your child to “stay clean” as this will inhibit participation. Also keep in mind that these clothes need to be easily handled by the child to ensure toileting success. Please label all clothing articles.

Suitable footwear is also recommended – no backless sandals or flip flops please.

A complete change of clothing needs to be sent to the school for your child labeled with first and last name for use in case of a mishap. This should include socks, underwear, pants, and shirt. These clothes should be swapped out as the season changes or if the child has a size change. A jacket should be sent during cooler months for outside play.

1st thru 12th Grade Dress Code Overview (Policy #4.15.2.1)

The intent of the dress code at Covenant is to show respect for personal appearance, the school, the learning process, and our Creator. Although a person’s spirituality cannot be measured by his or her dress, we do believe personal appearance is important in establishing the proper atmosphere for the learning process.

Please speak with your child concerning his/her attitude toward the dress code. The dress code is a joint venture between students, faculty, and parents. An attitude of “let me see what I can get by with” is not where we want our students’ hearts to be. **Students who are in violation of the dress code listed below will be required to go home and change into appropriate clothing. Parents may bring a change of clothes for their child to the school. Repeated problems following the dress code show a general disrespect for the school, and the student may be asked to withdraw from the school.**

Note: If there is any question concerning particular attire, call the school office prior to coming to school. The appropriateness of all hairstyles (including length, color, etc.), and attire is up to the discretion of the Administration.

Theme T-Shirt Wednesday Dress Code

On theme shirt dress code days, students may wear theme shirt in long sleeves, short sleeves or hoodie with jeans (no holes or frays) or khaki shorts or pants. Cargo and low rise jeans are not allowed. Belts must be worn.

While inside campus buildings 100% of the theme shirt must be visible. No outerwear covering it.

Students may wear a long sleeve shirt underneath and sleeves may be a different color.

DRESS CODE (Continued)

Girls Dress Code (Policy #4.15.3.7)

Golf or Polo Shirt	<ul style="list-style-type: none">• Minimum of two button collar• All but two buttons have to be buttoned• Full sleeve (no cap sleeves)• Solid color (no pin stripes on collar)• Shirt must be tucked in at all times• Long Sleeve shirt may be worn underneath same color Golf or Polo shirt.
Blouse (1 st thru 3 rd Grade only)	<ul style="list-style-type: none">• No cap sleeves• Solid color• Shirt must be tucked in at all times
Cardigan Sweater	<ul style="list-style-type: none">• Button or zipper• Cardigan sweater with hood is acceptable• Solid color• Collared golf shirt must be worn underneath
Covenant Sweatshirt or Hoodie	<ul style="list-style-type: none">• Embroidered or screen print• May be worn at any time• Required to wear a shirt tucked in underneath• Collared golf shirt must be worn underneath a Covenant Sweatshirt.
Jacket/Coat	<ul style="list-style-type: none">• Only Covenant letterman's jackets and Covenant embroidered windbreakers/jackets may be worn while inside campus buildings.
Classic Docker Style Pants	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must have belt loops and belt must be worn at all times.• Appropriately waisted; not oversized, low-riding, or wide leg style; pulled up.• No cargo pockets or back pockets that are sewn on the outside; no metal grommets on the pockets.• No denim, knit or stretch material.
Skirt or Jumper	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must come to the knee.• Belt must be worn if the skirt has belt loops.
Skort (1 st thru 3 rd Grade only)	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Belt must be worn if skort has belt loops.• Appropriate waist size and length not oversized or wide leg style; pulled up• No denim or stretch material.
Polo Dresses (1 st thru 3 rd Grade only)	<ul style="list-style-type: none">• Must come to the knee• Solid color Khaki, Navy Blue or Black,.
Docker Style Walking Shorts	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must have belt loops and belt must be worn at all times.• Appropriately waisted; not oversized or wide leg style; pulled up.• No cargo pockets.• No denim or stretch material.
Capris	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must have belt loops and belt must be worn at all times.• Appropriately waisted; not oversized or wide leg style; pulled up.• No stretch material.
Shoes	<ul style="list-style-type: none">• Tennis shoes with socks are acceptable.• Sandals with back straps are acceptable; back straps must be part of the original construction of the shoe.

DRESS CODE (Continued)

Boys Dress Code (Policy #4.15.4.6)

Golf Shirt	<ul style="list-style-type: none">• Solid color.• Shirt must be tucked in at all times.• Long Sleeve shirt may be worn underneath same color Golf or Polo shirt.
Oxford Type Shirt	<ul style="list-style-type: none">• Solid color.• Shirt must be tucked in at all times.
Pullover Sweater	<ul style="list-style-type: none">• Solid color.• Appropriately sized.• Collared golf shirt must be worn underneath.
Covenant Sweatshirt or Hoodie	<ul style="list-style-type: none">• Embroidered or screen print.• May be worn at any time.• Required to wear a shirt tucked in underneath.• Collared golf shirt must be worn underneath a Covenant Sweatshirt.
Jacket/Coat	<ul style="list-style-type: none">• Only Covenant letterman's jackets and Covenant embroidered windbreakers/jackets may be worn while inside campus buildings.
Classic Docker Style Pants	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must have belt loops and belt must be worn at all times.• Appropriately waisted; not oversized, low-riding, or wide leg style; pulled up.• No cargo pockets; no metal grommets on the pockets.• No denim material.
Docker Style Walking Shorts	<ul style="list-style-type: none">• Solid color Khaki, Navy Blue or Black.• Must have belt loops and belt must be worn at all times.• Appropriately waisted; not oversized or wide leg style; pulled up.• No cargo pockets.• No denim material.
Shoes	<ul style="list-style-type: none">• Tennis shoes with socks are acceptable.• Sandals with back straps are acceptable; back straps must be part of the original construction of the shoe.
Boys Facial Hair (9 th -12 th Grades only)	<ul style="list-style-type: none">• Beards, mustaches, and goatees are approved.• Must be neat, polished, and professional.• Must be fully grown in, neatly groomed and well maintained no longer than a quarter of an inch in length.

