

Covenant Academy



Parent/Student Handbook for Elementary Grades

Revised August 2009

Covenant Academy
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www.covenant-fellowship.org/ca

Dear Parents and Students,

Welcome to Covenant Academy and Covenant Fellowship Church! Thank you for choosing us to educate your child/children. We hope that you and your child/children will be happy here and feel at home. Our goal is to provide a quality program to nurture each child's physical, mental, spiritual, social and emotional development. As we continue to grow we are working diligently to ensure that this growth is done in a controlled manner where the safety and well being of the children who are under our care is our first priority.

If you have questions or concerns please discuss it with the Director, a staff member or drop it in our Suggestion Box.

Thank you for sharing your child with us!

The Covenant Academy Mission

Empower students to be a positive influence in this world by providing an education that combines superior academics with sound Biblical truth.

Train a child in the way he should go, and when he is old he will not turn from it.

-Proverbs 22:6

What to expect at Covenant Academy (CA)

- A child first approach that provides a loving, nurturing, respectful environment
- A safe, clean, modern facility
- A program that encourages interaction and provides education, not just entertainment
- A curriculum that feeds the mind and the spirit and goes beyond basic skills required by the State of Tennessee

THE PURPOSE OF THIS HANDBOOK IS TO PROVIDE STUDENTS AND PARENTS WITH POLICIES, PHILOSOPHIES, AND INFORMATION CONCERNING COVENANT ACADEMY. IN THE EVENT SITUATIONS OCCUR THAT ARE NOT COVERED IN THIS HANDBOOK, THE COVENANT ACADEMY BOARD OF DIRECTORS HAS GIVEN THE DIRECTOR FINAL AUTHORITY. THE COVENANT ACADEMY BOARD OF DIRECTORS RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME

Accreditation

CA is currently working toward accreditation by the Southern Association of Colleges and Schools (SACS). CA holds a Category 1 General Education Rating from the Tennessee Department of Education.

Academics

An academic program is offered through the traditional approach to learning which places strong emphasis on the Bible, language arts, social studies, science, and math. Curriculum is chosen to exceed the guidelines set forth by the Tennessee Department of Education. Teachers are encouraged to use innovative ideas, methods, and/or techniques that are uniquely his or her own. Field trips, resource people, interactive classroom activities, and individualized projects all affirm our belief that learning is best accomplished by doing.

Accident Insurance

If an injury occurs at school (or at a school-related activity) that results in a visit to the doctor, etc., a written claim needs to be filed within ninety days. Please contact the Office if such an accidental injury should take place. **This coverage is supplemental to any medical or hospitalization coverage the parents may have on the child.**

Admission and Enrollment

Applicants who qualify academically are admitted on the basis of the number of vacancies in each grade level without regard to gender, race, color, creed, national, or ethnic origin. There is no discrimination in the administration of our educational policies, scholarships, athletics, or other school-administered programs.

The following priority system has been adopted for admitting students into CA:

1. Students enrolled in the Pre-K class at CA who apply for admission on or before the application date of the year they plan to begin Kindergarten.
2. Siblings of current students at CA who apply for admission on or before the set application date.
3. Children of Covenant Fellowship Church members who apply for admission on or before the application date established for church members.
4. All other children and members of the above groups who fail to meet the listed deadlines will be evaluated in the order their applications were received.

The CA Board establishes application dates each year and they are available from the school office as soon as they are set each year. The enrollment process originates with an application and a non-refundable application fee.

Final acceptance is based upon:

1. Most recent Report Card, achievement testing, and/or readiness testing (kindergarten applicants only),
2. Date of application, and/or
3. Personal interviews with parents and children.

The school reserves the right to refuse admission or request the withdrawal of any student who is considered disruptive, in conflict with the rules set forth by the school, or who had special needs that cannot be adequately addressed in the normal classroom environment.

Any student enrolling at CA must present an updated Permanent Tennessee Certificate of Immunization.

Attendance – Absences

A full day is defined as a minimum of 3.5 hours. Students must be present for a full day on 90% of the days that make up the school calendar each school year. This includes both excused and unexcused absences. Students who fail to meet this requirement will not be promoted to the next grade.

