



COVENANT
ACADEMY
making disciples

**503 South Jackson Street
MORRISTOWN, TENNESSEE 37813
(423) 587-3247**

COVENANT ACADEMY HANDBOOK

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Section I: Philosophy



A. **School Policy Statement**

Covenant Academy is an integral and inseparable part of the ministry of Gateway Church. The policies of the school are determined by the controlling authority which is the School Board. The School Board is answerable to the Board of Elders of Gateway Church. A student's continued enrollment in Morristown Covenant Academy is based on the cooperation of the student and his/her parents with the policies set forth in this handbook.

B. **General Purpose**

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deut. 6:6-9). The general purpose of Covenant Academy is to assist parents with their God-given responsibility to educate their children and to assist students in discovering God's design for them and developing their individual gifts and talents. Covenant Academy will establish and guide learning experiences that will encourage students to become mature Christians, as well as responsible and productive members of the body of Christ and their communities.

C. **Statement of Faith**

We believe the Bible to be the inspired Word of God and our standard for faith and practice.

We believe in God as revealed in the Bible, as our eternal heavenly Father, and the Author of truth, love, and faith.

We believe in Jesus Christ, God's Eternal Son, who purchased our salvation by His sacrificial death.

We believe in the Holy Spirit who empowers for service and reveals Jesus in us.

We believe that man was created in the image of God, fell through disobedience and is saved through faith in Jesus Christ.

D. **Philosophy of Christian Education**

Covenant Academy is committed to providing quality education and promoting academic excellence in every field of study. Every subject is taught from a Christ-centered and Bible-based perspective. We believe that all truth is God's truth and that the only viable education is a Christian education that is founded on the Word of God. The Bible states that:

1. Jesus Christ is the source of truth and knowledge (Colossians 2:3);
2. Jesus Christ is the creator of all facts (Colossians 1:16);
3. The Word is inerrant, complete, and all-embracing (II Timothy 3:16-17).

Jesus is the Lord of all creation and He desires that all areas of our life be subject to His Lordship. As a result, Covenant Academy has adopted an educational curriculum that will help each student develop a consistently Biblical worldview in which the lordship of Jesus is preeminent.

An important emphasis of Covenant Academy is that of providing an atmosphere

that will enable the students to become mature men and women of God. The school has been established to prepare successive generations to bring into subjection to Christ, every area of life and thought and to enable them to exercise dominion in the world. Covenant Academy offers both a quality academic education and a thorough spiritual education so that our students "may grow up into Him in all things."

E. Reasons for Christian School

Parents are mandated by God to educate their children. Children are gifts from God (Psalms 127:3-5). Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6, Ephesians 6:4). God's people are told, "Thus says the Lord, do not learn the way of the nations...For the customs of the peoples are delusions." (Jeremiah 10:2-3) Proverbs 19:27 states, "Cease listening, my son, to discipline, and you will stray from the words of knowledge." It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's economy, He has ordained three basic institutions: the family, the church, and the state. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. We believe the Biblical mandate gives parents the ultimate responsibility in education. The creation of a Christian school under the direction of the church serves as an extension of the home in assisting parents in their Christian responsibility to "train up" their children.

F. Basic Education Goals

1. To give God the glory in all things
2. To develop spiritual leaders
3. To develop an understanding of our unique responsibility to God, our families, our community, and the world
4. To help students realize their capabilities
5. To foster growth and service
6. To equip each student to read, write, speak, and listen effectively
7. To encourage creativity and exploration
8. To encourage an appreciation of the arts
9. To teach the fundamentals of physical fitness, nutrition, and hygiene
9. To teach the fundamentals of English, math, history, science, and Bible
10. To teach each student to make constructive use of leisure time
11. To foster brotherly and sisterly relationships among students
12. To teach a Biblical worldview



Section II: General Policies



A. Admissions Policy

Covenant Academy exists to provide quality education and promote academic excellence founded on Biblical principles. Students will, therefore, be carefully selected in order to maintain an uplifting atmosphere that encourages spiritual and moral growth. As a ministry of Gateway Church, Covenant Academy will give priority in admissions to students whose families are members of Gateway Church. Other applicants will be accepted on the basis of available classroom space and approval by the administrative staff and/or the School Board. Morristown Covenant Academy does not discriminate on the bases of race or gender for students or employees. Applicants may be asked to take an achievement test given by the school, or furnish the school with the results of a standardized test administered by a previous school. In addition, students may be required to take an academic placement test to assist teachers and parents in setting academic goals and expectations.

