



2009 - 2010

STUDENT HANDBOOK

“Show me Your ways, O Lord; Teach me Your paths; Lead me in Your truth and teach me.”
Psalm 25:4, 5A (NKJV)

STATEMENT OF FAITH

As a covenantal institution, Covenant Academy recognizes the priority of God's order in the family and thus requires one or both parents to be a professed believer in Jesus Christ (cf. 1 Cor. 7:14 et al.). In all questions of orthodox Christian teaching, the Westminster Confession of Faith is the interpretive standard for Covenant Academy. In agreement with the historic, orthodox doctrine of the Christian faith, the following Statement of Faith is a public acknowledgment to be witnessed by one or both parents:

We believe in one uncreated God, in three persons of the Godhead, the Father, the Son and the Holy Spirit, Almighty creator of heaven and earth, of all that is seen and unseen.

We believe in one Lord Jesus Christ, the only Son of God, eternally begotten of the Father, true God from true God, uncreated, of one being with the Father. Through Him all things were created. He willingly came down from heaven for the salvation of humans; by the supernatural power of the Holy Spirit the divine nature was inseparably joined to the human nature in one person, a real human being, through conception in the Virgin Mary, and was born a man. He lived a sinless life and for our salvation He was crucified under the Roman official, Pontius Pilate; He suffered the righteous judgement of God as the sin bearer. He surrendered himself to God in death and was buried. On the third day He rose from the dead bodily as recorded in scripture; He ascended into heaven and is seated at the right hand of God the Father. He will come again in glory to judge all people, both living and dead, and His kingdom will have no end.

We believe in the Holy Spirit, the third person of the Holy Trinity, who proceeds from the Father and the Son and with the Father and Son is worshiped and glorified. He has infallibly communicated through His chosen holy men giving us Holy Scriptures, the Bible.

We believe in one Holy Communion and continuing Church from Apostolic times. We look for the resurrection of the dead, and the gift of eternal life in the world to come. Amen.

INTRODUCTION

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

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

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

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

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

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

What is in the name Covenant Academy? May it ever be a reverberating doxology –
SOLI DEO GLORIA!!! TO GOD ALONE BE GLORY!!

ORGANIZATION

COVENANT ACADEMY HISTORY

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

In January of 2004, mid-way through the academic year, Covenant Academy experienced a historic transition in governance. The school's then Board of Trustees transferred the schools governance to a new Board of Trustees. Since then, Covenant has acquired additional acreage and built several new additions to our facilities. In addition to multiple sections being added in the grammar school, grades 7 through 12 have been added back to Covenant's academic program. In 2006, Covenant added its first Athletic Director, entered into GISA athletic competition, and began the school's first football program. With the addition of the eleventh grade this year, Covenant will have an enrollment of over 480 students, and will participate on a Varsity level in all literary and athletic events. Plans call for the 12th grade to be added for 2009-2010.

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

STATEMENT OF PURPOSE

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

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

In light of these foundational truths, education becomes the invigorating task of interpreting life, history, and this creation from the viewpoint of the Bible. In so doing we learn to think God's thoughts after Him (Isa. 55:8-9). We help our children understand that no area of life can be separated from God, that no fact can be understood apart from God, and that truth and knowledge cannot be acquired except under the direction of God's written revelation. This knowledge once obtained by our children will build Christian character and provide practical wisdom for the daily activities of life, thereby enabling the child to glorify and enjoy God, and to confront with confidence and charity those problems and challenges they will surely face. As our children learn how to build a Christian culture in home, school, church, state, and society, they will guarantee for themselves and their children the prosperity, strength, and peace that God brings to His faithful people (Deut. 28).

STATEMENT OF MISSION

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

STANDARD FOR DOCTRINE

The Westminster Confession of Faith is the doctrinal standard for Covenant Academy. On issues of church customs and practices, teachers deal with such discussions in an objective and informative manner. Teachers encourage the students to discuss such matters with their parents and/or pastor.

STATEMENT OF TAX EXEMPTION

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

SCHOOL ORGANIZATION

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

SCHOOL CURRICULUM

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

A. Curriculum Orientation

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

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

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

B. Curriculum Evaluation

An agreed upon philosophy of curriculum and the adoption of a curriculum orientation provide the framework for evaluation of a school's educational program; however a criteria document is helpful to measure the fit of the various curricular components. This document should serve as the frame of reference for all parts of the program, e.g. teacher interviews, textbook reviews, teaching methodologies, subjects taught, operation policies, etc. Covenant Academy utilizes the seven following criteria as markers for the curriculum philosophy and orientation.

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

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

C. Curriculum Program

Covenant Academy is committed to the development of Protestant Classicism. The Protestant Reformation was driven by a Biblical world and life view as expressed in the slogan *Sola Scriptura*, i.e. scripture alone is the Christian's only rule of faith and practice. Of course, the Bible is not the only book we study, but it is the standard by which all else is judged.

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

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

Protestant Classicism then uses a classical method to teach a Biblical world and life view. Covenant Academy is devoted to developing this educational philosophy in order to teach for mastery and train for servant leadership in the knowledge of the Lord.

EDUCATIONAL PHILOSOPHY

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

- ✦ We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the gospel and train believers (Matt.28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protects families. The family raises and educates children (Eph.6:1-4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- ✦ God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical method, incorporating instruction in Latin.
- ✦ We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes Biblical discipline principles.
- ✦ We believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained Biblically (Deut. 6:6,7, Prov. 22:6).
- ✦ A recommended reading list would be:
 - *Classical and Christian Education* by Gregg Strawbridge
 - *Recovering the Lost Tools of Learning* by Douglas Wilson
 - *Repairing the Ruins* by Douglas Wilson
 - *The Seven Laws of Teaching* by John Milton Gregory

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

BOARD OF DIRECTORS

Rick Brown, Chairman
Bo Adams
Larry Bush
Brandon Christy
Mike Holman
Enrique Sotela
Rick Stevens

PERSONNEL

Administration

Dr. Jake Walters, Headmaster
Mr. David Raines, Upper School Administrator
Rev. Eric Freel, Grammar School Administrator

Administrative Support

Rev. John Howard, Academic Dean
Mr. David Raines – Acting Athletic Director
Mrs. Marni Farr, K4 – K5 Director, Assistant Admissions Director
Mrs. Cecilia Robinson, Financial Secretary, Office Manager
Mrs. Tammy Minton, Business Manager
Mrs. Tammy Sotela, Director of Technology
Mrs. Wendy Bass, College Counselor & Registrar
Mr. Tom Moore – Facilities Manager/Transportation

Office Support

Mrs. Tammy Minton
Mrs. Esther Freel
Mrs. Sandra Townsend
Mrs. Ruth Burchell

Faculty

Mr. Charles Adamson	L/R School History
Mrs. Jayelyn Almand	Third Grade
Mrs. Mardi Barker	Grammar School Latin
Ms. Jacqueline Bowker	LS English, Study Hall
Mrs. Elizabeth Brown	K5
Mrs. Jennie Bush	4K
Mrs. Caroline Callahan	First Grade
Mrs. Amanda Cooper	Learning Center Specialist
Mr. Dan Darden	RS Bible
Mrs. Elaine Deckbar	K5, Literary
Mrs. Joanna Ezell	Fourth Grade
Mr. Larry Falls	Photography
Mrs. Marnie Farr	K5, Extended Day
Mr. Colin Freel	L/R School Math, Coach
Mr. Eric Freel	Grammar School PE

Mrs. Robin Gottlieb	Third Grade, Drama, One Act
Mrs. Diane Hefner	Physical Education, Extended day
Mrs. Candice Herndon	RS Math
Mr. John Howard	AP History, Bible, Comparative Religion
Mr. David Knight	12 th Grade Bible, PE
Mrs. Mary Jane Leggett	L/R School Science
Mrs. Jenny McEwen	Music
Mrs. Lauren Mann	LS Music Appreciation
Mr. David Martin	L/R School Bible & Logic
Mrs. Connie Meadows	Fifth Grade
Mrs. Anna Ryan Perry	Health, PE and Coach
Mrs. Pam Perkins	Second Grade
Mrs. Nancy Raines	Grammar/LS PE
Mrs. Dolly Reeves	RS Anatomy
Mrs. Dianne Roberts	Fifth Grade
Mrs. Lynn Rowland	RS Earth Science
Mrs. Ellen Royal	LS Math
Mr. Shane Self	RS Math & Science, Coach
Mrs. Laura Sims	Fourth Grade
Mrs. Jean Smalley	Sixth Grade
Mrs. Tammy Sotela	L/R School Computer, CC Coach
Mrs. Donna Story	4K, Extended Day
Mrs. Esther Timmerman	RS Spanish
Mrs. Sarah Varland	RS English
Mrs. Tracy Wheeler	Art, Publications
Mrs. Monica Whitworth	Art (1 st – 3 rd)
Mrs. Pam Wilkins	Second Grade
Mrs. Kristie Wilson	Sixth Grade