Absences are discouraged but will be recorded as an excused absence for personal illness, family emergencies or **PRE-APPROVED** extra curricular activities. Upon returning to school, a **written** explanation of the absence must accompany the child. If a student is absent due to illness for more than 3 consecutive days, a doctor's excuse will be required. Failure to provide written explanation of **ANY** absence will result in the absence being recorded as unexcused.

Chapel

Each week a Chapel Service will be held for CA students. All students are expected to attend. Parents are encouraged to attend the Chapel Services with their children. Please refer to the Dress and Grooming section for the dress code requirements.

Closing Policy

CA does not 'bank' snow days during the year and for that reason we will not necessarily close when Warren Co. schools close. In the event that CA is closed for any reason, we will announce it on local radio/TV stations. Any days missed during the school year will be made up later in the year. Parents may also choose to participate in our text messaging system that will send a text message or e-mail to the cell phone or email accounts of their choice. A sign up sheet for the text messaging system is included in the registration packet or it may be picked up in the school office.

Communication

Parents are encouraged to be closely involved with the school. Parents and teachers may request a conference at any time. Two formal conferences will be scheduled each year on Parent Conference Days and all parents are expected to attend. If you have an issue or concern, please make an appointment to discuss it with your child's teacher. This will insure that your issue or concern is addressed in a way that does not disrupt classroom activities.

Teacher will keep parents informed of student progress and classroom activities through weekly newsletters. **PLEASE READ ALL LETTERS CAREFULLY.** We suggest that you keep these letters in a prominent location in your home for reference.

Conduct

Students at CA are held to a high standard of personal conduct. All students are expected to treat each other and the staff members with respect.

Each classroom teacher has been empowered by the Board and the Director to implement a system of discipline that will maintain order and facilitate an environment that encourages learning. Whenever warranted the classroom teacher may include the Director, the student's parents, and/or appropriate members of the Board. Disciplinary actions range from simple correction to expulsion depending on the nature of the offense and the attitude of the student. Parents will be contacted regarding any of the following major offenses:

- Physical or verbal abuse of staff or other students
- Possession of a weapon on school property
- Significant(> \$100) intentional damage to school property

- Disrespect toward staff or other students
- Smoking or other substance abuse

Each student is expected to be responsible for his/her own belongings. Students may need assistance walking to the classroom for the first few days of school or if special projects are due, etc. In order to develop responsibility in your child, please encourage your child to enter the building and report to class on his/her own accord after the first two weeks of school. Students need to develop independence in remembering homework assignments and other items needed for school each day.

Students are expected to give reasonable care to the textbooks and materials furnished by the school. Parents will pay replacement costs if any damage to school property occurs.

Students should not bring any electronic device (cell phone, pager, game, etc.) or any toys with them to school.

In accordance with Tennessee Law – Title 49 Education 49-6-4103 which states: “*Any teacher or school principal may use corporal punishment in a reasonable manner against any pupil for good cause in order to maintain discipline and order within the school*”, Covenant Academy reserves the right to implement corporal punishment when deemed necessary by a teacher or the CA director.

Discounts

All families with multiple children in grades K and above will pay full tuition on the oldest child and receive a 10% tuition discount on each additional child enrolled in grades K and above. This discount does ***not*** apply to siblings enrolled in Covenant Academy pre-school classes.

Dress and Grooming

Covenant Academy has adopted a dress code with a specific uniform required for chapel days. Please refer to the CA Dress Code Guide for information on the dress code.

Students who are dressed or groomed in an inappropriate manner will be sent home to correct the situation. The CA Director or her designee has final authority on all decisions regarding the appropriateness of a student's attire and grooming.

Drop off / Pick-up

All students should be dropped off between 7:30 a.m. and 8:00 a.m. Students are considered tardy if they are not inside the doors of the school building at 8:00 a.m. (see the Tardiness section of this document for more information). All elementary students will be dismissed at 2:30 each day. If your child is not picked up by 2:45, he/she will be sent to Extended Care and the extended care fee will apply. A traffic and parking plan is provided at the end of this handbook indicating the locations for drop-off and pick-up as well as the traffic flow around the school building.

Please notify your child's teacher if a situation arises that affects who may/may not pick up your child.

Emergencies

If there are any changes to the emergency contact information provided at registration, it is the parent's responsibility to ensure that the new information is provided to the school office and the student's teacher.