DRESS CODE (Continued)

Unacceptable Attire & Other Appearance Guidelines (Policy #4.15.5.3)

- No worn-out, frayed or torn clothing.
- Shirts or blouses should not have any slogans, symbols, pictures or patches, with the exception to the normal garment manufacturer's small insignia.
- Girls cannot wear overshirts at any time.
- Girls cannot wear pullover sweaters.
- No flip-flops.
- No tennis shoes with retractable wheels.
- Hats are not allowed except on specified days or at extra-curricular activities.
- Excessively loose or tight clothing should not be worn.
- **No long sleeved t-shirts may be worn under golf shirts.**
- Boys may not wear earrings or have any other body piercing.
- Girls may have up to two pairs of earrings, with only one piercing in the upper ear. No other body piercing is allowed.
- All hair should be neat and well groomed. Boys' hair length cannot be longer than the collar, and must be off the eyebrows – no ponytails, bushy hair, shaved areas, etc. Hair has to be a natural color and not draw attention to itself. Girls' hair style must be a natural hair color and not draw attention to itself. Ultimately, it is the responsibility of the administration to determine if hair style or length is acceptable.
- Tattoos are not permitted.
- Non-Covenant outerwear may not be worn inside campus buildings.

Guidelines for Dress Code Exceptions:

An exception to Covenant's dress code may be given to a student upon approval from Administration if the student is unable to comply with the dress code due to a health reason (such as broken leg, injured foot, etc.). A note from the student's parent must be given to Administration explaining the exception being requested and the Front Office will email the appropriate teachers once approval has been granted.

Casual Day Dress Code Guidelines (Policy #4.15.6.7)

Occasionally, students will be allowed to dress more casually than the above dress code. Even in this more relaxed dress code, students are expected to dress neatly, cleanly and modestly. The administration will determine when casual dress code days will occur. **The casual dress code is the minimum dress permitted at extra-curricular events.**

- Jeans are acceptable (appropriately waisted; sized) and must be a 5 pocket standard jean or painter/carpenter style. Docker style pants, capris, and jeans may be worn in different colors on jean day. Cargo and low rise jeans are not allowed.
- Jean shorts are acceptable.
- Plaid or solid walking shorts are acceptable.
- Hats may be worn at off-campus Covenant sponsored activities only or on school specified days.
- T-shirts, sweatshirts and hoodies are acceptable and must be appropriate length (symbols, pictures, slogans or patches must not take away from a positive Christian learning environment; shirts may be untucked on casual day ONLY). **NOTE: Only on casual day may non-Covenant sweatshirts, hoodies and jackets be worn in the classroom.**
- Tennis shoes with socks are acceptable.
- Belts must be worn.
- Fubu, clothing containing Confederate symbols, and military-type clothing are not acceptable.

DRESS CODE (Continued)

Dress Code Violation Procedures (Policy #4.15.7.3)

Students who are in violation of casual day dress code may be excluded from participating in casual day dress during the school day and at all extra-curricular events. Students in violation of the dress code at extra-curricular events may be required to leave the event and are subject to further disciplinary action.

The below procedures will be handled by the administration. At the beginning of each semester the student's previous dress code infractions will be cleared.

1 st Infraction	Warning – student will change into dress code appropriate attire.
2 nd & Subsequent Infractions	Consequence will fall under the “Minor Offenses” disciplinary guidelines, Policy #4.13.2

HOMEWORK POLICY (Policy #4.16.1.5)

At the beginning of each school year, students in 1st thru 12th grade are given an agenda in which students will write their assignments every day. The parent or guardian must sign it daily for 1st through 5th grades.

1st thru 12th grade students will receive 50% credit for the homework if it is one day late. They will receive a zero for homework that is more than one day late. *Teachers will reduce the amount of homework given on Wednesday nights, understanding that most families attend Wednesday evening church services. In addition, students should not be scheduled for tests on Monday, understanding that the weekend is important to the family.*

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons:

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's release from Covenant.

FINANCIAL POLICY

Covenant Christian Academy is endeavoring to keep low tuition rates for the benefit of all families. While tuition does pay for the expenses of the school, it does not provide for such projects as: the building expansion program, improvements in the Computer Lab, Library, playground facilities, etc. For this reason we have a Capital Campaign Program and annual fundraising. We anticipate each child and/or parents will participate in helping us raise the additional funds needed for the designated school projects. With all families helping in this area, we are able to keep tuition low. Covenant receives no federal assistance other than a tax-exemption status.