B. Enrollment Procedure

1. Parents should read the school handbook thoroughly.
2. Parents will be asked to complete all MCA enrollment forms and provide the student's cumulative records.
3. Parents should schedule an interview(s) with the administrative staff. The student may also be required to attend these interviews.
4. Students in grades 1 - 8 may be required to take a proficiency test for the last grade completed.
5. Parents must finalize financial arrangements each year with the financial officer.
6. Non-church members may be required to attend a worship service or school chapel service before a student can be considered for admission.
7. The school board is the final authority when determining whether or not students who are applying will be accepted or rejected.
8. Parents will be notified as to the decision of the school board.
9. Parents will be required to attend a parent-orientation session at the beginning of each academic year.

C. Attendance Policy

It is the responsibility of the student and parent to develop habits of punctuality and consistency in attendance. Faithful attendance is necessary in order to achieve maximum educational benefits.

1. Excused Absences
 - a. Personal illness or injury, or dental/doctor's appointments which cannot be scheduled after school hours.
 - b. Illness in immediate family which requires student's presence
 - c. Death in the family
 - d. Absences with **prior approval** from the staff
(In order for an absence to be excused for reasons other than those listed above, parents must make arrangements with teachers **in advance** to schedule work that will be missed.)
2. Procedures for obtaining an excused absence:
 - a. A note from an authorized person explaining the absence may be presented at the school office the day following the absence.

- b. A phone call by one of the parents to the school office may be made on the day of the absence. In such cases, a note from the parent does not have to be sent.
- 3. Excessive absences: After the fifth absence in any given quarter, two after-school sessions per absence will be assigned to make up the absence and each successive absence accumulated before the end of the quarter. This is to insure that all students stay within the limits of 20 absences per year so that they do not risk losing credit for the year because of excessive absences.
- 4. Possible disciplinary measures for unexcused absences
 - a. Detention
 - b. Points deducted from tests or daily work
 - c. Extra assignments
 - d. Suspension or expulsion
 - e. Tennessee state law requires that schools report any student who accumulates five unexcused absences.
- 5. Truancy

Truancy is defined as an absence without the consent of parents and school staff. This would include leaving school without permission. Such action will not be tolerated. Students will receive zeros for any work missed including tests. Students are also subject to being suspended for an additional day and will receive a zero in each class for that day.
- 6. Early Dismissal and Tardiness
 - a. Any student who arrives at school after 8:15 a.m. or leaves prior to 3:15 p.m. must fill out a tardy/ early dismissal form and submit it to the appropriate teacher. Checking out of school early is strongly discouraged. Parents should try to schedule all appointments after school hours. However, if it is necessary for a child to be taken from school before the regular dismissal time, a written request or phone call must be received in the office.
 - b. Excessive Tardiness

It is important that students be on time to school and to class. By being prompt the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is also essential for the development of personal habits which are characteristic of success and good citizenship in every walk of life. **Every three unexcused tardies and/or early dismissals will result in a 30 minute detention before school (7:45 – 8:15) during which the student will be required to perform some school or community service.**

Students who are tardy to school must bring to the office a written excuse from their parents in order to insure that they are not penalized for unexcused tardies.

Each student is also expected to be in the classroom when each class period begins. All students must come to class fully prepared with the materials needed for that class. The student is considered tardy if he/she is late or unprepared. **Every three unexcused tardies for a class period will result in an after school detention during which the student will be required to complete some activity assigned by the teacher.**

D. Kindergarten Entrance Requirements

A child entering kindergarten must be 5 years old on or before September 30th of his kindergarten year. Before a child can be admitted to the school, the following records must be on file:

1. A pre-school vision test
2. A pre-school hearing test
3. An up-to-date immunization record
4. A copy of the child's birth certificate
5. A physical examination report from a doctor or the health department

The immunization, tubercular test, and vision and hearing tests can usually be obtained through your county health department at no charge.