Staff

Mrs. Trisha Ashmore	Aide – K5
Mrs. Laura Sims	Aide – 3 rd Grade
Mrs. Jennifer Back	Aide – 1 st Grade
Mrs. Tricia Bush	Aide – K5, Varsity Cheer Assistant Coach
Mrs. Esther Freel	Office Assistant
Mrs. Traci Ford	Aide – 3rd Grade
Mrs. Mary Clare Freel	Aide – 4K
Mrs. Carol Freeman	Aide – K-5
Mrs. Julie Goforth	Aide – 2 nd Grade
Mrs. Deborah Hammock	Aide – 2 nd Grade
Mrs. Dottie Henderson	Aide – 3 rd Grade
Mrs. Margaret Hitchcock	Aide – 1 st Grade
Mrs. Sandy Luther	K5 Extended Day
Mrs. Elaine Mann	Aide – 4K
Mrs. Hazel Saunders	Aide – 1 st Grade
Mrs. Phebe Settles	Librarian, Media Specialist
Miss Dolly Shankle	Aide – 1 st Grade, Office Assistant
Mrs. Shannon Shelton	Aide – 4K, Extended Day, JV Cheer Coach
Mrs. Jennifer Swicegood	Library Assistant
Mrs. Sandra Townsend	Aide – 5 th and 6 th Grade Aide

SCHOOL DISTINCTIVES

CHRIST-CENTERED EDUCATION

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

CLASSICAL EDUCATION

What do we mean by Classical? It is a return to the application of the seven liberal arts of ancient education, the first three being the *Trivium* - grammar, logic, rhetoric. Miss Sayers also combines the three stages of children’s development to the Trivium. Specifically, she matches what she calls the “Poll-parrot” stage with grammar, “Pert” with logic, and “Poetic” with rhetoric. At CA we seek to apply a classical education in a Christian context. Douglas Wilson, a founding board member of Logos School, has written an excellent book, *Recovering the Lost Tools of Learning*, which, further defines the classical model:

The structure of our curriculum is traditional with a strong emphasis on the ‘basics.’ We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In logic, *A* does not equal *not A*. In history, time is linear, not cyclic. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.”

The logic of each subject refers to the ordered relationship of that subject’s particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge. The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well.

Classical methodology

With a commitment to instruct students via classical methods, Covenant Academy seeks to accomplish the following in all its levels, programs, and teaching:

- 1) Emphasize grammar, logic, and rhetoric in all subjects (see definitions below);
- 2) Encourage every student to develop a love for learning and live up to his academic potential;
- 3) Provide an orderly atmosphere conducive to the attainment of the above goals.

Definitions:

- ✦ Grammar: The fundamental rules of each subject
- ✦ Logic: The ordered relationship of particulars in each subject
- ✦ Rhetoric: How the grammar and logic of each subject may be clearly expressed

WHY COVENANT?

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

✦ **Our educational approach**

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

✦ **Our covenantal commitment**

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

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

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

A third aspect of our covenantal commitment is our faculty itself. While being unparalleled in their abilities as professional educators, we believe they are also unparalleled in their personal commitment to Christ. Consequently, as they educate their students to become critical thinkers, our faculty does so in a way that exemplifies Christ.

ADMISSIONS

NON-DISCRIMINATION GUIDELINES

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

ENROLLMENT

Covenant Academy is, in essence, an expression of the commitment of a body of parents to provide the best possible training and instruction for their children. We endeavor to instill in each student a love for truth, wisdom, discernment and learning through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ. As a covenantal school, we require that at least one parent or guardian of each applicant give a credible profession of faith in Jesus Christ as Lord and Savior, and be a member of a Christian church, which acknowledges the Bible as the inerrant and infallible Word of God. Students seeking admission are evaluated on the basis of their report cards, references, admission tests, interviews, and potential to perform satisfactorily at Covenant Academy. We are not equipped with the resources required to serve children who are seeking to be admitted into special educational programs (see Learning Disability Guidelines). Students who seek admission directly following suspension, expulsion, or behavior problems from another school will not be accepted until they prove themselves elsewhere. Students with less than a "C" average in their primary academic subjects may have difficulty in attaining a satisfactory level of academic achievement at CA. **The first quarter is considered a trial period for all new students.**

- ◆ The administration may either refrain from enrolling or retain students at its discretion.
- ◆ The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and headmaster in their prescribed roles at CA.

The enrollment process is as follows:

1. New applications are accepted continually. Registration is open first to returning students and their siblings, then to the public. A \$40.00 non-refundable application fee must accompany all student applications.
2. Screening/testing of new students may be scheduled as needed.
3. The application process for new students is defined fully on the Application for Admission. Please refer to it for guidelines and procedures. In short, the application procedure requires the following:
 - Completed Application for Admission
 - Application fee of \$40 (*All fees are non-refundable*)
 - Copies of standardized test scores and report cards from the past two years
 - Pastor's reference for students in 5th grade and above
 - Birth certificate (*all students*)
 - Copy of current immunization record (*details follow*)

- Signed Parental Contract (*back page of Application for Admission*)
 - Student screening/testing (*scheduled with school office*)
 - Parent/family interview (*scheduled with school office*)
4. When a new student is accepted, a non-refundable matriculation fee of \$200 K5 – 6th Grade, \$250 for 7th – 8th Grade, and \$300.00 for 9th – 12th Grade is **required**. For students entering 4K the non-refundable matriculation fee is \$100.
 5. Admission is **not considered final** until the following items are received:
 - Matriculation paid* in full or a completed automatic bank draft form
 - Records* from child's previous school
 - Health form* completed by child's physician (including updated immunization records as described below)
 - Emergency medical contact form*
 8. The Director of Admissions in consultation with the headmaster will determine final acceptance and grade level placement of students.
 9. After the interview, and after reviewing all other required materials (as stated on the application form), the Director of Admissions will make the decision whether or not to admit the student(s). The administration of Covenant Academy's grammar school entrance tests will likely be necessary for a better evaluation for grade placement of younger student(s). Parents will be notified in writing of the decision regarding acceptance.

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

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

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

Detailed explanations:

Current Immunization Record - All students attending Covenant Academy must have on record with the school office either a current immunization record or an exemption statement according to GA code before entering school.

Emergency Medical Contact Form - In order to dispense non-prescription medicine (e.g., Tylenol, Tums, etc.), a signed form granting a year's permission to the school must be on file in the school office. Grammar school parents will be called before any medication is dispensed.

TUITION AND PAYMENT POLICIES (2009-2010)

Annual Tuition

- K4 3 day \$1539.45 per year (\$153.95 per month for 10 months)
5 day \$2094.54 per year (\$209.45 per month for 10 months)
- K5 \$4451.58 per year (\$370.96 per month for 12 months)
- Grades 1-5 \$7615.68 per year (\$634.64 per month for 12 months)
- Grades 6-12 \$7757.90 per year (\$646.49 per month for 12 months)

Family Discount

3rd child and each additional child – 10% discount.

Full time minister discount – please call the office.

Full year tuition payment – 5% discount – must be paid by June 31, 2009.

Matriculation – non-refundable

K4 \$100.00 per year per child 7th – 8th \$250.00 per year per child

K5 -6th \$200.00 per year per child 9th – 12th \$300.00 per year per child

Enrollment is not complete until matriculation fees are paid.