Tuition Fee Schedule (Policy #2.9.1.14)

Grade Level	Application Fee New Students Only	Enrollment Fee New & Re-enrolling Students	Books Due By 11/1/17	Resources Fee Due By 7/1/17	Tuition	10 Month Payment Plan Tuition ONLY	12 Month Payment Plan Tuition ONLY <i>Not available to Seniors</i>
K3, K4 & K5 (Full Day) *	\$200.00	\$400.00	\$430.00	\$250.00	\$7,050.00	\$705.00	\$588.00
1 st – 5 th *	\$200.00	\$400.00	\$645.00	\$250.00	\$7,450.00	\$745.00	\$621.00
6 th – 8 th	\$200.00	\$400.00	\$770.00	\$250.00	\$7,950.00	\$795.00	\$663.00
9 th – 12 th	\$200.00	\$400.00	\$800.00- \$1,050.00 (Depending on Schedule)	\$250.00	\$8,150.00	\$815.00	\$680.00
Includes supplies	Non-refundable	Non-refundable Due upon (re)enrollment.	Aug - Nov monthly payment plans available	4 th - 12 th PE clothes are additional and mandatory	4% Discount if paid in full by 6/1/17	Not including Application, Enrollment, Book or Resource Fees	Not including Application, Enrollment, Book or Resource Fees

*12 month payment plan is not available for 12th grade

Tuition Payment (Policy #2.9.2.4)

The person who is financially responsible for the student's tuition will receive monthly statements prior to the payment due date via email or a hard copy by mail (if on request). Payments are to be received in the financial office by the 10th of each month. When the 10th falls on a Saturday or Sunday, the tuition payment may be made on Monday without a late fee penalty. The financial office handles all payments including lunch, snack, sport fees, aftercare charges and tuition; with the exception of field trip monies which are to be given directly to the student's teacher. All financial questions should be directed to the financial office.

Payment plan options and due dates are as follows:

- Lump Sum Payment – 4% discount if the tuition is paid in full by June 1st.
- Two Semester Payment Plan – Tuition will be divided in half, each payable on July 1st and December 1st.
- 10 Month Payment Plan – Tuition will be divided into 10 payments the first payment beginning August 1st and ending May 1st.
- 12 Month Payment Plan – Tuition will be divided into 12 payments the first payment beginning July 1st and ending June 1st. All "Senior" accounts must be paid in May, therefore 12 month payment plan is not available for "Seniors."

FINANCIAL POLICY (Continued)

Tuition Refunds (Policy #2.9.6.5)

It is understood that an entering student is enrolling for the entire year; therefore school budgets are set accordingly. Enrolled/pre-enrolled students withdrawing after June 1st are required to pay the following:

- Pro-rated tuition through the date of withdrawal (this amount is based on a 180 day school year)
- Withdrawal fee equal to 20% of the annual tuition for the current school term
- All book fees incurred by the student

NOTE: Parents/guardians of students who withdraw, are expelled, or asked to withdraw before the end of the school year are responsible for these fees. Academic and disciplinary records will not be released for any student with an unpaid family account (this includes transcripts, report cards, testing results, and transfer records).

Late Fee (Policy #2.10.1.2)

A late fee of \$50.00 will be charged on any school account showing a balance of \$10.00 or more after the 10th of the month. (When the 10th falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the \$50.00 penalty). Students may not be permitted to attend class or participate in extra-curricular activities if their account is more than 30 days in arrears. Post-dated checks will not be accepted.

Collection Agency (Policy #2.10.2.0)

Any account that is turned over to a collection agency will be responsible for any collection fees (35%), attorney fees, court fees, etc.

Return Check Fee (Policy #2.10.3.2)

It is our policy to charge \$50.00 for all checks or bank drafts returned to us by your bank for any reason. If two checks are returned, the account will be on a cash/money order basis.

Please Note: We are unable to accept postdated checks.

Withholding of Transcripts (Policy #2.11.1.1)

In the event of separation between the school and the student for any reason, all unpaid tuition and fees become due and payable immediately as stated in the Tuition Refund Policy #2.9.6. Student report cards, transcripts, and all other records will not be released until all tuition and fees are paid in full.

SCHOLARSHIP PROGRAM

GA State Tax Credit for Private Schools Scholarship Donations (Policy #2.7.2.0)

1. For student(s) to be eligible to receive scholarship funds the parent/guardian of the student(s) must be a participant in the GA State Tax Credit for Private Schools program. (The parent/guardian must make a donation, of any amount, to the Georgia SSO and designate those funds for Covenant Christian Academy.)
2. For student(s) to be eligible to receive scholarship funds the parent/guardian must fill out both the Covenant Christian Academy and the Georgia Student Scholarship Organization (GASSO) Scholarship Applications and turn both into the Financial Office. The donor must submit a Donor Designation form to GASSO along with the pre-approval form received from the GA Department of Revenue application (Georgia Form IT-QEE-TP1). The student must be a Georgia resident enrolled as a non-attending student in a Georgia primary or secondary public school or eligible to enroll in a qualified kindergarten program or pre-kindergarten program. (Must be 4 years old).
3. All funds designated for Covenant will be distributed according to donor/student relationship as indicated on the Covenant Christian Academy Scholarship Application Form. Subsequent to the donor/student relationships, Covenant Christian Academy reserves the right to determine how to allocate these funds. Scholarship funds received for a student will be allocated toward that student's fees for the current school year's first and if funds are remaining they will be allocated for the subsequent year's fees.
4. If for any reason a student is no longer attending Covenant Christian Academy, he/she forfeits any right to the scholarship funds that were designated on behalf of said student.
5. Any scholarship funds from a student graduating will not be refunded per state regulations. Covenant Christian Academy reserves the right to determine how to allocate any funds remaining from a graduating student.

STUDENT TESTING

Terra Nova 3 Testing (Policy #4.17.1.7)

Each Spring, Terra Nova 3 standardized tests are administered to all Covenant students in grades K5 through 11th. The test is designed according to state and national standards and tests student in the areas of Reading, Math, Language, Science, Social Studies and Bible. Tests are divided over a period of 2 – 5 days, depending on grade level.