E. Chapel and Devotions

Chapel and devotions will be an important part of the spiritual educational program of Covenant Academy. Each school day will begin with a devotional period consisting of prayer, Bible reading, and/or worship. In addition to the opening devotional period, chapel services will be held periodically. Parents are encouraged to attend either of these times as their schedules permit.

1. Attendance will be required of all students.
2. Each student will demonstrate proper courtesy to the speaker.
3. There will be no unnecessary distraction of others.
4. Students will not be allowed to study during chapel or devotions.

F. Parent Orientation and Involvement

Covenant Academy expects active and substantial parental involvement in the education of all students. Therefore, parents will be asked to participate in the following activities:

1. Parent orientation sessions prior to the opening of each academic year
2. All scheduled parent/teacher conferences to discuss student progress
3. All scheduled parent/teacher information nights designed to better equip parents for their task and to enhance understanding of the parental role.
4. Daily monitoring and assisting with academic subjects as assigned by the classroom teachers
5. Parental workdays to assist with facility and playground maintenance
6. School fund-raisers

G. Dress Code

A student's appearance should reflect that formal learning is important enough to call for neatness in dress. To promote a serious academic atmosphere Covenant Academy has adopted a school uniform policy to which all students will be required to adhere. These uniforms are not covered by tuition and must be purchased separately. Please refer to the enclosed handout for details. For physical education classes students may wear uniform shorts, shirts, and/or warm- up suits.

Dress Code Violations:

Any student who arrives without being dressed in accordance with the dress code will be required to wear dress uniform the following day. If a child continues to come improperly dressed, he/she will be sent home until he/she can dress according to the dress code. Any classes missed because of dress code violations will be counted as unexcused absences. Any other discipline enacted due to dress code violations will be at the discretion of the attendance officer.

H. Tuition and Registration Fees

<u>Number of Students</u>	<u>Advance Payment</u>		<u>Monthly</u>
	<u>Yearly Tuition</u>	<u>Semester</u>	<u>(+ 10% fee)</u>
1	\$2950	\$1475	\$324.50
2	\$4750	\$2375	\$522.50
3	\$6200	\$3100	\$6820
4	\$7200	\$3600	\$792

Extra Care (before 7:45 or after 3:30)

1 child	\$7/ day	or \$25/week (in advance)
2 children	\$12/ day	or \$40/week (in advance)
3 children	\$15/ day	or \$55/ week (in advance)

Advance tuition payments are due and payable on the 30th of July for the first semester and the 30th of December for the second semester. If approved, parents may sign a non-interest-bearing promissory note for each semester's tuition and make monthly payments to the school. For those paying monthly, payments will be due on the 1ST of each month. A \$20 penalty will be assessed if payment is not received by the 10th day after the due date each month. Any account with an overdue balance remaining after one billing cycle (30 days past due) will be warned that enrollment termination is forthcoming. If the overdue balance remains unpaid after two billing cycles (60 days past due), the student's enrollment in Covenant Academy will be officially terminated and grades withheld until balance is paid in full.

Tuition for students beginning during the course of the year will be assessed according to the portion of each semester they will be attending. For example, a child who enters at week seven (7) in any semester would be attending 12 out of 18 weeks of that semester.

Parents withdrawing students after they have been in attendance for twenty days are responsible for the entire amount of tuition based on their week of enrollment. The intent of this policy is to discourage parents from withdrawing their children from school without legitimate reasons and to protect the school from enrolling families who may have such tendencies. Permanent records are considered the property of the school and may not be released or transferred if tuition or other fees are owed.

REGISTRATION FEE: A fee of **\$125.00** per student is to be paid by returning students when registering before **June 15th**. New students and returning students who pay after June 15th will pay a registration fee of **\$150** per student.

I. Non-Discriminatory Policy

Covenant Academy does not discriminate against any race or ethnic group in student enrollment or hiring policies.

J. Location

The academy is located at 503 Jackson Street, Morristown, Tennessee 37813.

K. Telephone Number

The phone number of the academy is 423-587-3247. The fax number is 423-586-6269.