- **Tuition payment schedule** Tuition is set as an **annual fixed amount**. This figure is divided into 12 payments for the convenience of monthly budgeting. Tuition payments begin June and run through May. K4 tuition is divided into 10 monthly payments beginning August 1. Summer payments are not to be considered as prepayment. Students enrolled during the summer must still pay the full amount and may make arrangements with the school office to pay the prior tuition. **A family who enrolls their child(ren) for the academic year contractually agrees to pay 100% of the tuition, even if circumstances cause the family to withdraw their child(ren).** The only exception to said contract is set forth below under the tuition refund/waiver policy.
- **Tuition is due on the 1st of each month and late after the 5th of the same month.**

Past due payments

- **If a past due amount exists on the account after the 5th, a 5% late payment fee on the balance will be assessed to the account monthly.**
- If an outstanding balance becomes more than sixty (60) days past due, all enrolled children must remain at home until the account is brought up to date.
- No student may be re-enrolled whose family account has an outstanding balance from the previous year.
- Official records to include transcripts and report cards for a student will be released only after all charges for that student have been paid in full.

Tuition refund policy

- If a family is required to move more than sixty (60) miles from the school's location and has prepaid, a partial refund in tuition may be warranted. Any request for the refund of tuition should be made, by letter, to the school office.
- If such a move takes place during the summer months and the refund is approved, 100% of the paid tuition may be refunded retroactive to June 1.
- If the move takes place during the academic year and the refund is approved, a pro-rated portion of the tuition may be refunded based on the percentage of 180 days that the child is enrolled.
- Withdrawals for any other reason do not warrant a refund in tuition.
- Matriculation fees are not refundable.

Returned checks and insufficient funds

- If a check is returned by the bank to the school, a NSF fee of \$25.00 or 2%, whichever is greater, will be charged to the family account.
- If the check is returned the second time, it will be charged back to the family account. Payment in cash, money order or certified check will be required.

Tuition Assistance Program (TAP)

- One of the goals of the school's need-based Tuition Assistance Program is to assist those families with tuition in the midst of an unexpected financial crisis.

- Requests for TAP should be directed to Cecilia Robinson in the school office.
- All Tuition Assistant recipients are required to pay via automatic bank draft.

LEARNING DISABILITIES GUIDELINES

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

Guidelines

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

Definitions:

- ◆ **Severe Learning Disability** - Any condition in a potential student that would require a separate classroom, program, and staff in order to provide the educational services desired by the parents.
- ◆ **Learning Disability** - Any condition in a potential student or student that does not require a separate classroom, program, and staff in order to provide the education services desired by the parents, e.g., hyperactivity, attention deficit syndrome, dyslexia, autism, etc. For the purposes of these guidelines, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

GENERAL INFORMATION AND PROCEDURES

SCHOOL OFFICE HOURS

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

THE CAMPUS

Covenant Academy is located on a thirty five acre campus which includes our Main Office and Grammar School building, a new Upper School building, a gymnasium, athletic playing fields, playground, and parking. Our Main Office and Grammar School classroom building consists of two wings. Off the large entrance lobby are located the Main Office, an art center, and a Library Media Center. Down the T-shaped hall are six self contained primary classrooms and fourteen additional classrooms plus a lunchroom, computer lab, and various offices. The new two-story Upper School building contains offices for our Upper School administration, two science labs, a computer lab, an academic preparation center, an art room, a music room, seven additional classrooms, a lunchroom, and a weight/fitness room. Our gymnasium contains a full length basketball court, bleachers, locker rooms, and a lobby area. For outdoor recreation we have a large well equipped playground, football/soccer fields, and an outdoor basketball court.

SCHOOL HOURS

The buildings will open Monday through Friday at 7:40 a.m. to accommodate early arrivals. Grammar school students arriving before 8:15 a.m. when Morning Assembly begins must wait in the lobby in a quiet and orderly manner. The school day ends at 12:00 p.m. for 4K and 5K; 3:00 p.m. for grades 1-4; 3:10 for grades 5-6; 3:15 for grades 7- 12.

CARPOOL DROPOFF AND PICKUP PROCEDURES

All students should arrive at school from 15 minutes to 5 minutes before the start of classes. Students should not be dropped off earlier than the stated times. Teachers are involved in morning meetings with administrators; therefore no student supervision before classes will be available except in the lobby area for grammar school students beginning at 8:00 a.m.

The following guidelines should be reviewed and followed:

- ◆ Safety is always the most important priority during drop off and pick up. Drive slowly, defensively, and please do not ever assume that the children see you! Please **do not park** in the carpool line and vacate your vehicle.
- ◆ **Please note that the road in front of the Grammar School is an EXIT ONLY now.** Enter in front of the new Upper School Building and follow the traffic pattern. Please drop off in a stacked formation (no gaps, cars single file) with all students exiting right to the designated entrance. Please see the chart below for drop off and pick up locations. **You must drop off and pick up only at these locations!**
- ◆ If you park, you must park in designated parking spaces. Please be careful while entering the carpool line or crossing traffic if you are walking. When crossing from the front parking lot to the front of the Grammar School building please be aware that this is a congested area and hazardous.
- ◆ Please use caution, as there may be two lanes of one-way traffic during peak periods. Be sure to follow the arrows and do not go against traffic!
- ◆ If you park please use great caution when you enter back into the flow of traffic.
- ◆ Carpool is an everyday occurrence even if it is raining. The exception to this is if we are under a tornado warning. While under the warning, we will keep the children inside and delay carpool until the warning is lifted.
- ◆ Drop off and pick up at the curbs only, **not in the parking areas**. Please do not drop students off in the parking areas.
- ◆ Upper School students may park in the parking areas to the right of the Upper School building which are designated *Student Parking*. All Upper School students who are driving on campus must have their vehicle registered in the Upper School office. Parent and student must sign a contract.
- ◆ Parents are encouraged to carpool whenever possible.
- ◆ If you are unable to pick up your child during your first attempt, please park and enter the building to get your student or loop around for another pass.
- ◆ If a child is to be picked up by someone other than a parent on a regular basis, a record of that person must be on file in the school office.
- ◆ If your child is to ride home with someone other than the regularly scheduled driver, please send a note to the classroom teacher. Please include the other person's name and the make and color of the car, if known.

Please adhere to the following drop off/pick up schedule:

Grades	Drop off	Start Time	Dismissal	Pick up Location
4K/5K	8:00-8:10 a.m.	8:15 a.m.	12:00 p.m.	Grammar School
1-4	8:00-8:10 a.m.	8:15 a.m.	3:00 p.m.	Grammar School
5-6	8:00-8:10 a.m.	8:15 a.m.	3:10 p.m.	Grammar School
7-12	7:55-8:05 a.m.	8:10 a.m.	3:15 p.m.	Upper School

ATTENDANCE

Consistent and prompt attendance is essential to classroom order and academic progress; therefore, students enrolled at Covenant Academy are expected to be present and on time every day school is in session. Promptness means that a student is seated and ready for instruction when the bell rings (8:10 a.m. for grades 7 - 12 and 8:30 a.m. for grades 4K-6); therefore, students should plan to arrive on campus in time for participation in their opening assembly (8:10 for Upper School and 8:15 for Grammar School).

Records of tardies and absences will be kept by **classroom teachers** in the Grammar School and **subject teachers** in the Upper School. A student who has more than twenty absences in a school year may be retained.

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

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

LOGIC/RHETORIC SCHOOL ATTENDANCE PROCEDURES

A student enrolled in Covenant Academy is expected to be present in school and on time every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records for students are kept by the individual classroom teachers and reported on the student's report card.

Absence Guidelines:

- If the Logic and Rhetoric School office is not notified of the reason for the student's absence from school, the absence will be considered an unplanned absence.
- In the event the total number of unplanned absences for one quarter is equal to or exceeds five days in one quarter or ten days for the semester, the student will not receive credit for that time period.
- In the event a student is absent from a class, or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the

principal (and teacher/s if necessary) to determine whether the student will receive a letter grade, or a grade of P (pass) or F (fail) on his report card.

- In the event the total number of absences, whether planned or unplanned, is equal to or exceeds fifteen days in one semester, the student will not receive credit for that semester.
- A student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of I (incomplete) in the course until the missed exam is completed.
- Upon request from parents, the board may waive requirements set by provisions of these guidelines. In doing so, the board should take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

UNPLANNED ABSENCES

Unplanned absences include any unforeseeable absence. Specific examples are illnesses or family emergencies.