Scores and group data from standardized tests are used to assess student growth and to evaluate curriculum. All students are expected to participate with exceptions made only in extreme circumstances.

PSAT Testing (Policy #4.17.2.1)

All 10th and 11th grade students are required to take the PSAT, which is given in the fall each school year.

School Readiness Test (Policy #4.17.4.0)

All K4 students will receive an individualized formal (standardized) evaluation in the fall and spring of the year. Test results can be discussed in depth with the student's teacher by appointment. Evaluation of the results of the testing assists the teacher, parent and the administration in evaluating student and class performance.

TRANSPORTATION AND DRIVING

Transportation (Policy #4.19.1.2)

Covenant Christian Academy does not provide transportation to and/or from school for students. Covenant does attempt to provide transportation for school sponsored events such as class fieldtrips, athletic events, etc. Although this attempt is made, there are events where transportation cannot be supplied. In these times, Covenant parents in private vehicles will transport students. Parental permission for students to attend school-sponsored trips is obtained by parents signing the "Activity, Emergency, and Medical Permissions" section of the enrollment and re-enrollment forms at the beginning of the school year. Parents driving students to school sponsored events must present a copy of their driver's license and proof of insurance to the school. Students riding in private vehicles must wear seat belts at all times and appropriate child restraints are used when transporting young children.

Event Transportation (Policy #4.19.3.1)

Refer to the "Transportation" Policy #4.19.1 for general information on school transportation. For athletic and club events, all students are to ride the bus or school provided transportation to/from school with their team or club unless prior arrangements, in writing, are made with the coach or event sponsor. Verbal permission by a parent will not be accepted unless it is an emergency. Students will not be allowed to ride with other student drivers.

Student Driving (Policy #4.19.2.3)

Students may drive themselves to school, however, they are not to congregate in the parking lot before or after school. They are not to drive to school and pick up another student and leave campus, nor are they allowed to go to their car during the school day. All their books, book bags, lunch, money, etc. should be brought with them into the building when they arrive for the day. The Administration of Covenant reserves the right to search all vehicles on the school property at their discretion and without prior notice to the owner or driver.

Students are not allowed to leave school and bring back lunch for other students.

Students driving themselves to school must complete a "Student Parking Registration Form" which includes their driver's license #, tag #, insurance information and student and parent's signature. The form will be kept in the student's permanent file. Each student driver must register and pay the \$50.00 parking permit fee prior to parking on campus. The \$50.00 parking permit fee will be pro-rated on a quarterly basis for student drivers who obtain a permit after the start of school. The privilege of driving can and will be removed for driving and parking violations. Any act considered potentially dangerous to the driver and/or others, or which demonstrates a disregard for school policy will be considered a violation. It could be as simple as parking in unassigned areas or as dangerous as speeding/reckless driving. All reports of unsafe driving will be seriously considered. **The risk is too great.**

Parents are 100% liable for any accident or damage caused by their children on school property.

VISITORS (Policy #4.12.1.4)

Security and safety are of vital importance at Covenant. All visitors, including parents and alumni, must enter the front entrance of the Main Building and check in at the front office before going to any other area of the school campus. **Covenant does not operate an “open campus”, therefore, visitors who are not a part of the student’s immediate family or are the student’s or family’s pastor will not be allowed to visit the student on campus.** During the school day all visitors, including parents and alumni, must wear the visitor badge given to them in the front office so that we are aware of who is in the building at all times for security purposes. If something must be dropped off for a student, it should be brought to the front office directly and not to the classroom.

Parents may visit the classroom and/or activities of their child. Parents are welcome to drop in, unannounced, at any time.

- Parents must first sign in with the Front Office and receive a Visitors Badge before entering the classroom.
- We encourage parents to view their child in the classroom setting.
- Parents may request permission from the classroom teacher to speak privately with their child; however, we ask that they try not to disturb the class as a whole where possible.

Covenant alumni are always welcome on campus. Alumni visitors must sign in at the Front Office and wear an Alumni badge. We do ask that alumni restrict their visits to break, lunch, and after school hours so as not to disturb classes in session.

STUDENT ILLNESS & MEDICATION (Policy #4.20.1.3)

For the welfare of all students in the school, you will need to keep your child home if he or she has any of the following:

- sore throat and/or cough
- discharge from the eyes or ears, or severe nasal discharge
- diarrhea and/or vomiting within 24 hours
- temperature over 100 degrees F within 24 hours
- contagious disease

In the case of a contagious disease, please contact your child's teacher immediately. If your child contracts any of the following, notification to the school is necessary: measles, mumps, chicken pox, head lice, or strep throat.

When students become ill during the school day:

- The parent (or other authorized individuals) will be notified to pick the child up to take home.
- Parents, or authorized representative, **MUST** pick up the child within one hour of the notification. It is routine policy to require parents to pick up their child when his/her temperature reaches/exceeds 100 degrees, the child is vomiting, has diarrhea, and/or is unable to function normally at school.

The child must not return to school until:

- Fever has been broken for 24 hours without medication.
- Nausea or vomiting or diarrhea has subsided for 24 hours.
- 24 hour period has passed since the start of a medication prescribed for an infectious disease.
- The child is feeling well again and normal behavior has returned.

If a child is to receive any physician prescribed medication during the school day, the parent or guardian must send a completed "**Physician Statement of Need**" form to the office. The medicine will be kept in the front office and dispensed according to the doctor's instructions. Medicine must be properly labeled. Dispensing over the counter medication to a student requires only the "**Request for Medication Administration**" form to be completed by the parent/guardian and submitted to the school office.

