

# COVENANT HEART ACADEMY



## PARENT/STUDENT HANDBOOK

# TABLE OF CONTENTS

All forms contained in this handbook are for reference only and are not to be removed.

<b>Table of Contents</b>	<b>2</b>
<b>Section 1: Philosophy and Operation</b>	<b>3</b>
Covenant Heart Academy Statement of Faith	3
School Philosophy	4
Educational Roles and Responsibilities	5
Principles of Operation	6
Covenant Heart Academy Board	6
<b>Section 2: Admissions and Registration</b>	<b>7</b>
Admissions Policy	7
Divorce or Separated Parent Policy	8
Withdrawals	9
<b>Section 3: Educational Policies</b>	<b>9</b>
Student Conduct, Relationships, and Discipline	9
Textbook Policy	11
Homework Guidelines	11
Reporting Student Progress	12
Parent-Teacher-Student Conferences	12
Promotion and Retention	12
Permanent Records	13
Testing and Guidance Services	13
Questionable Content Policy	13
Field Trip Policies	13
<b>Section 4: Administrative Policies</b>	<b>16</b>
Meeting Commitment of CHA School Parents	16
School Day Schedule	16
Attendance Policy	16
Tardy Procedure	17
Arrival and Pick-up Policy	17
Emergency Weather and Closing of School	18
Citizenship	18
Dress Code	18
Immunization	19
Use of Medications	19
Accident and Injury Procedures	19
<b>Section 5: Financial Policies</b>	<b>20</b>
Financial Structure	20
Tuition Rates and Fees	20

## ***Section One: Philosophy and Operation***

### Covenant Heart Academy Statement of Faith

1. We believe that the Bible is the only Word of God consisting of the 66 books of the Old and New Testaments, is verbally inspired of God, inerrant in the original writings and that they stand exclusively with no additions and are the supreme and final authority in faith and life.
2. We believe there is only one Living and True God eternally existing in three persons—Father, Son and Holy Spirit, the same in substance, equal in power and glory.
3. We believe that Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary, and is true God and true man, and as such He lived a perfect sinless life.
4. We believe that man was created in the image and after the likeness of God, that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God; and that all human beings are born with a sinful nature which is enmity against God, and in the case of those who reach moral responsibility, become sinners in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood and righteousness.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest, Advocate, and the **only** Mediator between God and man.
7. We believe in the personal and bodily return of our Lord Jesus Christ to set up His kingdom upon the earth to reign in righteousness and justice.
8. We believe that salvation is by grace through faith, and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God and that the indwelling of the Holy Spirit is available to all believers.
9. We believe there are two sacraments, Baptism and the Lord's Supper, which are divinely enjoined upon all Christians. Without merit in themselves, they provide an expression of faith regarding the believer's identification and fellowship with Christ.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.
11. We believe the church is the body of Christ. Its mission is to make the gospel known to every person and to teach those who become disciples all things which Jesus commanded so that they may adequately serve Him.
12. We believe that the covenant of marriage exists only between one man and one woman and that the Bible expressly forbids homosexuality.