Unplanned Absences:

- **Notification** – Students who are absent due to illness or family emergency should turn in a note to the upper school front desk upon returning explaining the reason for their absence. It is the student's responsibility to find out what work was assigned. In the case of extended illness, it is recommended that the parents contact the teachers directly in order to find out what assignments were missed.
- **Make Up Work** – Students must complete all work assigned during their absence. However, in the event of an illness lasting three days or more, the teachers may, at their discretion, excuse the students from up to fifty percent of the assignments missed. Students will receive full credit for submitting assigned work.
- **Due Date Extensions** – Extension will be given for unplanned absences but will not exceed the number of school days missed during the absence. Due dates will be established by the classroom teacher.

PLANNED ABSENCES

Planned absences include any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family vacations, doctor or dentist visits, programs that are not school related, etc.

Planned Absences: (one or two days)

- **Planned Absence Notification** – Students that are planning in advance to be absent may obtain a Planned Absence Notification form from their respective school office. This form will need to be completed and submitted to the homeroom teacher three days prior to the absence. It is the student's responsibility to find out what work was assigned.
- **Test and Exams** – If a student is planning to be absent on a day that a test or exam will be given, they must complete it prior to their planned absence.
- **Make Up Work** – Students must obtain all work *in advance* that will be missed during their absence. They are required to complete the assignments and submit them after three days on the date assigned by the teacher. After three days, it becomes a zero.

- **Due Date Extension** – Generally, NO extension of academic due dates will be given for planned absences less than three days. However, one additional day may be given for absences resulting from attendance at school related events, e.g., Math Competition, Academic Bowl Competitions, etc. Due dates will be set by the teachers. Extensions will not be given for absences resulting from attendance due to athletic events.

Planned Absences: (three days or more)

All the guidelines for planned absences above will apply with the following exceptions:

- **Due Date Extensions** – Students will have no more than half of the time they were absent to complete all assigned work. Specific due dates will be set by the teacher. Teachers may, at their discretion, excuse the student from up to fifty percent of the assignments missed. Otherwise, all missed work must be completed.
- **Grading** – Students will receive full credit (*no grade deduction*) for completing assignments given to the rest of the class during their absence if they are turned in by the due date set by the teacher.

TARDIES

All tardies, whether excused or unexcused, are extremely disruptive to the classroom environment. Parents and students must make every effort to avoid tardiness. All tardies will be considered unexcused unless accompanied by a note with an adequate explanation. A tardy will be considered excused only if the tardy was caused by circumstances beyond control of the parents and student. Parents will be notified after the fifth tardy to school. After the 4th unexcused tardy in a quarter (tardies to school or class) every tardy will result in detention.

LUNCH

At Covenant Academy we have a closed campus. Visitors to lunch are not allowed except those approved by the Administrator. Students are able to purchase either a hot lunch or a cold lunch from our catering service. Order forms will be made available with the Tuesday News and should be returned with money by Thursday to order for the following week. Sack lunches may be brought from home. A limited number of microwaves are available in each lunchroom. Please do not send food that requires several minutes to warm. Forgotten lunches should be brought to the office and labeled with the student's name and grade. The office will ensure that lunches are delivered to the proper classroom.

VISITORS

As a safety precaution we have installed magnetic locks at the main entrance to both the Grammar School and Upper School buildings. Visitors must buzz the intercom to be admitted between 8:30 a.m. - 3:00 p.m. All school visitors must go directly to the appropriate school office to sign in and receive a visitor's badge which must be worn on campus. **This policy includes parents.** All faculty and staff are expected to question unknown persons and accompany them to the office. Visitors to the campus are expected to adhere to the spirit of the CA dress code by wearing Christ-honoring modest and appropriate clothing.

EARLY DISMISSAL

When a student must leave school early, he/she must have a note from a parent or guardian and sign out in the office. Students should complete work in advance, if possible, or the work will be due upon return. We encourage you not to make appointments during school hours if possible. Students leaving early due to participation in official school activities do not need a note or to sign out in office, but these students are responsible to get all assignments from their teacher (not another student) in advance.

DEPARTURE

Parents should inform the teacher in writing when their child is riding home with someone other than the normal driver. All Grammar School students shall be picked up at the main entrance of the Grammar School. Upper School students shall be picked up at the main entrance of the Upper School. When one sibling has an after-school activity, any siblings that are not involved in an after-school activity must be picked up at their usual dismissal time. **Students may not remain after school unsupervised.** At 3:20 p.m. 4K-6th grade students will be brought inside to the aftercare program and will be charged a \$6.00 drop-in fee per hour or any part of an hour.

AFTERCARE

We offer an aftercare program from 3:20 – 5:30 for 4K-6th grade students whose parents work. Aftercare will be held in the 4K-B classroom from 3:20 p.m. until 5:30 p.m. If you are interested in aftercare, pick up a packet (information, fees, etc.) in the main office. All correspondence and payments should be made to the main office.

EXTENDED SESSION

We offer an extended day for students, whose both parents work, from 12:00 p.m. to 3:00 p.m. The extended day program will register for the number of days a week and pay a month at a time. This amount is due on the 5th of the month. August and December will be together as one month. One day per week = \$28.00 per month; two days per week = \$56.00; three days per week = \$84.00 per month; four days week = \$112.00 per month; five days week = \$140.00 per month. The 4K extended day will be in the 4K-B classroom and 5K extended day will be in the 5K-B classroom. Drop-ins will be available only with a 24 hour notice for \$12.00 per day. The 4K students in extended day will need to meet the following State Child Care Licensing requirements: You the parent must provide a nutritious, well-balanced snack and lunch, (DO NOT SEND FOOD OR DRINKS WITH LITTLE OR NO NUTRITIONAL VALUE, SUCH AS SWEETS, SOFT DRINKS, ETC.); a current immunization record; a 2-inch thick rest mat covered in waterproof material; a lightweight blanket; the rest mat and blanket will be sent home weekly for cleaning.

HEALTH POLICY

On or before the first day of school, all entering students must submit a physician's form furnished by the doctor's office or health department with a list of immunizations (which includes the shot for chicken pox). This form should be signed by your child's doctor. All shots must be kept current as required by the state, or the student will be dismissed after 30 days.

ILLNESS

We share your concern for your child's health and for the health of others. Keeping this in mind, we strongly encourage the following: **IF YOUR CHILD APPEARS TO BE SICK OR HAS FEVER OF 100 DEGREES OR ABOVE, PLEASE KEEP HIM/HER HOME!** When any child attends school feeling poorly, it is hard on his health, and it exposes others to illness. Poor health also adversely affects the child's ability to learn. If a child becomes ill during the day, he/she may be excused to go home. A parent or authorized person will be notified. Only pre-authorized persons may transport students from school. Please remember that in the event of an accident, school personnel can give emergency care only. Parents are responsible for any additional care needed.

Please be sure your child has fully recovered before returning the child to the classroom. **We follow doctor's recommendations that your child be fever free for 24 hours before returning to school.** If your child is well enough to do some school work while recovering at home, please contact the school secretary in the morning or send a note to the child's teacher. You may pick up homework at the end of the school day, or you may arrange to have it sent home by your carpool or with a sibling.

MEDICATION

If a student requires regular medication, prior arrangements must be made with a doctor's prescription. Students who require regular medication need to keep this in the office to be administered by the office staff. No medication will be administered by faculty or staff without doctor's orders. Prescription medication must be in the original medicine container with label identifying student name, medicine name, doctor's name and dosage. The school must be notified in writing whenever a student brings prescription medication to school. Students should bring their note to their teacher.

COMMUNICABLE DISEASES

Please telephone the school immediately if your child is diagnosed as having a contagious disease. For your convenience and information, the following is provided:

DISEASE	ISOLATION PERIOD	INCUBATION PERIOD
Chicken Pox	7 days or until lesions are healed	2-3 week period
German Measles(Rubella)	5 days after rash appears	2-3 week period
Infectious Hepatitis	During acute symptoms or at least a 7 day period	10-40 day period
Impetigo	Until recovery	2-5 day period
Measles(Rubella)	7 days after rash appears	8-16 day period
Mumps(Parotitis)	Until swelling disappears	12-25 day period (Often 18 day period)
Strep Infections	At least a 7 day period from the onset and until clinically well	2-5 day period
Scarlet Fever	7 days after rash appears and patient has no sore throat, or mouth or nose discharges	2-7 day period (Often 3-4 day period)
Whooping Cough	3 weeks after whoop begins	1-3 week period (Often within 10 day period)

Students with suspected cases of Scabies, Ringworm, Impetigo, Pink Eye and Pediculosis (Lice) are to be excluded from the school until evidence of full recovery is verified by a qualified medical person and written notification given to the school office that the condition is no longer infectious or contagious.