All medications must be dispensed through the school front office. All medications must be:

- In original container.
- Clearly labeled with the child's name .
- Clearly labeled with name of the medication.
- If a prescription medication, must be labeled with the prescription number.
- Clearly labeled with dosage to be administered.
- Clearly labeled with the date

When medically necessary the Administration may approve students to keep medication and/or medical equipment on their person.

If a child requires medication during school hours and the required authorizations are not on file, it will be necessary for the parent/guardian to stop by and personally administer the medication to the student. *Both forms are available through the school office and must be signed in the appropriate areas by the physician and parent/guardian.*

In the event of an adverse reaction to medication, Covenant staff will refer to Policy # 3.19.8, "Adverse Reaction to Medication".

COMMUNICABLE DISEASES (Policy #4.21.1.4)

Covenant Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. Covenant reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

A list of common communicable diseases is posted in the main lobby.

A physician’s release to return to school must be submitted to the school office before the student can return.

In the event of a school-wide outbreak of a communicable illness, the Administration will make the determination as whether or not to close the school for the safety of the school community.

INCLEMENT WEATHER CONDITIONS (Policy #4.23.1.3)

During the winter months, it may become necessary to close school due to inclement weather conditions. When a decision has been made to close due to inclement weather, school closing announcements will be available on the Covenant website at www.covenant-cougars.org, Covenant’s facebook page, and on the school’s voicemail at 770-466-7890. Covenant will also be listed on the following radio and television stations: WSB 750 AM, STAR 94 FM, WSB-TV (Channel 2), WAGA (Fox 5, Channel 5) and WXIA-TV (Channel 11). Please make sure you are watching or listening for **Covenant Christian Academy, Loganville.**

DISASTER PREPAREDNESS

An emergency disaster plan is in place and posted in the main lobby. Covenant faculty and staff are first aid and CPR certified and prepared to handle an emergency.

SUMMER READING PROGRAM

The 1st-5th grade students have one **required** title listed and two additional books that must be chosen from the supplemental list. The Book Report Form must be completed for all three books.

Middle school students will read the **required** title in addition to two books of their choice. A suggested book list is provided, but students are free to choose a book not on the list that is appropriate for their age/grade. The Book Report Form must be completed for all three books.

High school students will read only two books including the **required** title and a book of their choice. A book list is provided; students choose a book on the list that is appropriate for their age/grade.

Summer reading information will be made available to all families at the end of each school year.

Parents need to verify that the student has completed his/her summer reading assignments by signing the Summer Reading Book Report Form. Grades will be given for book reports.

SNACK AND LUNCH PROGRAM (Policy #4.28.1.6)

All students are encouraged to eat a healthy substantial breakfast before arriving at school. Students in grades K3-12th grade will be given an opportunity to have a daily morning snack. If bringing a snack from home, parents and students are encouraged to plan a nutritious snack in order for the children to feel good and maximize learning. A mid-morning snack will be provided by Covenant for all K3 and K4 students and an afternoon snack will be provided for all aftercare students. Students in K5 through 2nd grade are to bring a nutritious snack from home to have in the classroom. 3rd through 12th grade students may purchase a snack from the cafeteria or bring a snack from home.

Lunches are available for all students at the following cost:

- K3–K5 \$4.00/day
- 1st–5th \$4.25/day
- 6th–12th \$4.75/day

Students may also bring a lunch from home. Lunches are on a pre-paid basis and orders are to be placed one week in advance through RenWeb. All lunchroom payments should go through the financial office once the order has been placed. Parents may view daily lunch and snack food selections and charges by going to RenWeb. This lunchroom program receives no federal support. Students are encouraged to participate in this wholesome food program. Please note that this is not an open campus and that checked-out students may not bring back food for others. If a child forgets his/her lunch, that child will still be fed and the student's account will be charged. Students in grades 5th through 12th will be allowed to warm food in the microwave. Students in grades K3 through 4th grade will need to bring food that is easy for the child to prepare and does not require heating. Teachers will not be able to assist students with the microwave.

K3-K5 lunch requirements:

Peanuts, hot dogs, raw carrots, popcorn, raisins, marshmallows, gum, candy, whole grapes, and soft drinks may not be brought to school for snacks or lunch.

Please label the outside of your child's lunchbox and store food correctly in the lunchbox as there is no cold storage. Lunches should be simple and nutritious. A sandwich, fruit or yogurt, and a drink are usually plenty. Please send healthy foods that you know your child likes. Lunchtime at school is generally not a good time to experiment with new items. Keep in mind that Covenant does not have the facilities or staff necessary to microwave or otherwise warm items. Children are encouraged, but not forced to eat. Unopened food will be returned to the lunchboxes so that families can monitor the child's appetite and food preferences.

STUDENT AWARDS (Policy #4.32.1.0)

Awards are given to students who excel in certain areas in the school. The goal for giving the awards is to recognize high achievement; therefore, not every student will receive an award. Below is a list of areas students will be recognized for their achievement.

- A Honor Roll
- B Honor Roll
- Servant's Heart Award
- Christian Character
- Perfect Attendance
- Six Hour Reading Club (1st-7th grades)
- Spelling Bee Winners
- Principal's Award (highest average)
In the event of a tie, the student's grades will be re-calculated by quarter grades in order to break the tie.
- Subject Excellence Award & Most Improved Award
- Club Awards
- Athletic Awards

SPECIAL ACTIVITIES

1st and 2nd Grade Class Trip (Policy #4.24.1.0)

1st and 2nd grade students will have a yearly opportunity to participate in an educational day trip, to such places as the Chattanooga Aquarium and the Macon Science Center.