## Philosophy

Covenant Heart Academy exists primarily as a ministry of Protestant evangelical Christian parents and teachers to their covenant children. We believe God has given parents the responsibility for educating their children, and thus the school is to function as an extension of the home. Covenant Heart Academy supplements what is learned at home by teaching love and obedience to God, by pursuing academic excellence, and by developing Christian character and social graces. Young children need to spend most of their time at home in order to internalize family values, to learn by working, experimenting, and observing within the home and God's creation. Parents should take the primary role in the educational experience. We believe man can have a personal relationship with God and have eternal life through Jesus Christ, God's only Son, the second person of the Trinity. Jesus said in John 14:6, "*I am the way, and the truth, and the life; no one comes to the Father, but by me*". We believe that Jesus Christ is the truth, the way of salvation and relationship with God, and the way of eternal life. This good news will be shared with the students of Covenant Heart Academy. It is our deepest desire that each student develop a true and meaningful relationship with God through Jesus Christ our Lord. We believe that all truth is God's truth, and God has inerrantly and infallibly revealed His truth exclusively in the Bible. This truth is the foundation for all aspects of our school. God's truth should be integrated into a balanced curriculum in such a way that students will learn Christianity as a way of life. The development of godly character takes precedence over the accumulation of knowledge. **The ultimate goal of Covenant Heart Academy is to teach its students to glorify God and to enjoy Him forever.** We believe that content and teaching methods grow out of definite philosophies and religious beliefs. Since God gave His people the responsibility of subduing this world, the study of history, science, math and all areas of knowledge is a Christian endeavor to be pursued from a perspective that gives reverence to the Creator. We believe that God gives different gifts and even the same gifts in different measure. Since every child is different, individual attention should be given to each student based on spirituality, maturity, intellectual capacity, and learning styles. Students should work to understand and apply useful knowledge and skills in order to become better persons and to serve Christ by serving others. We believe godly teachers perform a most honored and vital ministry in the education of our children. The teacher represents the parent at school and should direct the students to submit to the truth and love of Christ. Teachers and parents will work in harmony in educating the children. The teacher should love to teach, love the children, and desire to continually grow in his or her ability to teach creatively. Creative thinking should be fostered by the teacher but always focused toward the truth and love of Christ. The teacher is a role model and should desire the grace and lordship of Christ to be demonstrated in his or her life. We believe that prayer is vitally important as we seek to support one another and aid our children in their spiritual,

emotional and academic growth.

## The Educational Roles and Responsibilities of Teachers, Parents and Students

We believe that teaching methods are not neutral but rather grow out of definite philosophies and religious beliefs. Under the guidelines of biblical direction, a school's methodology of education is determined by three important factors—the nature of the child, the role of the parent, and the role of the teacher.

### *The Child as a Learner*

We believe that the basic nature of every person, whether child or adult is a sinful one, needing to be renewed through a personal relationship with Jesus Christ. At the same time, all mankind was created in the image of God, giving them pre-eminence over all created beings. In short, all children are special in God's sight. Yet until their eyes are opened by the Holy Spirit, their education will be partial in understanding. Due to the complexity of human nature, not all children learn to the best of their ability using the same methodology. Since every child is different, individual attention must be given to each student based on spirituality, individual maturity, and intellectual capacity, using a variety of methods.

### *The Teacher as a Parent*

We believe that the role model of a teacher is an important one. For this reason, much attention will be placed on the qualification of teachers. We will choose only teachers who exhibit a lifestyle worthy of being a model to students and who genuinely love their work and their students. We believe that a Christian school should provide a high standard of education. In order to assure this, all faculty must pass qualification standards both educationally and spiritually. We believe that the teacher must be in close contact with the parents of his/her students and be able to operate in a parental role in their training and discipline; therefore, the teachers will distribute a weekly parent letter.

### *The Parent as a Teacher*

We believe that the parents have the ultimate responsibility and authority for the education of their children (Deuteronomy 6, Ephesians 6:4). Consequently, we believe that the school does not have the right to undermine the authority of the parent. However, as long as the child is enrolled, it is important that the parents work in cooperation with the teacher and submit to school policies. Because we do believe in the ultimate responsibility and authority of the parent and because the parent plays the most significant role in determining the student's spiritual character, academic capabilities, social convictions and physical conditioning, we have designed

our teaching methodology around the parent role model. In order to assure the adequate involvement of parents in their child's school education, parents are asked to support and comply with the requirements of the *Family Commitment Agreement* of Covenant Heart Academy.

## Principles of Operation

These principles describe how our philosophy will be implemented at school.