In the event of an emergency, parents will be contacted as soon as the situation allows. The medical release form signed by the parent upon registration will be used to admit your child to the hospital if the parents or those authorized to act in their behalf cannot be reached. Any time a

child is injured at CA, an accident report will be completed by the teacher and left for the parent to read and sign.

CA has an evacuation plan for each classroom. Fire and tornado drills are conducted periodically to ensure that this plan is carried out quickly and safely.

Extended Care Program

Morning Care is available from 6:30 A.M. - 7:30 A.M. The charge for Morning Care is \$2.00 per day regardless of the amount of time each day.

Afternoon Care is from 2:45 P.M.- 5:30 P.M.. The charge for Afternoon Care is \$6.00 per day regardless of the amount of time each day. Additional fees will accrue if a child is not picked up by 5:30 P.M.

Field Trips

Field trips are an integral part of a school's curriculum. They are planned by the faculty and approved by the Director. A permission slip that outlines the itinerary for the field trip will be sent home with your child at least one week before the trip.

We appreciate parents joining us on field trips as chaperones. When parents do chaperone a trip, it is for assisting in the supervision of students. We request that no sibling go on field trips without permission from the teacher.

Fund Raising

The tuition and fees that you pay are only sufficient to cover the costs of operating CA on a day to day basis. Equipment/Furniture upgrades and replacement must be paid for with funds generated over and above tuition and fees. The first major fundraiser is a food booth at the Warren County A&L Fair held the 2nd week of September each year. All parents are required to work in the Food Booth during Fair Week for each child enrolled at CA. All hours worked go toward the Parent Involvement Hours (see Parent Involvement section for more details). In addition to the Fair Food Booth we hold a golf tournament and a spring festival. Once the details for these events are finalized each year we will send a letter home. In addition to these major fundraising events, several small events may be scheduled throughout the year.

Grading

Kindergarten students are evaluated on how much the student displays the mastery of the required skills and concepts. 75% and up is considered mastery.

Beginning in 1st grade students are evaluated using a system of letter grades. Report cards are sent home at the end of each grading period (approximately 9 weeks). Sample report cards are available for your review.

Progress Reports are sent home at the midway point in each grading period. This informs the parents of grade averages and allows time to bring up deficient grades.

Health Policy

We require each parent to complete a child health record to be kept on file with all immunizations listed. This must be updated as new immunizations are received.

A healthy environment is of utmost importance at Covenant Academy. Our health policy must be **strictly** enforced in order to maintain such an environment. We **will not** keep actively sick students and it is the parent's responsibility to make alternative arrangements in the event of illness. If any of the following symptoms are present, we ask that parents take the listed appropriate action before allowing their student to return. Also, if the following symptoms are

noted during school, the parent will be contacted and the child must be picked up **within one hour** from the time the parent is contacted. If the parent has not arrived within the hour, the next person on the emergency list will be contacted.

Fever

Fever of **101 degrees** or higher

Student **cannot return** until he/she has been free of fever for 24 hours **without the use of fever suppressants** and has the ability to participate in group activities.

Vomiting

If your child has had more than one episode of vomiting he/she should not be sent to CA. We will contact the parent after **one** episode of vomiting at school.

Once child has been sent home for vomiting, he/she should not return until he/she is free of vomiting **and all accompanying symptoms AND** is eating normally.

Diarrhea

If your child has increased frequency of stools, loose/watery stools or if child cannot reach bathroom in time – **DO NOT SEND THEM TO SCHOOL**. We will contact parents after two episodes of diarrhea.

Child **cannot return** until diarrhea has stopped **AND** the child has had a normal bowel movement (without the use of anti-diarrhea medication).

Please note – if the diarrhea is the result of **medication, teething or allergies**, we must have a doctor's note stating this **before** the child can return to school.

Conjunctivitis (Pink Eye)

If eyes are red with drainage we will contact parent to pick the student up from school.

Eyes must be without significant drainage and treatment (antibiotic drops) must be in place for 24 hours before child is allowed to return.

Rashes

If ANY rash develops during school we will contact the parent.

We will not require a doctor's note for chicken pox, but will perform a check to make sure all lesions have crusted over before child is allowed to return to school.

We ask that if we contact you regarding a rash, that you have it checked by a doctor. **Doctor must verify that it is not contagious before the child is allowed to return**. Please send a signed doctor's statement including the diagnosis and proper treatment.