Section III: Conduct and Discipline

A. **Biblical Standards of Behavior**

It is the desire of the administration and staff of Covenant Academy to establish and maintain high standards of behavior and discipline which reflect Biblical principles and the values of our church community. The Word of God is the primary source from which we draw the standards of behavior to which we expect our students to ascribe.

In examining Biblical standards of personal behavior, Peter clearly established our aim in I Peter 1:15: "Like the Holy One who called you, be holy yourselves also in all your behavior." Paul, in Philippians 1:27 states: "...conduct yourself in a manner worthy of the gospel of Christ..." A third example of standards of personal behavior is found in Paul's letter to Timothy. Paul instructs Timothy in I Timothy 4:12 to "let no one look down on your youthfulness, but rather in speech, conduct, love, faith, and purity, show yourself an example of those who believe."

We, therefore, encourage our students to exemplify excellence in their personal behavior, conducting themselves in a manner that is pleasing to the Lord. In establishing standards for the daily operation of the school, we seek to follow the pattern laid out in I Corinthians 14:40: "Let all things be done properly and in an orderly manner." In keeping with Biblical standards, classroom rules have been established and will be clearly communicated to each student.

B. **Disciplinary Enforcement**

It shall be the policy of the school to discipline students in private whenever possible. Ample explanation will be given when students are disciplined to foster personal growth and understanding. Emphasis in correction will be on the restoration of the child relationally to the Lord, to his classmates, and to the school staff.

Individual classroom policies and procedures will be outlined and clearly communicated to students by the teacher. In-class consequences for misbehavior could include: isolation within the classroom, writing exercises, loss of play time or break times, etc.

If a student fails to respond appropriately to disciplinary measures within the classroom, parents will be informed by note or by phone call of the exact nature of the problem and the consequences that have resulted. These could include writing assignments, a written and/ or public apology for misbehavior, detention, work duty, or other appropriate punishment at the discretion of the teacher.

When a child is chronically disobedient or disruptive in school, suspension may result. A student may be given In-school suspension and placed in isolation for a determined period. Whether or not the student will be allowed to complete assignments missed during in-school suspension will be decided by teachers and administrative staff.

When other means of discipline prove ineffective, when a student refuses to obey, or when a student is grossly disrespectful to teachers or other authorities, out-of-school suspension may be necessary. This is a much more serious consequence because it becomes a part of the child's permanent record, and it affects his/her academic standing. **For each class missed because of out-of-school suspension, a student will receive a zero as a daily grade.**

The school reserves the right to dismiss students should the need arise. The following are grounds for permanent dismissal:

1. Excessive absenteeism
2. Chronic behavior problems
3. Prolonged attitude problems
4. Lack of cooperation with school policies
5. Grades that reflect a lack of discipline and/or initiative
6. Failure to pay tuition fees.

Section IV: Basic Academic Policies

A. Faculty

All staff members of Covenant Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ. We endeavor to hire full-time staff members who hold at least a four-year college degree and have received appropriate training in their respective teaching fields. Covenant Academy is also fortunate to have the assistance of parents and other supporters who fulfill a variety of positions.

B. Facilities

The school is a ministry of Gateway Church and is therefore privileged to use its facilities.

C. Asbestos notification

It is required by the Environmental Protection Agency that we notify our school families each year that Covenant Academy has been inspected for asbestos and that no asbestos material was found.

D. Library Regulations

1. All books and other materials taken from classroom libraries must be checked out.
2. Books may be checked out for two weeks and may be renewed.
3. There will be a charge for books damaged beyond reasonable wear. Lost books must be paid for in full by the students.
4. Reference books, such as encyclopedias, are not to be taken from the school.
5. Books are not to be returned to the library shelves. They are to be returned to the teacher.

E. Curriculum

The basic student materials utilized in the school are materials published by the a variety of Christian publishers including A BEKA and BOB JONES. Each publisher provides quality Christian curriculum and instructional support materials that serve Christian teachers as an effective tool for use in meeting the educational needs of students. The math program for grades 1 - 12 is the Saxon math curriculum. Children receive instruction in Bible, language arts, math, social studies, and science as a core curriculum. Students who lose or damage their assigned books will be charged a fee to be decided by the teacher up to the full cost of replacing the book.