1. We require the parents of a child attending the school to uphold the tenets and of our statement of faith and to behave accordingly.
2. We believe that young children should spend as much time at home as possible; therefore, our school weeks are shorter than a traditional school. By allowing our younger children more time at home, they will be allowed more time to internalize family values. Our school hours are Tuesdays, Wednesdays, and Thursdays from 8:30 to 3:30.
3. Parents will take an active role in the educational experience. Parents are required to assist the teacher for special projects and events when needed, and coordinate or drive as needed for at least one field trip per year. Upper grade parents may also be asked to teach exploratory classes in subjects or areas where they can impart knowledge gained from experience. Parents in all grades are required to substitute teach in their child's classes as needed. This responsibility will be distributed among all the classroom parents.
4. The ultimate goal of Covenant Heart Academy is to teach our students to glorify God and enjoy Him forever. We want the educational experience of the child to be positive and exciting so that he/she may enjoy and experience God as he/she is learning. Hence, we will seek to stimulate the child's imagination and love for learning throughout his/her education.
5. Because of the definite educational benefits, our philosophy requires that the number of students per class remain quite small.
6. In grades K - 2 we believe that numerical percentages and letter symbols are not the best form of student evaluation. This type of grading may cause students to work for grades rather than goals. Instead of working to understand useful knowledge and skills, students may become too distracted over the importance of grades. Students will be tested and evaluated for performance and competency. Because of the close parent-teacher relationship, parents will be informed continually about their child's strengths, weaknesses, areas to work on, etc. In grades 3 and above, proper use of grading may act as a motivation and standard of objective assessment of student progress. Even here, however, we recognize the inability of grades to fully evaluate the effort and achievement of children created in the image of God.

Covenant Heart Academy Board

Covenant Heart Academy functions under the authority of a volunteer Board composed of 5 to 7 members who have been appointed by the Fresh Oil Ministry of Christ, Inc. Board of Directors.

The Covenant Heart Academy Board is responsible to uphold the unique philosophy of our school. Anyone who agrees to serve must commit himself/herself to uphold the CHA Philosophy, Statement of Faith, Family Commitment Agreement, and Code of Discipline. The Board delegates authority to the classroom teachers and the school administration.

The Board is responsible for setting school policy and for overseeing the general operation of Covenant Heart Academy.

Parents are expected to use the proper channels of communication when expressing a concern about a classroom problem. The classroom teacher should be the first person contacted and with whom an attempt is made to remedy the problem. After this step has been taken and if no solution can be found, the Principal should be consulted in a meeting with parents and teacher in order that parent, teacher, and principal can lovingly apply his/her perspective, in an attempt to find a solution to the problem. The Board can be consulted if no satisfactory solution is reached. In general, the Matthew 18 principle is expected.

## ***Section Two: Admissions and Registration***

### **Admissions Policy**

1. Covenant Heart Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.
2. This school exists primarily as a ministry to covenant children. The school reserves the right to deny admission to a child if his ability, behavior or emotional development indicates that he would not be best served by our school program. Testing for readiness for the child's entrance grade may be required before acceptance.
3. A written application for enrollment and an application fee must be submitted.
4. Since our class sizes are kept quite small, maximum enrollment can be reached quickly. The application process begins upon receipt of the application packet and application fee. The process includes grade readiness testing and an interview with the admissions committee. We reserve the right to deny any student admission based on the admissions committee evaluation process.
5. A birth certificate and a certificate of immunization (or waiver form) for all incoming

students should be submitted to the school before the first day of the school year. These immunization forms can be obtained either from your doctor or the county health department.

6. Final admission to Covenant Heart Academy will be determined after all admission requirements are met. Notice of acceptance or non-acceptance will follow the interview sessions.
7. A 30-day and 90-day review will take place to evaluate the student's assimilation and progress at CHA.

### Divorced or Separated Parent Policy and Waiver Agreement

The purpose of this document is to ensure that there are no misunderstandings regarding the duties, responsibilities and participative ability of parents either separated or divorced with children enrolled at Covenant Heart Academy when the non-custodial parent has visitation privileges. This document must be read and signed each year of school enrollment to renew your understanding that our policy has not changed and to indicate your intentions regarding allowances of non-custodial parent participation.