3rd and 4th Grade Class Trip (Policy #4.24.2.2)

3rd and 4th grade students will have the opportunity to participate in an educational overnight trip related to either their history or science curriculum. This class trip will be scheduled every other year.

5th and 6th Grade Class Trip (Policy #4.24.3.0)

5th and 6th grade students will have the opportunity to participate in an educational three day trip to the Space and Rocket Center in Huntsville, AL. This class trip will be scheduled every other year.

7th and 8th Grade Class Trip (Policy #4.24.4.3)

7th and 8th grade students will have the opportunity to participate in an educational three-five day science or history study trip. This class trip will be scheduled yearly.

9th and 10th Grade Class Trip (Policy #4.24.9.0)

9th and 10th grade students will have the opportunity to participate in an educational three-five day history school trip. This class trip will be scheduled every other year.

High School Class Trip (Policy #4.24.5.5)

Each year, several trips are made available to the high school students. These trips include, but are not limited to:

- Mandatory Retreats – At the beginning of the school year, high school students and faculty are taken on a mandatory retreat. The retreat is mandatory because of the spiritual emphasis and valuable bonding time between students and faculty.
- Accelerated Student Trips – Each year, an optional educational trip is scheduled for Sophomores, Juniors, and Seniors on the Accelerated track. During even years, the students will travel abroad in odd years the trip will be stateside.
- Drama Trip – Every other school year, the Drama students go on a theatre/film study trip to Walt Disney World including backstage classes through Disney's Youth Education Series.
- Mission Trips – As the Lord leads, Covenant will schedule mission trips both stateside and abroad. No set schedule is followed.
- Senior Trip – Each Senior Class, with their sponsors, plan an optional Senior Class Trip. Students vote on the location of their trip and raise their own funds. The Senior trip must be educationally based or contain a service element.

Although extracurricular events such as off campus trips are important, it is understood that each student cannot take advantage of every trip. High School students will only be allowed to take one major trip (missing more than two school days), excluding the required high school retreat and optional mission trips, each semester. The student must also be within the discipline and academic parameters set by the administration for the trip. Each trip must be paid in full prior to the student attending the trip.

SPECIAL ACTIVITIES (continued)

Class Field Trips (Policy #4.24.6.3)

Field trips are an important part of the learning process. They help the student put together what was learned in the classroom and relate it to real life applications. Teachers for 1st thru 5th grades should plan at least three field trips for their class. Middle and High school field trips should be coordinated with all the high school teachers. Students not participating in a school sponsored field trip will need to make plans to not attend school that particular day.

K3 through 12th grade students are to wear the required dress code as determined by the teacher for the field trip; K3 through 5th grade students will wear a Covenant name badge as well. (Refer to Policy #4.19.1.2, "Transportation")

Schoolwide Events (Policy #4.24.7.1)

All Covenant students are given the opportunity throughout the year to participate and attend several school sponsored events. Following is a list of schoolwide events held each year:

- Fall Festival – The Fall Festival is sponsored by the PTF and is held annually. Activities include games, face painting, hay rides, large inflatables and plenty of food. Parents are utilized as volunteers to help supervise the class game booths and family donations are accepted in order to have prizes for the children.
- Christmas Breakfast – All Covenant families are welcome to attend the annual Christmas Breakfast to help celebrate the Christmas season together. Covenant's K3 through K5 students present a Christmas program for parents, families and friends to enjoy.
- Cougar Cub Revue – The Cougar Cub Revue is Covenant's annual 1st through 5th grade talent show. All preschool and elementary classes will also participate in the show with a special musical presentation performed by their class.
- Cougar Revue – The Cougar Revue is Covenant's annual 6th through 12th grade talent show.
- Commencements – Covenant holds commencement exercises for Kindergarten, 8th grade and 12th grade students.
- Grandparents Day – Covenant Grandparents are invited to spend the day with their grandchildren and enjoy lunch and special music presentations.
- Thanksgiving Luncheon – The Thanksgiving Luncheon is a Covenant family tradition.
- PTF Meetings – The Parent/Teacher Fellowship holds special meetings throughout the school year with meaningful topics and special music being presented at each meeting.
- Literacy Night – Evening event filled with fun activities to promote and instill a love for reading and writing within the family unit. This activity is open to the Covenant family and community.
- Spring Luncheon – Annual luncheon for families to come together to celebrate the new season.

Parties (Policy #4.24.8.0)

Birthday Parties:

Classroom birthday snacks are welcomed. Parents are invited to bring (or send) a simple treat that will be the snack for the day. Prior arrangement with the teacher is recommended so appropriate schedule adjustments can be made. Parents should send individual items, (ex: mini or regular cupcakes or cookies), as well as plates, napkins, and juice boxes.

Classroom Seasonal Parties:

Classroom seasonal parties include Christmas, Valentine's, Easter and End of the Year. Room parents will be utilized in the planning of these parties.

STUDENT INFORMATION

Playground/Ballfield Rules (Policy #4.29.1.5)

Covenant Christian Academy has provided the playground and High School commons area for the exclusive use of Covenant Christian Academy students.