In addition to the core curriculum, electives and extra-curricular subjects include such courses as physical education, home economics, art, music, foreign language, and work-study programs. Extra curricular subjects may vary each year, depending on student need and available staffing.

F. Teaching Methods

Most instruction will take place in small groups following the pattern: 1) present and demonstrate, 2) work together (practice the concept, apply the concept, review, etc.), and 3) work individually to demonstrate what has been learned. Academic goals are established by the staff for each subject at each grade level. Students are required to adhere to classroom schedules for completion of all objectives except in the case of remedial or independent study courses for which individual goals and schedules will be set by the teacher.

Because we use a multi-level approach with several groups under the direction of a single teacher, it will be important for students to learn to work independently as well as cooperatively during each class session. We see this as a benefit for our students that will enhance their ability to learn and to take responsibility for the quality of their educational experience.

G. Reporting Student Progress to Parents

Reporting student progress is an important part of parent/teacher communications. The reporting process is meant to convey the amount of student growth of each student. Several reporting methods will be utilized and in each case the focus will be upon the individual, not the group, or a comparison with a group.

1. **Weekly Progress Reports:** The cumulative weekly progress report gives a listing of all the daily work and tests that have been completed through that week. This report is issued every Wednesday. Parents are encouraged to contact teachers if there are questions.
2. **Quarterly Grade Report:** The quarterly grade report reflects the numerical averages for each subject each quarter and the cumulative grade for the year.
3. **Conferences:** Parent conferences will be an on-going part of the school's reporting process. Parents are expected to attend scheduled conferences. Conferences may be scheduled at the request of either the parent or the teacher. Teachers will be available for conferences after each scheduled parent/teacher meeting.
3. **Parent Visitation:** Parents are encouraged to visit the school on an informal basis to observe their child in the instructional setting. ***Appointments should be made in advance so as not to inconvenience the teachers.***
5. **Achievement Test Growth Profile:** Growth profiles are graphic representations of student growth over an extended period of time. Achievement test scores form the database for this reporting. The Stanford Achievement Test will be given annually and graded by the Harcourt Testing and Evaluation Services.

H. State Approval

Covenant Academy is legally recognized by the State of Tennessee through its membership in the Tennessee Association of Non-Public Academic Schools.

Covenant Academy is classified by the state as a Category IV, Church-Related School, exempt from state accreditation. However, this in no way limits the quality of the educational experience that we offer. We endeavor to give our students the very highest level of academic training so that they are well equipped to further their education wherever they choose. Students planning to attend a college or university are accepted based on their scores on college entrance tests (SAT / ACT). Students seeking admission to a college or university who score less than 19 on any section of the ACT college entrance exam may be required to take a GED or remedial courses.

I. Graduation Requirements

Students completing the eighth grade and their parents will be asked to select a proposed course of study before the beginning of the freshman year. Students may select either a basic, general, or academic course of study. Students who plan to attend a college or university should pursue an academic diploma in order to meet college entrance requirements. An Honors Diploma can be attained by meeting the requirements for an academic diploma with a GPA of 3.5 or higher.

Students who transfer into Covenant Academy will be evaluated on the basis of their transcripts from previous schools, achievement test results, and placement testing in particular subjects. Taking these into consideration along with diploma requirements, parents and staff will formulate each student's Individual Educational Program.

J. Policy on Promotion and Retention

Students are required to master 75% of the curriculum assigned to pass any given class. If the final average for a given subject falls below 75%, that subject has been failed. **High school students must repeat required courses that they fail. Repetition of these courses will replace the failing grade for the first two classes failed only. After that the initial grade will be included in GPA calculations even if the course is repeated. Elementary and middle school students who fail three or more subjects have failed that grade level and will be required to repeat it.** Students who make below 80% in more than two subjects will be placed on academic probation for the following grading period. They will be required to raise their averages to above 80% in order to remain at Covenant Academy. High school students must accrue the necessary credits in order to receive promotions and to graduate. Tenth graders must have at least 6 credits; eleventh graders must have at least 13 credits; twelfth graders must have at least 20 credits; and students must have 26 or 28 credits to graduate depending on the diploma selected.