SCHEDULING

The official calendar for all school events is in the school office. The school administration must approve the scheduling of all school-sponsored functions. Only office personnel shall write events on the calendar.

PARKING

Parents coming to school during school hours may park in any available parking spaces other than the visitor's parking directly in front of the school. Those designated areas are for visitors who may be prospective parents, business personnel or other guests of the school. **Do not park along the sidewalk curb in front of the school during arrival (8:00 a.m. - 8:30 a.m.) or dismissal (2:45 p.m. - 3:15 p.m.).** If you need to leave your vehicle during that time, please park so that your car does not hinder the heavy traffic flow at those times. ***Please be patient and do not pull around cars while children are loading or unloading. Please follow arrows only.***

FIELD TRIPS

On school-sponsored field trips, Covenant Academy students have the responsibility to conduct themselves appropriately. Field trip t-shirts or school uniforms will be worn unless otherwise stated by the sponsor or Administrator. Shoes with closed toes and heels must be worn on all field trips. (Parents will be notified in advance of all field trips through the teacher and by checking the school web site at www.CovenantAcademy.net.) Parents must give written permission for each field trip. Students are expected to go on all field trips with their class. Teachers are responsible to arrange safe and adequate transportation for field trips (such as seat belts for every passenger). The state law requires all 4 year olds to be in a car seat. Background checks are required for any drivers or chaperones.

PARENT COMMUNICATION

This yearly handbook is one of the chief sources of communicating with parents. Another source is the weekly Tuesday News which is sent home with students each Tuesday. Also, you may check our web site www.CovenantAcademy.net for the latest Tuesday News. The four CAP meetings are also an important source of information. Parent communication is a responsibility shared by the parents and the faculty. Parents may contact their child's teacher via e-mail or phone. Each teacher has a Covenant Academy e-mail address which consists of that teacher's first name initial and last name followed by @covenantacademy.net, e.g. jdoe@covenantacademy.net Please do not hesitate to call the school for any needed information.

CHAPEL

Chapel is held at regular intervals. 4K & 5K will hold separate chapels in their classrooms.

COVENANT ACADEMY PARENTS (CAP)

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

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

All parents and teachers within each grade level meet at least 4 times a year as part of the school-wide CAP meetings each grading period (August, October, January and March). The purpose of these meetings will be: prayer and fellowship, to communicate pertinent information and to strengthen the parent/teacher relationship.

CAP desires to see Covenant Academy excel in its mission of “glorifying God by teaching for mastery and training for servant leadership in the knowledge of God.” By sharing our individual talents, skills, service and love through CAP, we work together as a school family to achieve this goal.

GRANDPARENTS ALONG-SIDE PARENTS (GAP)

Grandparents are an integral part of the life of Covenant Academy. The GAP organization provides grandparents with an opportunity to intentionally work at leaving a legacy to their children’s children (Proverbs 13:22). By being involved in GAP, grandparents are able to come along-side parents to assist them in raising CA children in the nurture and admonition of the Lord. If you’re a grandparent of a Covenant child and would like to know more about how you can be involved in GAP, or if you know of a grandparent who would like to become involved, please contact either Sandy McCormick (478) 475-9542 (gransandy@bellsouth.net) or Dottie Henderson (478) 994-4102.

EMERGENCY CLOSINGS

Cancellation of school due to inclement weather will follow the Bibb County Board of Education’s closings. Do not call the school or faculty for that information. Bibb County Board of Education announces school closings on most local television and several radio stations.

SAFETY PROCEDURES AND EMERGENCY DRILLS

Fire Drills - When the bell sounds for a fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn out the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in single file to the classroom. Exit path plans are posted just inside the doors of each classroom.

Tornado Drills - When the announcement is made for a tornado drill (or actual tornado), all persons are to go quickly and quietly as a group to the place designated by the classroom teacher. When they get to their safety area, students should sit with their backs against the wall, knees pulled up, heads bent down resting on the knees, and arms hugging the legs. Safety areas are the interior hallways just outside the classrooms. Parents should not pick up their child(ren) from school during a tornado warning. Please wait until the warning has passed.

Lock Down Drills – Lock down drills are conducted on an as needed basis. These drills prepare the students for all other emergencies. Playground/field procedures are in place to clear the playgrounds/fields immediately should there be a need to do so. A lock down is when there is a general or specific localized threat. For the safety of the students the administration locks all entry doors and posts a notice on the main entrances and exits.

The notices state that a lock down is in effect. Parents who come across these signs may be unaware of the potential danger and may call the school for admittance to the building.

GRIEVANCE GUIDELINES

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

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

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

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

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

In summary, the **Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators**. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having

a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1)

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

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

ACADEMIC POLICIES

GRADING SCALE

A+ =99-100	A =93-98	A- =90-92
B+ =88-89	B =83-87	B- =80-82
C+ =78-79	C =73-77	C- =70-72
D =65-69	F =below 65	

REPORTING OF GRADES

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

STANDARDIZED TESTING

All students at Covenant Academy complete a form of standardized testing annually. All students are administered the Stanford Achievement Test and Otis-Lennon Ability Test. All 10th grade students also take the PSAT.

PROMOTION / RETENTION

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

HOMEWORK

Homework is an integral part of an excellent academic program and serves several functions: drill, practice, remediation, special projects and extra credit. Teachers are strongly encouraged to give consideration to church schedules (i.e. Wednesday evening services) and other activities when assigning homework. Please communicate and cooperate with your student's teacher. For the Grammar School the total time to do homework should not exceed these guidelines:

<u>Grade</u>	<u>Minutes</u>
1&2	20-30
3&4	20-40
5&6	30-60

MAKEUP WORK

Grammar School students may not make-up tests in the library. All make-up work should be scheduled so that the student does not miss additional "premium" classroom time. Extended absences due to long-term illnesses are reviewed by the administration.

LOGIC/RHETORIC SCHOOL ACADEMIC PROBATION GUIDELINES

Logic and Rhetoric school students are required to maintain **at least a 2.0 grade point average** during any two consecutive quarters. This guideline is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this guideline would be counterproductive to this end, the Logic and Rhetoric school principal in consultation with the headmaster may decide not to place a student on probation. A written record explaining this decision will be signed by the principal and the headmaster and placed in the student's file.

Grade point averages for each Logic and Rhetoric school student will be calculated at the end of each quarter. *Elective courses and independent study courses are included in the G.P.A. calculation.*

If a student's G.P.A. is below 2.0 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time.

If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student may be expelled.

Students who are ineligible to participate in extra-curricular activities includes those who are on academic probation as well as any student failing to pass five courses (including electives) in the previous semester.

BEHAVIOR MANAGEMENT

GENERAL STATEMENT ON DISCIPLINE

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

Christ-centered education focuses on student character as well as academics. These two elements of education go hand in hand. Discipline is an integral part of the educational

process in both of these areas. Without discipline in academic pursuits the student will not experience success. In like manner, lack of discipline in character will not only allow, but promote ungodly behavior. As the student's mind is effected by his fallen nature and needs to be redeemed, so his behavior needs the directing and restraining influence of good and godly discipline. The policies adopted by Covenant Academy aim at maturing every student's academic/intellectual development as well as his/her character development.

Parental Involvement

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

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

SCHOOL RULES

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

1. Courteous speech and conduct is required.
2. Respect for home, church, school and nation is expected at all times.
3. Quiet voices are the norm in the school building.
4. Passage in the hallways and stairwells is to be peaceful and orderly. No running in the building or on the sidewalks.
5. Prompt and cheerful obedience is expected and all faculty and staff are to be addressed respectfully.
6. Personal items such as radios, tape/CD/MP3 players, IPODS, beepers, CD's, video games and video cartridges are not to be brought to school. Upper School students may keep cell phones in their locker during school hours, but cell phones must be off. Student phones are not allowed in the classroom and are not to be used during school hours, i.e. 8:10-3:15.
7. Students may eat and drink only in the designated lunch areas. Bottled water is encouraged for students to have on their desk.
8. **Students are not to eat before, during or after school in the hallways, lobbies or pickup lines.**
9. Students are not permitted to chew gum.
10. Students are not to leave their classroom and/or supervising teacher without permission.
11. Students are not to bring knives or firearms to school.
12. Students are responsible to treat ALL school property, including textbooks, with care and respect. Student fines will be issued at the end of the school year for excessive wear and tear on textbooks. Such fines must be paid prior to report cards/transcripts being released.