- **Staff should go to the office to obtain a walkie-talkie before heading to either the playground or ballfield or outside classroom setting.**
- When entering the playground, students are not to begin running until they have reached the mulch outside of the walkway.
- When exiting the playground, students should line-up with their class on the playground and not in the walkway that leads to the side entrance of the building.
- The preschool playground is for the staff nursery, K3 and K4 students only.
- K3 and K4 students should be supervised by two teachers while on the playground.
- Students are to play in a way that would be safe for them and others.
- Students are not to climb on the railings or the upper parts of the play sets.
- The throwing of rocks, mulch, balls, and other objects is not permitted within the playground.
- There is to be no climbing or jumping over the fence or climbing of trees.
- No one is allowed on the playground after dark.
- Adult supervision is required at all times.
- Students are not to climb up the slide.
- Classes should take turns on swings, etc.
- Students should wash their hands after playing on the playground.

Parents are encouraged to be sensitive to weather conditions and to send student(s) to school properly dressed for recess. Students will go outside, weather permitting. The playground will be closed when it is raining or when the ground is wet. Any other reasons for missing recess will be determined by the administration in agreement with the teachers on duty for that particular day.

Any equipment that appears to need repair or is unsafe should be reported to the office immediately. All accidents must be reported through RenWeb's "Student Accident Report Form". (refer to Policy #3.18.1, "Student Accident Reporting").

Student Use of School Telephone/Cell Phone Rules (Policy #4.30.1.4)

Students may use the student phone in the front office during break, lunch, or when given permission from his/her teacher. Students are permitted to use this phone for the following reasons:

- The student is sick and needs to contact a parent to go home or to take medication.
- The student needs to be picked up at a different time due to Covenant changing or canceling a scheduled event.
- The student needs to speak with a parent concerning a discipline issue at school.

Cell Phones: Many parents want their children to carry cell phones when they are driving for security purposes. Students may bring their cell phones inside the school, but they must be turned off during school hours. They are **NOT** to be used during school hours. Cell phones may be turned on for use beginning at 3:30pm after dismissal. Students who continue to be in violation of this policy may lose the privilege of carrying their phone on campus.

Teachers may, at their discretion, require students to place their cell phones in a secured location during their class period.

Parents who need to reach their child during the day may contact them by calling the front office. Parents are asked to respect the classroom atmosphere by not texting or calling their student during the school day.

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STUDENT INFORMATION (Continued)

Student Computer-Internet Use Policy (Policy #4.31.1.1)

General Purpose

To provide faculty and students with Internet connectivity and information systems in order to establish an academic link between students, parents, faculty and staff. The anticipated results are to cut down printing costs while enhancing the learning environment.

Disclaimer

- The internet is filtered in accordance with the Children’s Internet Protection Act (CIPA), which includes blocking obscene pictures/videos, pornography, or any other harmful items from minors; however, not all sites are inaccessible. Therefore, students, parents, faculty and staff must communicate jointly in order to block access to any inappropriate material to which students may have gained access.
- Any person using the Covenant network connection is subject to reviewing, monitoring, and restricting of information in order to investigate suspected inappropriate use. Therefore, any person using this network should consider their information public.(This includes e-mail) Any person found guilty of misuse will be subject to applicable disciplinary action up to loss of privilege as dictated in the respective portions of the student/faculty handbook.
- Computers/connections are never 100% stable, therefore, Covenant makes no warranties or guarantees of any kind, either expressed or implied, that the functions or services provided by, or through, the Covenant network will be error-free or without defect.

General Policy

- All personnel are responsible for properly securing issued/checked-out computers. Laptops should never be left unattended unless placed in a secure room or cabinet. If a laptop becomes damaged or misplaced, it is the duty of person responsible to pay for the full cost of the laptop.
- All personnel are required to report any potential violations of this policy to their teacher, department head or administration immediately upon notice.

Student Policy

- Students are responsible for good behavior on the Covenant network just as they are in a classroom or a school hallway. Communications on the Covenant network are often public in nature. General school rules for behavior and communications apply. Appropriate Covenant personnel will determine whether behavior and communications are appropriate, and those determinations will be final.
- Students are prohibited from using their Covenant –e-mail for any purpose other than that dictated by their teacher.
- Students are prohibited from assessing any website unless authorized by a teacher for subject learning.
- Students are prohibited from using their laptop for personal use during school hours) 7:00am to 3:45 pm). This prohibition applies to all students attending 8th hour. Personal use includes, but is not limited to, playing music or games, watching videos, chatting, or checking personal e-mail or discussion boards.
- Students are prohibited from attempting to, or actually, “hacking” into the school network or gaining access to another person’s account.

STUDENT INFORMATION (Continued)

Student Policy (continued)

- Should a student inadvertently access an unacceptable website, he/she should immediately notify the teacher in charge of his/her class. This will prevent the student from being accused of accessing inappropriate sites at a later time.

Students are prohibited to use school computer/Internet resources and computer accounts:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- To download, install, upgrade software programs from home or over the Internet onto school PC's local hard disk or network disk
- To transmit obscene, abusive, offensive, disrespectful, or sexually explicit language.
- To violate any local, state, or federal statute.
- To vandalize, damage, or disable the property of another person or organization.
- To access another person's materials, information, or files without the implied or direct permission of that person.
- To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- To waste limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals (Spamming).
- To play computer games, unless part of an educational exercise.
- To use any IM (Instant Messaging) service or any chat rooms.
- To log-on with another person's name or to send a message with someone else's name as author.
- To harass another individual by acting in a manner that distresses or annoys another person.
- To post false or defamatory information about an individual or organization.
- To post private information about themselves or other individuals.
- To reveal the full name, personal address, or telephone number of any student or school staff member.
- To offer, provide, or purchase commercial products or services or to gamble.
- To access social networking sites and Skype.