Students pursuing a vocational diploma may be evaluated on a less stringent grading scale (indicated on the permanent record) at the discretion of the administration and teaching staff as they formulate that student's IEP.

K. Policy on Dropping High School Subjects

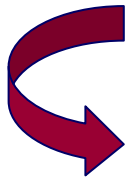
Courses may be dropped without penalty at any point up to half way through the course. No grade will be reflected on the permanent record.

L. Transfer to Public Schools

State Board of Education Rule No. 0520-1-3-.03 (11)

- a. Principals shall allow credit for work transferred from other schools only when substantiated by official transcripts. Students transferring from schools which are not approved by the Tennessee State Board of Education or by comparable agencies shall be allowed credit only when they have passed comprehensive written examinations approved, administered, and graded by the principal. Student scores from a recognized standardized test may substitute for the required comprehensive examinations.
- b. The examination administered to students in grades 1 - 8 shall cover only the last grade completed.
- c. The examinations administered to students in grades 9 - 12 shall cover the individual subjects appearing on the official transcripts. The examination for

subjects of more than one unit need cover only the last unit completed. A student transferring from one school to another may count for graduation one-half unit of credit in courses for which a minimum of one unit is required only if the course is not offered in the school to which he or she is transferring.



Section V: School Routines



A. Emergency School Closings

Emergency conditions may make it necessary to close school. In most cases, this will be due to snowfall which makes the roads impassable or unsafe. To make these closings less confusing for our parents and students, Covenant Academy will follow the lead of Hamblen County Schools on the first day of any weather related school closing. On the second day we will announce our decision regarding the closing of school. To learn about school closings or snow schedules, please refer to WBIR (channel 10) television news, twitter, or check the school's website for announcements www.mcoventacademy.net.

B. Field Trips

Field trips will be planned to supplement the basic curriculum and complement the study of particular subjects. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign these permission slips and return them to the school. **No student will be allowed to go on a trip without a signed permission slip.** Parents will normally be invited to participate in the field trips, but the supervision of the students will remain the responsibility of the teacher. The teacher will retain full right to exercise authority in the administration of supervisory or disciplinary measures on field trips.

C. Fire Drills

Throughout the school year, fire drills will be held on an unannounced basis. When the alarm sounds, all persons in the school building will file out in a quiet, orderly fashion following an established routine and exiting through a previously designated exit door.

D. Health Records

Students entering the school are to present an up-to-date immunization record.

E. Illness During School Hours

If a pupil becomes ill during the school day, he may be excused to go home by the administrative staff. Parents will be contacted in such cases and will be expected to come to the school to pick up their child. For this reason, it is important that the school have correct home, office, and emergency phone numbers for each family.

F. Lost and Found

All lunch boxes, supplies, and clothing should be labeled. All lost items found will be turned into the school office. Lost items which are not claimed by the end of each quarter will be discarded.

G. Lunch Program

Students will need to bring a lunch to school. Drinks from the Coke machine are \$.75 / 12 oz. drink and \$1.50 / 16 oz. drink. Pizza may be provided at reasonable prices once or twice per week for those who are interested in purchasing it.

H. Medication

Parents are asked to consider the potential danger of having students bring medication

to school. The school recognizes that medications are justified in chronic health conditions and short-term acute medical conditions, but no medication will be administered without the permission of a parent or physician.

I. Parent Visitation

Parents are always welcome to visit the school. However, preschool children and visiting school-age guests are not permitted to visit classes without the teacher's consent. Parents who plan to visit a classroom should inform the school office of their intentions by a note or telephone call.

J. Office Hours

The school office hours will be set at the beginning of the academic year. Parents will be informed what these hours will be. If it is necessary to contact the principal or a teacher at home after school, please do so before 9:00 p.m.

K. Parties

There will be several occasions for parties throughout the school year. Parents may be asked to furnish various items and help supervise the activities of the students.

L. Physical Education

All students will be expected to participate in physical education unless specifically excused at a physician's request. Guidelines for student dress during P.E. are included in the dress code handout which may be obtained from the school office. High school students are required to take physical education during their freshman and sophomore years. Students should label all P.E. bags and clothing. When necessary P.E. can also be taken as an independent class in which case parents will be required to keep a record of time spent in physical activity. Seventy hours equals one-half credit.