Runny Nose and Coughing

We understand that runny noses and colds are a normal part of childhood. However, if the symptoms persist for 5 days, we will require a doctor's note before the child may return to school.

If the runny nose and /or cough are the result of allergies, the doctor must verify this before the child is allowed to return to school.

Possibly Severe Illness

Persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, inability to participate in group activities, not eating or drinking as normal.

We reserve the right to contact the parent for child to be picked up if any one or several of such symptoms are noted. We also reserve the right to require a doctor's statement before allowing child to return to school for any reason we deem necessary.

Scabies/Head Lice

Any infestations of this nature do not require a doctor's care. However, we require students to be picked up from school if such infestation is discovered.

Child will not be allowed to return for 24 hours After treatment and is free of nits. In the case of scabies, child must also be free of active bleeding scratches.

Strep

Strep throat, scarlet fever, or other strep infections – These infections generally accompany a fever, and therefore, our policy regarding fever also applies (see above)

Child may return after **24 hours of treatment** has been initiated **AND** child is free of fever without use of medication.

In addition to the above, we will require a doctor's statement if the child has undergone surgery or been hospitalized before the child is allowed to return to school.

We understand children get sick, but we must maintain the safety and well-being of our students. Please take our health policy seriously, and help us maintain a healthy environment for all.

Medications will be administered only with a signed doctor's statement. That statement must include the medication, route, dose, and frequency to be given. A beginning and ending date must also be included on the statement. If the beginning and ending date are more than 2 weeks apart, another statement must be obtained from the doctor. A medication request form must be completed by the parent and kept on file. The request and statement are only good for a period of two weeks. After that time, a new statement must be received for medication to continue. If the child has a chronic allergy or illness requiring on-going treatment(such as the need for an epi-pen or nebulizer), please let the director know, and these situations will be dealt with on a case-by-case basis.

As a courtesy to all of the parents at the school, please notify your child's teacher if anyone in your household develops a contagious condition such as flu, pneumonia, chickenpox, measles, lice, RSV, etc.

Homework

The purpose of homework is preparation for class and reinforcement of skills taught in the classroom. Daily homework is intended to be returned the following school day. Different

students will need varying amounts of time to complete homework assignments. If your child seems overburdened, please schedule a conference with the teacher to discuss the situation.

Lunch

Lunch is available to all students. The current lunch price is listed on the CA website under Resources .. Fee Schedule. The lunch price will be set by the CA Board and it will be reviewed at least annually. Should any changes be made to the lunch price you will be notified at least one month in advance. A menu will be sent home monthly. Students may bring lunch if they prefer. Please do not send lunch items that require heating or drinks containing caffeine.

Parent Involvement

Parents are an integral part of CA and we welcome your ideas and suggestions. The Parent Advisory Team (PAT) has been established to provide coordinated parent input into the school and to support special activities at the school. The PAT holds meetings throughout the school year.

All parents of CA students are required to volunteer a number of hours each year in support of the school. The number of hours required is determined using the table below.

# of Children from household enrolled at CA	Hours required if receiving any amount of scholarship from CA	Hours required if not receiving scholarship from CA
1	10	8
2	16	12
3	22	16
4	28	20

A parental involvement contract as depicted below must be completed during registration for each family.

COVENANT ACADEMY PARENTAL INVOLVEMENT AGREEMENT

THIS AGREEMENT is made as of _____[date] between COVENANT ACADEMY and _____ parent/guardian (*referred to as parent in remainder of this document*) of (list all students from household) _____ (*referred to as student in remainder of this document*).

1. Quantity. Parent agrees to volunteer ___ hours of service (based on chart in Parent Involvement Section of the CA Elementary Parent Handbook) in support of Covenant Academy in the name of the student(s) listed on this contract.

2. Scheduling. All Parent Involvement hours must be performed at or in service of the CA Food Booth at the Warren County Fair. In addition to Fair Week, there will be scheduled work days in the weeks leading up to the Fair where volunteer hours will be counted. The dates and times of work days will be announced. Sign-up sheets for the different jobs at the Fair Booth will be placed in a designated location for at least 3 weeks

prior to the Fair. A flyer listing the location of the sign-up sheets will be sent home with your student(s).

3. **Deadline.** All hours must be completed by _____ (the Sunday immediately following the closing of the Fair). All service hours not completed by the Deadline date shall be subject to the Penalty clause of this agreement.