Any student that engages in any of the above-referenced activities, his/her access privileges may be revoked and other disciplinary and/or legal measures may result.

By signing the student and parent agrees to comply with this policy and understand that if the policy is violated the student's privileges to the Covenant network and the Internet may be revoked (which may affect the student's grade) and further disciplinary actions may result.

Discretionary Searches (Policy #4.33.1.0)

In order to ensure the safety and security of our students and staff the Administration of Covenant Christian Academy reserves the right to search any vehicle, book bag, locker, handbag, or purse that is on the school's property. No prior warning need be given for a search to take place.

Lost and Found

Lost and found articles are taken to the Lost and Found area. Unclaimed Lost and Found articles will be donated to charity on a monthly basis. Please label your child's belongings.

STUDENT INFORMATION (Continued)

School Supplies (Policy #4.34.1.1)

Covenant provides school supplies for all K3 thru 5th grade students. Middle and High School students (6th thru 12th) will be given supply lists by their teachers for items they need to purchase for class.

Parents are encouraged to purchase cloth bookbags for their student that can be easily stored in the locker. Bookbags with wheels or of rigid construction are not the best choice due to the bulkiness of the bookbag and the amount of space they take up in a classroom or locker. Beginning school year 2006-2007, bookbags with wheels or of rigid construction **will not be allowed**.

PRESCHOOL INFORMATION

Preschool Restroom Procedures (Policy #4.37.1.0)

Staff Nursery students will use the restroom adjacent to the nursery room for all potty times.

Three Year Old students will use the restroom adjacent to the three year old classroom, except for when “potty emergencies” arise on the playground. When this occurs, the three year old student will be accompanied by a teacher into the main restroom off the playground. There should be at least two teachers on the playground when students are present.

Four Year Old students will use the main restrooms off of the multi-purpose room for all scheduled restroom times. The four year old children will be escorted by their teacher to the main restroom and offered assistance when needed (buttons, etc.). Only four year olds will be permitted in the restrooms at those scheduled times. When a “potty emergency” arises outside of the scheduled time, the four year olds will use the restroom adjacent to the three year old room. “Potty emergencies” arising on the playground will follow the same procedure as a three year old.

Toilet Training for Preschool Students (Policy #4.37.2.0)

All K3 and K4 students are encouraged but not required to be potty trained prior to the beginning of the school year. To assist Covenant faculty with continuing the toilet training practices that your child has learned from home, please adhere to the following guidelines:

- Encourage your child to tell a teacher if he/she needs to use the restroom. Children will be allowed to use the restroom when necessary.
- Because we encourage independence in all areas, we ask that you dress your child appropriately. Please avoid heavy snaps, belts, bib overalls, etc. which will make using the restroom difficult for your child. Pants/Jeans with elastic waists or dresses for girls are easiest for your child to manipulate.
- A permission slip form must be signed by the parents and kept on file at the school allowing teachers to clean up accidents. If the school does not have a permission slip on file or a change of clothes, a parent will be called.

Naptime for Preschool Students (Policy #4.37.3.1)

Full day preschool students take a nap or quiet time from 12:45 pm until 1:45 pm daily. Please avoid visits during this time, as it can disturb sleeping children. Students not asleep after 1:15 pm will be given quiet activities to do on their cot. Each student’s account will be charged a fee of \$35 for rental of a cot and for their own sheet and blanket.

PARENT INFORMATION

Parent-Teacher Conferences (Policy #4.18.1.5)

Communication between the teacher, student, and parent is extremely important. Information about a student's past educational experiences or present struggles can only enhance the effectiveness of the teacher with the student. Parents are encouraged to communicate throughout the year with their child's teacher, especially during difficult transitions and home concerns such as a new sibling, death in the family, divorce, etc. Parents may utilize email, phone, or schedule a personal conference to discuss their child.

Two parent-teacher conference dates are scheduled, one in the fall and one in the spring. These scheduled conferences are planned to discuss the progress of the student. Notification for scheduling conferences will be given out prior to the conference date (Please refer to the school calendar). Conferences may be held more often upon family or teacher request.

Notify of Home Concerns

If something out of the ordinary is happening at home (new sibling, illness, etc.), please let us know. Children react to even minor changes and we may be able to help your child through our knowledge and understanding of the situation.

Updating Information: Address, Phone Number and Email Changes

It is important for the safety and well-being of your child for the school office to have the most up-to-date information for contacting you in case of an emergency. Any time an address, phone number (cell, home or work) or email address is changed, please notify the school office at (770) 466-7890 or fax the information to (770) 466-2833 as soon as possible. Parents have immediate access to their information through their RenWeb profile. It is recommended that parents regularly verify and update their personal information.

RenWeb

RenWeb is a tool that enables parents to access their child's Progress Reports, Report Cards and other school information via the Internet. Parents will also be able to communicate with the teachers and staff more efficiently. The system works by way of user names and passwords. RenWeb sign-on Information will be given to the parents at the beginning of each school year.

RenWeb will be updated by teachers under normal circumstances* in the following manner:

- Class assignments will be posted weekly
- Changes to daily homework assignments will be posted by 4:30pm

**Extenuating circumstances may extend the time frame for posting to RenWeb.*

Smoke-Free Campus

Covenant Christian Academy is a smoke-free campus. Smoking is not permitted anywhere on the campus including playgrounds or in any vehicle used to transport children during school hours of operation.