M. School Calendar

The school calendar will be set before the beginning of each academic year and distributed to the parents at the annual orientation meeting. In addition, the calendar is posted on our website.

N. Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within 45 days of making a written request. A request must be submitted to the administrator's office. Available records include grades, evaluations, and standardized test results. These records cannot be released to persons or institutions outside the school without written request of the parents.

O. School Colors and Mascot Name

The official school colors of Covenant Academy are maroon and gray. The mascot name is Warriors.

P. School Hours

School hours are from 8:15 a.m. until 3:15 p.m. Supervision of students will be provided from 7:45 a.m. until 3:30 p.m. **The school will not be responsible for students prior to or after that time.** All students arriving early or leaving late will be sent to Extracare and charged for that service.

Aftercare will be held at the ELC from 3:30 – 5:30, and fees will be assessed as follows:

1 child	\$7/ day	\$25/ week (in advance)
2 children	\$12/ day	\$40/ week (in advance)
3 children	\$15/ day	\$50/ week (in advance)

Q. Drop-off and Pick-up Site

Children arriving between 7:45 and 8:15 each morning should check in with the attendance officer on duty in Myers Hall so that attendance may be recorded and uniforms and folders checked. After 8:15, students should fill out tardy slips and take them to their teachers. Students will be brought by their teachers to Myers Hall at 3:15 and will be called to cars or picked up by parents from there until 3:30 when they will be sent to Extracare. Parents are asked to refrain from coming to classrooms in the afternoon unless they have a scheduled appointment with a teacher. Our teachers have very little planning time and need these few minutes in the afternoon to help prepare for the following day. Parents who wish to collect their children without coming in should enter the parking lot from the Louise Street entrance and circle around the main parking lot to exit on Jackson Street. Their children will be sent to meet them at the end of the covered walkway that leads to the main parking lot. **Please do not pull into the staff parking area to pick up children.**

R. Athletic Programs

Covenant Academy views athletics as an extra curricular activity and a parental responsibility. Any athletic programs available must be initiated and promoted by the parents. Student participation in sports is optional. Those students participating may be asked to purchase other athletic outfits in addition to the outfit required for physical education classes.

S. Student Injury

The staff of Covenant Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf.

T. Student Transportation

Primarily due to cost and liability factors, Covenant Academy does not provide transportation to and from school. Assistance will be given to help establish "car pools." Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

U. Telephone Calls and Messages

All telephone calls and messages to students or teacher must be directed to the school office. Students are not permitted to use the telephone (including cell phones) without permission during school hours. Emergency messages will be relayed to parents by the staff.

V. Clubs

Each year MCA attempts to offer a variety of clubs for the purpose of fellowship, enrichment, and service. The number and types of clubs available depends on the involvement of parents and other volunteers.

W. Honors and Awards

At the annual Honors Night at the end of each school year, MCA recognizes those students who have excelled academically and in other areas. Honor graduates are recognized at graduation. To be valedictorian of a class the student must have the highest GPA (at least 3.75) of the class; to be salutatorian the student must have the second highest GPA (at least 3.5).

X. Senior Class Trip

Near the end of each school year, MCA may sponsor a senior trip. The trip will be ministry / service oriented or educational as well as providing the seniors an opportunity for fellowship, cultural and social enrichment, and enjoyment. The trip will not be mandatory, but is planned as an extra curricular activity to foster maturity and fellowship. Parent sponsors for fund-raising and chaperones will be needed.



ENDING REMARKS

Many institutions take the position that their responsibility to the student does not go beyond academic work or "school hours." We at Covenant Academy do not take such a position. Therefore, if a student's actions outside school negatively affect the student body, the school reserves the right to discipline or dismiss the student.

Parents who make the decision to send their children to Covenant Academy thereby agree to accept the standards, principles, and requirements set by the school. We are looking for parents and students who, in addition to seeking a quality education, are committed to being valuable assets and resources to the school. We appreciate the confidence you show in us by placing your children under our care to guide and teach them socially, academically, and spiritually.