Please provide the following:

Child's name to be enrolled as a student at CHA \_\_\_\_\_

Primary legal custodian of child named above \_\_\_\_\_

Non-primary custodial parent of child named above \_\_\_\_\_

Status of parents of child (circle one):

Divorced Separated Other (explain) \_\_\_\_\_

Covenant Heart Academy maintains the following policy regarding divorced and separated parents:

1. Applicant enrolling the student must have physical custody of said student, and, if the applicant is not the legal guardian, must have written and notarized permission to enroll the student.
2. The child being enrolled as a student must have his/her primary residence at the same address as the applicant.
3. Applicant must have primary responsibility for health care and related issues for the child being enrolled.
4. Applicant will be held responsible for all financial, parental, and volunteer requirements for the child being enrolled.
5. Non-custodial parents will respect the wishes of the custodial parent regarding school functions.
6. Parents who file for divorce or separate during the school year will immediately have a meeting with school staff to discuss the above issues.
7. If this situation results in it becoming necessary to withdraw your child during the school

year, written notification must be received in advance of the withdrawal date. Parents are responsible for paying the full tuition and fees for the academic year. Because the school's expenses are incurred on annual basis, the school cannot release parents from their financial obligation. All appeals must be expressed in writing to the CHA Board. In addition, records will not be forwarded to another school until all financial obligations have been satisfied.

## Withdrawals

If a parent chooses to voluntarily withdraw his child from CHA during the school year, written notification must be submitted to the administration. Tuition must be paid in full for the school year before student records will be released. After re-enrollment, if for any reason a parent chooses not to return to Covenant Heart the following year, there may be some financial obligation. If the next year enrollment is withdrawn before the end of the current school year, there will be no penalty. If withdrawal takes place after the last day of school but before the first day of the re-enrolled school year, matriculation fees as well as the first month's tuition are due.  
***Student records will be released when family accounts are paid in full.***

## ***Section Three: Educational Policies***

### Student Conduct, Relationships, and Discipline

#### **I. Covenant Communication**

The key to the covenant relationship with parent and teacher is communication.

The key to successful communication is awareness, sensitivity, and frequency.

The spirit of communication between parents and teachers should echo the spirit in Colossians 4:6 which says, "*Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone,*" and I Thessalonians 5:11 which says, "*Therefore encourage one another and build each other up, just as in fact you are doing.*"

#### **The Matthew 18 principle (Matthew 18:15)**

*"If your brother sins against you, go and show him his fault, just between the two of you."*

#### **Practical aspects of resolving conflict:**

Example: Your child comes home with a story of being mistreated by another student.

1. Get all of the facts from your child.
2. Pray!

3. Call the parents of the other student only. This is not a topic of discussion for any other parents that are not directly involved. Resolution should be handled at this level.
4. If resolution cannot be reached, then the teacher and/or administrator should be brought into the situation. Depending upon the circumstances, the Covenant Heart Academy Board will also be notified.
5. In all things, act in love.

Example: Your child has a conflict with his/her teacher.

1. Get all the facts from your child.
2. Pray!
3. Remember that your child's teacher has his/her best interest at heart.
4. Contact the teacher by phone or in-person and ask her/him to help you further understand the situation.
5. Teachers have also been instructed by the administrator to contact parents directly when the need arises.
6. Parents and teachers should give one another the opportunity to fully explain their views.
7. If no resolution can be reached, the administrator should be asked to become involved, and he/she in turn will involve the Covenant Heart Academy Board if necessary.
8. In all things, act in love.

**Please remember, gossip is not covenant.**

## **II. Discipline**

The word '*discipline*' means "*to make a disciple.*" Two important factors for effective discipline are properly established authority and consistent application.

### **A. Proper Authority**

1. As already set forth, the ultimate authority is God Himself and therefore, His written Holy Word.
2. As the next highest authority over the individual student, our school parents delegate to the Covenant Heart Academy Board the responsibility to determine the school's philosophy of education and set school policies.
3. In order to provide leadership and authority over teachers and students, we employ an administrator who is given discretion over all matters of discipline.

### **B. School Conduct Expectations**

1. Students are expected to respect each other as a person, an image-bearer of Christ.
2. Students are expected to respect each other's property.
3. Students are expected to give good reports. This includes refraining from gossip, slander, and complaining about fellow students or teachers.
4. Students are expected to remember that family convictions are not always peer convictions. Parents may set standards for their family that others may not practice. Students must be careful not to judge spirituality or character of another child based on differing family standards. This requires Christian maturity and parental guidance.
5. Students are expected to refrain from judging others due to style of dress or expense of clothing. Though many people look on the outward appearance, we encourage our students to

base relationships on the heart.