13. Rolling backpacks are discouraged through third grade. Rolling backpacks for fourth through sixth grades will only be allowed on the dark blue part of the tile.
14. Lockers should be kept orderly and clean of food and drink more than one day old. Nothing allowed on floor around lockers.
15. Students are prohibited from bringing, or using, any alcohol, tobacco products, and all other non-doctor prescribed drugs to school, as well as to any off campus school events. Such events include, but are not limited to, class parties.
16. Students are prohibited from engaging in any public displays of affection at school, as well as at any off campus school events. Such events include, but are not limited to, class parties.

PLAGIARISM CONSEQUENCES

Every plagiarism offense will result in a zero on the plagiarized assignment.

The second plagiarism offense will result in suspension.

The third plagiarism offense will result in expulsion.

LOCKER SEARCH POLICY

School lockers are owned and controlled by Covenant Academy and locker inspections may occur periodically throughout the school year by either a teacher or administrator.

CELL PHONES

With the advances in technology in the last few years, cell phone usage has become virtually ubiquitous. While we rejoice in such technological advances and the convenience they bring to our lives, we also are cognizant of the fact that they can be disruptive to the education process. At CA students now have the option of keeping their cell phones in their lockers or in their book bags. **Cell phones are not to be used at all during the school day (8:10 – 3:15).** If a student needs to call their parents during the school day, they need to get permission to use the phone in the upper school front office.

If faculty or administration *sees or hears* a cell phone during the school day (8:10 – 3:15), the consequences are as follows:

1st offense – the student loses the cell phone for three days

2nd offense – the student loses the cell phone for five days

3rd offense – the student will serve one day suspension.

If a student is *using* a cell phone, texting or talking, during the school day (8:10 – 3:15), the consequences are as follows:

1st offense – the student will serve one day suspension and the cell phone will be confiscated for a 3 day period.

2nd offense – the student will serve three days suspension and the cell phone will be confiscated for a 5 day period.

GUM

1st offense - \$5.00

2nd offense - \$10.00

3rd offense - \$20.00

Each offense, the fee doubles. All gum fines are donated to a charitable organization.

STUDENT CONDUCT

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

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

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

1. Falsehood is to give way to truthfulness.
2. Man-centered (sinful) anger is to give way to Godly (holy) anger.
3. Stealing is to give way to honest labor.
4. Selfishness is to give way to generosity.
5. Unwholesome speech is to give way to edifying, gracious speech.
6. Bitterness, wrath, anger, clamor and slander are to give way to kindness, tenderheartedness, and a forgiving spirit.
7. Impurity and greed are to give way to Godliness.
8. Exploitive sensuality is to give way to wholesome modesty.
9. Self-indulgence is to give way to disciplined, Godly moderation.
10. Discord and strife are to give way to peace (harmony) and order.
11. Delinquency is to give way to dutifulness in discipline and instruction.
12. Man-centered service is to give way to God-centered service.
13. Worldly exercise of and submission to authority are to give way to a Christ-like exercise of and submission to authority.

14. Weakness in self is to give way to strength in the Lord.
15. Confidence in man gives way to confidence in God.
16. Confidence in man-centered preparation is to give way to confidence in a God-centered preparation.
17. Identification with the world is to give way to identification with God's Church and Kingdom.

CORPORAL CORRECTIONS

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

1. The Biblical doctrine
2. The Legal doctrine

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

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

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

When corporal correction is needed, the following model will be used:

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

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

RESPECT CODE

In order for your child to meet the challenges that he/she will face in the world, the development of self-discipline and individual responsibility is necessary. A growing Christian child should sense the responsibility to control himself/herself as a mandate

from God. Our expectation is that your child will obey the rules, as well as the people responsible for enforcing the rules. Should they choose not to obey, it is essential that they have a clear understanding that there are consequences for their actions. Our rules, their Biblical basis, and the consequences for disobedience are outlined in the Respect Code below and the following sections.

1. Listen, obey instructions, and speak respectfully.
Hebrews 13:17 Obey your leaders and submit to their authority.
Proverbs 23:12 Apply your hearts to instruction and your ears to words of knowledge.

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

2. Keep hands, feet and other objects to yourself.
1 Thessalonians 4:11 Make it your ambition to lead a quiet life, to mind your own business, and to work with your hands.

Disobedience examples: pushing, shoving and fighting.

3. Walk quietly and use courteous behavior in the building.
1 Corinthians 14:40 Everything should be done in a fitting and orderly way.

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

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

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

*4K -2nd grades have individual behavior management plans that each teacher will relay to parents -i.e. apple tree, green, yellow, red light, pulled stickers, etc. Such plans are in addition to, not in place of the previously stated behavior management policies and codes.

CONDUCT FORM

Lord, give me the wisdom to know what is right and the courage to do what is right, no matter what.

1. What Respect Code or School Rule did I not obey? _____

2. What was wrong with my actions? _____

3. What does God's Word say concerning my actions? _____

4. How will I respond next time? _____

Student's Signature _____

Teacher's Comments:

Teacher's Signature _____

Parent's Signature _____

As we partner together in this process, it would be helpful to know what action you have taken at home to support us concerning this matter. Please use the backside of this sheet or additional paper if needed.

LIBRARY MEDIA CENTER

MISSION STATEMENT / GOALS

Our Library Media Center has an organized collection of printed and audiovisual resources that is administered as a unit. It is located near classrooms, making resources and services available to students, teachers, and school administrators.

Our objectives and long range goals are based on the instructional goals of Covenant Academy. The collection of print and non-print media supports and is part of the school's curriculum.

MAJOR FUNCTIONS

(Adapted & quoted from the Organization of the Library Media Center, Jeannie Rickerson, 1998)

Reading promotion

Enrichment & recreational

Providing development of student library skills

Along with the teacher, instructing students in finding, using, and evaluating resources & information

Helping teachers teach

Assist in designing, implementing, & evaluating instructional class visits
Assist in providing resources needed for classroom instruction

DONATION POLICY

We welcome donation of books, magazines, DVDs, videos, cassettes, maps, and recordings which are in GOOD CONDITION. Hardbound books are preferred.

Please speak with Mrs. Settles before bringing in any donations.

All donated materials will be evaluated by the staff and the Library Media Committee. Acceptance of materials will be based on the needs of our collection. Upon acceptance of such donations, a receipt will be given to the donor.

We maintain a "Wish List". If you would like to make a donation in honor of a student, teacher, or grandparent, just contact the Library Media Center office.

VOLUNTEERS

We need volunteers to

- Read aloud to classes (4K – 3rd grade)
- Help process books

Parents and grandparents may contact our office to volunteer.

LMC CIRCULATION POLICIES FOR STUDENTS AND PARENTS

Hours: 8:30 – 3:30 Daily

5K – 4th graders may check out one book.

(5K students begin checking out books after Christmas)

5th – 12th graders may check out two books

Parents may check out two books.

Books are checked out for 2 weeks.

Reference books and magazines are to be used in the library and are not checked out.

Renewal/Rechecking

Books may be rechecked as needed. However, if someone has requested the same book, it cannot be renewed and should be returned by the due date.

Overdue Books

Notices will be sent home and no other book(s) may be checked out until the overdue one(s) are returned and fines paid. Report cards will be held until they are returned and overdue fines paid.

Overdue Fine: \$.10 a day

Exception: day(s) of absence due to illness

Lost or Damaged Book Replacement Responsibility

The student/parent is responsible for paying the replacement cost, any overdue fines as well as a fee of \$5.00 for lost or damaged books. Damaged books are those which are returned to the library written in, torn, or altered in any way.

Returning Books

Place them in the book drop box outside the library media center.

Put them on the circulation desk in the library.

Please, never re-shelve books. The staff will check books in and re-shelve them for you.

Internet Acceptable Use Policy

Covenant Academy is pleased to offer access to the Internet to students in the 2nd through 12th grades. While online, students will be under the close supervision of their teacher. Covenant Academy has taken precautions by equipping these computers with an Internet filter. Students accessing the Internet using the school facilities must agree to follow the rules and procedures for using computers and have a properly signed Acceptable Use Policy Agreement on file with the school office. Should the parent prefer that the student not have access, use of the computers is still available for more traditional purposes such as word processing and using CD-ROM software.