4. **Substitutions.** Parents may use substitutes to meet their service hour obligation. Substitutes must designate which family they are working for when they sign in at the Food Booth. There is no requirement regarding the relationship between the parent and the substitute.

5. **Covenant Academy Employees.** Covenant Academy Employees shall not record service hours for any time in which they are compensated by Covenant Academy.

6. **Penalty.** A financial penalty of \$25 per hour shall be assessed for each Parent Involvement hour that has not been performed by the deadline date shown in this agreement.

7. **Liability.** By signing this agreement or by signing in on a timesheet the performer (parent or designated substitute) acknowledges that all services performed are performed at the individual's own risk and that all rights to claims against Covenant Academy, Covenant Fellowship Church, as well as all employees and agents thereof are waived.

8. **Complete Agreement.** This agreement contains the entire agreement between the parties with respect to the matters covered. No other agreements, or representations, oral or written, related to the subjects covered in this document, shall be considered valid. Both parties agree that they are entering into this Agreement solely on the basis of the representations contained herein.

9. **Disputes.** In case of any dispute related to this agreement, both parties agree to abide by the decision of a Christian Arbitrator

10. **Administration.** The Covenant Academy Board shall appoint a representative to oversee the parent involvement program to be called the parent involvement coordinator. The parent involvement coordinator will review the timesheets for all events and approve all parent involvement hours. Inquiries about your individual balance should be submitted to the parent involvement coordinator in writing via your child's teacher.

All required hours must be completed at the Fair Food Booth, however the events listed below will occur during the school year and your participation and assistance will be greatly appreciated:

- CA Golf Tournament
- Spring Fling
- Christmas Parade Float

- Viola Homecoming Float
- CA work days

Parties

Parents are invited to attend all school parties. The weekly newsletters sent home with your child will provide details about all classroom events.

Invitations to birthday parties etc. may only be distributed at school if the entire class is invited. If you wish to bring refreshments on your child's birthday please coordinate this with the teacher ahead of time.

Scholarships

A limited number of scholarships are available each school year. Scholarship awards are based on financial need, classroom performance, and behavior. Scholarship applications are available in the school office. Scholarship recipients must re-apply for a scholarship each year. Additionally scholarship recipients must complete the school year with a 'C' or better average (75% mastery for Kindergarten students) and must receive a favorable disciplinary evaluation from their teacher to be eligible to renew their scholarship.

Special Education

Since CA does not offer Special Education, we cannot always meet the needs of every child. There are certain circumstances in which special needs may be met in the regular classroom, but if the teacher and Director determine this placement is not adequate for the child's needs, the parents will be asked to withdraw the child.

Tardiness

All CA students are expected to be in the school building by 8:00 a.m. Any student not in the school building by that time will be considered tardy and must obtain a tardy slip from the office.

After a student has accumulated five tardy slips during the school year, each subsequent tardy (6, 7, 8, ...) will incur a fine of \$25 levied against his/her account. This fine must be paid within three (3) school days of the occurrence or the student will be suspended until the fine is paid.

Traffic and Parking

Appendix A of this handbook is a Traffic and Parking Plan for the school building. This plan shows the designated areas for dropping off and picking up students as well as the traffic flow for the property. To ensure the safety of your student, yourself, and our staff please follow the traffic flow indicated on the plan and obey the direction of the staff members overseeing the afternoon pickup.

Tuition Payments /Late Fees/Unpaid Balances

Tuition installments should be received by the 10th of each month. A late fee of \$25.00 per student will be charged for any installment not received by the 15th of each month. There is also a \$30.00 fee assessed for returned checks.

The parents of any student who withdraws after being enrolled for more than five days in the school year will be responsible for payment for the tuition for the balance of the school year, in addition to any other charges that may be due. Your registration fee is non-refundable.

All tuition, late fees, and other accounts must be paid in full before report cards or transcripts can be released. Additionally you will not be able to register your child(ren) for the next school year if you have an outstanding balance.

Anytime charges are incurred that make your outstanding balance greater than \$750, all students from your household will be suspended until arrangements are made to get your account current.

Visitors

As parents you are always welcome to visit. Visits lasting more than 2 hours or visits by anyone other than a parent must be coordinated with the Director and your child's teacher in advance.

CA Traffic/Parking Plan