What is possible?

Access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some materials accessible via Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of providing Internet access is to further constructive educational goals, students may intentionally or accidentally access inappropriate materials as well. We believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. Internet access is a

privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the Internet and utilizing the school's computer resources.

What are the rules?

1. **Supervision** – Students should not access the Internet unless a teacher is present.
2. **Email And Interactive Sites** – Students should not use email or chat rooms for any reason.
3. **Games** – Students are not allowed to play games unrelated to school content areas.
4. **Inappropriate materials or language** – A good rule for students to follow is never view, send, or access materials which are sinful and/or such that they would not want their teachers or parents to see.
5. **Unrelated Searches** – Students should not search, view, or retrieve materials not related to school topics or community service.
6. **Disruptive behavior and system security** – Students should never participate or attempt to participate in activities that would disrupt the proper functioning of the network or computers. Students are not to rearrange icons or change settings on the computer desktops.
7. **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto the computers or disks. Nor should students copy other people's files. Copyright law should be obeyed in all uses of the Internet.
8. **Publicly accessible web pages** – Student or teacher generated web pages that are publicly accessed must be approved by the headmaster and academic dean before they are published.
9. **Form must be on file** – A copy of the form on the next page must be filled out and be on file at the school for each second through tenth grade student attending Covenant Academy.
10. **Additional rules** – The Internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as need arises.

Each student who is in 2nd through 12th grades must have this form on file with the school office.

Internet Acceptable Use Agreement Form

PARENT

As a parent or guardian of a student at Covenant Academy, I have read the information about the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school.

PERMISSION:

My child MAY USE THE INTERNET while at school according to the rules outlined.

Name _____ Grade _____

PREFERENCE NOT TO ACCESS

I would prefer that my child NOT ACCESS THE INTERNET while at school.

Name _____ Grade _____

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

STUDENT

As a user of the school computer network, I agree to comply with the rules stated below and to use the network in a constructive manner.

- 1. Supervision** – I will not access the Internet unless a teacher is present.
- 2. Email And Interactive Sites** – I will not use email or chat rooms for any reason.
- 3. Games** – I will not play games unrelated to school content areas.
- 4. Inappropriate materials or language** – I will never view, send, or access materials which are sinful and/or such that they would not want their teachers or parents to see.
- 5. Unrelated Searches** – I will not search, view, or retrieve materials not related to school topics or community service.
- 6. Disruptive behavior and system security** – I will not participate or attempt to participate in activities that would disrupt the proper functioning of the network or computers. I will not to a rearrange icons or change settings on the computer desktops.
- 7. Illegal copying** – I will never download or install any commercial software, shareware, or freeware onto the computers or disks. Nor should students copy other people's files. I will obey copyright law in all uses of the Internet.
- 8. Publicly accessible web pages** – I know that student or teacher generated web pages that are publicly accessed must be approved by the headmaster and curriculum director before they are published.
- 9. Additional rules** – I realize that the Internet and its use in education is an extremely dynamic environment; as a result, additional rules may be created as need arises.

Student's signature _____ Grade _____ Date _____

SCHOOL UNIFORMS

UNIFORM GUIDELINES

At Covenant Academy, we have developed uniform guidelines with a desire to foster a sense of unity among students. We also are committed to providing a consistently attractive and neat appearance while seeking to avoid peer pressure in matters of dress. Parents and students are responsible for reading the Uniform Guidelines and adhering to them. Violation Notices will be given to students who are not in compliance.

UNIFORM OBJECTIVES

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

Basic guidelines:

- ◆ **Dress neatly** - That is, all shirts tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- ◆ **Be clean** - That is, recently washed and groomed hair.
- ◆ **Be modest** – Skirts, skorts, and jumpers shall be no more than four (4) inches above the knee for Grammar School. Skorts and shorts must come to the knee for Upper School. Outlandish or distracting clothing or appearance will not be allowed.
- ◆ **Wearing hats** - Unless granted permission for special days or events, students are **not** to wear hats while in the school building. Students who do so will have their hats confiscated and not returned until the last day of school.

ORDERING UNIFORMS

All primary articles of clothing should be purchased through one of the three suppliers of CA uniforms:

Embroidery Plus / Tammy O'Nan

Phone: (478) 447-2652

E-mail: tammyonan@cox.net

Buckhead Uniforms

2941 McManus Road, Macon, GA 31220

Phone: (478) 313-6555

Web: www.buckheaduniforms.com

Lands End

1 Lands' End Lane, Dodgeville, WI 53595

Phone: (800) 963-4816

Web: www.landsend.com

ENFORCEMENT

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

Special Exceptions

As the headmaster determines, events such as P.E. and field trips may call for other clothing options. Special days may be scheduled, such as dress-up days, dress down days, or Spirit week, during which other clothing options are allowed.

UNIFORM CODE

Why Does Covenant Academy have a uniform code?

- ◆ The neat appearance created by a uniform code enhances a ready-to-learn atmosphere.
- ◆ A uniform code instills school spirit and a sense of belonging, while providing enough choice to allow for individual expression. The student is part of a group identity that strives for excellence and the code establishes a tradition.
- ◆ A uniform code saves parents time, as most all-uniform items can be purchased at the same source. This may save parents not only time, but energy as well. In addition, time may be saved each morning as the “what to wear” issue is eliminated.
- ◆ The uniform code should save parents money. The uniform code de-emphasizes the social impact of dress and helps focus the students on character and academic issues. The selected clothes were chosen with price and durability in mind for an overall good value for the money. Growth features in some of the garments may also cut down on total wardrobe expenditures.
- ◆ The uniform code addresses security. On field trips, students in uniform aid the teachers in keeping track of everyone. On the playground or in the school, teachers and staff can clearly identify students from outsiders.

Compliance with the Uniform Code

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

In an effort to standardize the consequences for violation of the school dress code, the following consequences will be administered in the Upper School (offenses will start over each semester):

- 1st offense – warning
- 2nd offense – call to parents
- 3rd offense – detention
- 4th offense – suspension
- 5th offense – conference with students, parents, and administration (After this conference, the administration will determine the appropriate consequence).

Dress uniform violations:

2nd dress uniform offense will result in detention.

DAILY UNIFORM REQUIREMENTS

BOYS UNIFORMS 4K – 6TH GRADE

Research has indicated that there is a distinct relationship between students' attire and their classroom behavior, attitude, and achievement. Uniforms are worn at Covenant Academy to create an atmosphere conducive to learning. Each student should take pride in his/her personal appearance. **If an item is not included in this dress code, it is not allowed. ***Note the addition of CA logo to all polo type shirts.**

Shirts

Type: 2 or 3 button pique polo, short or long sleeve in white, red, or light blue with CA logo

Type: Turtleneck in red or white (logo optional at Buckhead or Lands End)

Type: Button down oxford, long or short sleeve in white or light blue (logo optional)

Only solid white t-shirts may be worn underneath shirts

Shirts must be tucked

Slacks/Pants/Shorts

Dark navy (not faded) poly/cotton blend with belt loops (4K/5K elastic waist)

Shorts no longer than knee length

No cargo, flap pockets, double-stitch seams

Belt must be worn

Shoes

Athletic or dress type with closed toe & heel

Colors: Navy, black, brown, white, gray or combination thereof

A minimal amount of trim in other colors is allowed

Faculty/Administration may determine appropriateness

Belt

Brown, Navy

No large belt buckles

Sweaters/Sweatshirts

Only CA sweatshirts with monogrammed logo (purchased through school, Buckhead Tammy O'Nan, Lands End)

Colors: Red, white, royal, navy

Sweaters – logo is optional

Hair

Clean, neatly shaped, dry, combed

Above eyebrows, above ears, not touching collar

No "fad" haircuts or unnatural coloring

No facial hair

Tattoos

Not allowed

Jewelry

No necklaces

No earrings

No body piercings

FREE DRESS DAY

Jeans or shorts (knee length), t-shirts (acceptable wording)

No holes, stains, or ragged edges

Fits appropriately

Closed toe/heel shoes

No hats except hat day

School sponsored events on or off campus or class parties

Christ honoring modest dress is required.

Only modest non-fitted swim trunks are permitted.

Where to buy the school uniform

All CA logo shirts and sweaters must be purchased from: Embroidery Plus, Buckhead Uniforms or Lands End.

Any item with a CA logo must come from Embroidery Plus, Buckhead, or Lands End.

All other items may be purchased from either of these suppliers or at your local Target, Walmart, JCPenney, Sears, or The Sock Shoppe. Local retailers only keep uniforms in stock beginning in the summer and first part of the school year, so you will need to purchase winter items then also.

GIRLS UNIFORMS 4K – 6TH GRADE

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

Shirts

Type: 2 or 3 button pique polo, short or long sleeve in white, red, or light blue with CA logo (may be "fashion fit")

Type: Turtleneck in red or white (logo optional at Buckhead)

Type: Button down oxford, long or short sleeve in white or light blue (logo optional)

Type: Peter pan blouse in white or light blue, short or long sleeve (logo optional) underneath shirts

Shirts must be tucked

Slacks/Pants/Shorts

Dark navy (not faded) poly/cotton blend with belt loops (4K/5K elastic waist)

Shorts knee length

No cargo, flap pockets, double-stitch seams

No tight fitting/low ride styles

Belt must be worn

Skorts/Skirts/Jumpers

Dark Navy or Plaid (Classic Navy-Lands End, "Blue/Red Plaid-French Toast, "Plaid #41-Buckhead)

Biking shorts are required under skirts/jumpers

No more than four inches above knee

No visible zippers or buckles

Shoes

Athletic or dress type with closed toe & heel
Colors: Navy, black, brown, white, gray or combination thereof

A minimal amount of trim in other colors is Allowed

Faculty/Administration may determine Appropriateness

Belt

Brown, Navy

No large belt buckles

Sweaters/Sweatshirts

Only CA sweatshirts with monogrammed logo (purchased through school, Buckhead Tammy O'Nan, Lands End)

Colors: Red, white, royal, navy

Sweaters – logo is optional

Hair

Clean, neatly shaped

Dry and combed

No unnatural coloring

Tattoos

Not allowed

Jewelry

1 necklace, bracelet, ring

1 pair of earrings that do not dangle

No body piercings

FREE DRESS DAY

Jeans or shorts (knee length), t-shirts (acceptable wording)

No holes, stains, or ragged edges

Fits appropriately

Closed toe/heel shoes

No hats except hat day

School sponsored events on or off campus or class parties

Christ honoring modest dress is required.

Only modest one piece bathing suits or permitted.

No bikinis or tankinis

Where to buy the school uniform

All CA logo shirts must be purchased from: Embroidery Plus, Buckhead Uniforms or Lands End.

Any item with a CA logo must come from Embroidery Plus, Buckhead, or Lands End.

All other items may be purchased from either of these suppliers or at your local Target, Walmart, JCPenney, Sears, or The Sock Shoppe. Local retailers only keep uniforms in stock beginning in the summer and first part of the school year, so you will need to purchase winter items then also.

BOYS UNIFORMS 7TH – 12TH GRADE

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

Shorts

Khaki or Navy pleated or flat front shorts with Buckhead logo (no cargo)

Slacks

Khaki pleated or flat front slacks with Buckhead logo – **Mandatory**
Khaki or Navy pleated or flat front slacks with Buckhead logo (no cargo)

Turtleneck

White, navy, yellow, or red turtleneck with embroidered small CA monogram on collar

Shoes

Athletic or dress type (to include dress boots) with closed toe & heel
Colors: Navy, black, brown, white, gray or combination thereof
A minimal amount of trim in other colors is Allowed
Faculty/Administration may determine Appropriateness

Hair

Clean, neatly shaped, dry, combed
Above eyebrows, above ears, not touching Collar
No "fad" haircuts or unnatural coloring
No facial hair

Belt

Brown, Navy
No large belt buckles

Blazer

Navy Blazer
(optional)

Sweaters

Navy or red sweater (any style) with embroidered school monogram

Socks

Navy, Khaki, Black or white socks

Tie

#23 Stripe Tie

Tattoos

Not allowed
(Permanent or Temporary)

Shirts

Navy, white red, yellow, royal blue, black, Or gray short sleeve or long sleeve knit shirt with embroidered CA monogram (no 100% cotton shirts)
White, blue, yellow, or Black/White stripe long sleeve oxford shirt with embroidered School monogram. Grandfathering in Previously approved various colored shirts not mentioned above for 09/10 school year.
This will be the last year.

Sweatshirts

Navy, red, yellow, or white crew sweatshirt with embroidered school monogram

Outerwear

Navy or red full or ½ zip fleece with embroidered CA monogram
Navy or red nylon (Survivor or Portsmouth) jacket with embroidered CA monogram
Navy nylon (Ripstop) jacket with embroidered CA monogram

Jewelry

No necklaces
No earrings
No body piercings

Undershirts must be white with no writing or pictures and tucked in.

DRESS UNIFORM

White or blue & white stripe long sleeve oxford cloth shirt with embroidered school monogram, #23 stripe tie, khaki slacks, dress shoes, and socks.

FREE DRESS DAY

No athletic shorts
Jeans or shorts (knee length), t-shirts (acceptable wording)
No holes, stains, or ragged edges
Fits appropriately
Closed toe/heel shoes
No hats except hat day

School sponsored events on or off campus or class parties

Christ honoring modest dress is required.
Only modest non-fitted swim trunks are permitted

Where to buy the school uniform

Everything must be purchased from Buckhead Uniforms except for shoes, socks, outerwear (jackets), undershirts, and navy blazers.

GIRLS UNIFORMS 7TH – 12TH GRADE

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

Skirts

Khaki or Navy skirt (style #143)
Plaid skirt (style #134, Color #41) –
Mandatory (must be knee length)

Knit Shirts

Navy, white red, yellow, royal blue, black,
Or gray short sleeve fashion fit knit polo
shirt with embroidered CA monogram

Turtleneck

White, navy, yellow, or red turtleneck with
embroidered small CA monogram on collar

Shoes

Athletic or dress type with closed toe & heel
Colors: Navy, black, brown, white, gray or
combination thereof
9th-11th grade may wear heels which must
not exceed 2 inches in height
Faculty/Administration may determine
Appropriateness

Hair

Clean, neatly shaped
Dry and combed
No unnatural coloring

Belt

Braided or solid brown
or black belt

Shorts

Khaki or navy pleated or
fashion fit shorts with
Buckhead logo (must be
knee length)

Privacy Shorts

Navy biking shorts worn
under skirts

Sweaters

Navy or red sweater (any
style) with embroidered
school monogram

Socks/Tights

Navy or white knee socks
or navy tights

Tattoos

Not allowed
(Permanent or
Temporary)

Slacks

Khaki or navy Poly/Cotton (pleated, flat
front, or fashion fit) slacks with
Buckhead logo

Blouses

White $\frac{3}{4}$ sleeve princess overblouse with
embroidered school monogram-**Mandatory**
White, yellow, blue, or black/white stripe
Short sleeve or long sleeve oxford blouse
with embroidered school monogram

Sweatshirts

Navy, red, yellow, or white crew sweatshirt
with embroidered school monogram

Outerwear

Navy or red full or $\frac{1}{2}$ zip fleece with
embroidered CA monogram
Navy or red nylon (Survivor or
Portsmouth) jacket with embroidered
CA monogram
Navy nylon (Ripstop) jacket with
embroidered CA monogram

Jewelry

All jewelry must be discreet.
1 pair of earrings in the ear lobes. (Small
hoops and studs only.) Appropriateness is
determined by the School Administration.
No body piercings

DRESS UNIFORM

Plaid skirt, white princess blouse with embroidered
school monogram, and dress shoes. **All camisoles must be white and are to be tucked in, and not
to show outside of princess blouse.**

FREE DRESS DAY

No athletic shorts
Jeans or shorts (knee length), t-shirts (acceptable wording)
No holes, stains, or ragged edges
Fits appropriately
Closed toe/heel shoes
No hats except hat day

School sponsored events on or off campus or class parties

Christ honoring modest dress is required.
Only modest one piece bathing suits are permitted.
No bikinis or tankinis

Undershirts must be white with no writing or pictures and tucked in.

Where to buy the school uniform

Everything must be purchased from Buckhead Uniforms except for shoes,
socks (knee or crew), tights, camisoles, outerwear (jackets) and navy blazers.