### C. Effective Discipline

All discipline is to be firm, fair, and consistent as set forth in the Scriptures (Proverbs 22:15, Hebrews 12:6, Revelation 3:19). Teachers and the administration will make every effort to deal with behavior problems creatively, calling on the parent's input as necessary. If a child continues to have serious behavioral problems, a parent may be asked to be present in his or her child's class for a certain period of time or until the teacher feels the child's behavior has improved sufficiently. Covenant Heart will make every effort to bring about change in behavior, but as a last resort the child may be dismissed from the school, as we are not equipped to handle ongoing behavior problems. The use of corporal punishment in the discipline of young people may be necessary in some cases; however, it is not the policy of CHA to administer such discipline. Unacceptable behavior by a child that must be dealt with by the teacher and/or administrator include the following:

1. Any action that interferes with the smooth running of the class, and the learning process of the child and his classmates.
2. Any action that could cause physical or emotional harm to the child, his classmates, or his teachers.
3. Any action that is in direct violation of an established classroom rule or procedure (cheating, fighting, stealing, interrupting, etc.)
4. Any action of willful disrespect.
5. A failure to complete assigned work in a reasonable amount of time.
6. Use of profane language (written or verbal).

### Textbook Policy

Covenant Heart Academy is constantly exploring and reviewing available texts for use in its classes. Our desire is to use the best available textbooks in each subject area that meet our criteria of presenting God's truth. Our criteria does not limit us to using books by Christian publishers but rather to those books that best present the truth of God's creation in an academically sound and morally acceptable manner. Therefore, our curriculum comes from a variety of publishers. Our teachers are instructed to present all subject matter from a Biblical perspective.

### Homework Guidelines

We do not give homework just for the sake of giving homework. Homework is only sent home in instances where students have not finished their goals in class or they need to study for a test. We feel that parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a **top priority**, contacting your teacher if you notice a problem.

Homework is important.

No student should be careless in completing homework.

Parents are expected to review homework daily and sign the student's assignment book.

**In the Event of an Absence:**

If you are leaving for any extended vacation, mission trip, etc., please notify your child's teacher 10 days in advance of your trip for assignments. Assignment due dates are to be determined by the teacher. Other absences, (illness, death in the family, etc), will have two make-up days per day of absence. This includes tests.

The student is responsible for getting all homework assignments. When homework is not completed for some reason other than death in the family or illness, teachers cannot be expected to judge the legitimacy of the excuse of the student or parents. **Parents must expect consequences for incomplete homework even when they are the cause of their student's failure to complete assignments. Extra-curricular activities are not an excuse for failure to complete assignments.**

Consequences or incomplete homework:

Student will miss afternoon break until homework is complete.

Student will receive detention for repeated transgressions.

Student/Parent conference will be scheduled after 3 instances.

### Reporting Student Progress

Students in grades 3rd and up receive numerical grades.

Grading will be reported on a 9 week basis.

Grades are available through the student portal, progress reports are not sent home.

In Proverbs 12:11 and other passages we read of the importance of diligent effort in all tasks. Recognizing that differing gifts result in differing academic performance, it is our belief that diligent effort should be reported to parents along with academic performance. Parents should be reminded that teachers who make these evaluations are not omniscient, nor do these symbols take precedence over what the parent observes daily in their child's effort in household chores, homework, etc.

### Parent–Teacher-Student Conferences

Teachers will schedule conferences with parents to discuss the child's progress.

When possible, both parents are encouraged to attend, but only one is required.

Students may be required to be present in order to see the parents and teacher working together to help them learn Christian character and academic skills.

Additional conferences may be required during the school year.

### Promotion and Retention

The philosophy of Covenant Heart Academy includes acknowledgment that children often

develop at different rates and thus chronological age is not the criteria to determine either readiness for school or grade placement. With the aid of testing, parents and teachers will determine the best grade placement for each child including his/her promotion or retention each year. Our desire is the best situation emotionally, academically, spiritually and physically for each of our students.

## Permanent Records

A cumulative record of each child's progress is kept on file. This includes progress reports, previous schooling, medical forms, disciplinary notes, etc. These records are always available (with notice) to the parents of the child and are kept primarily for documentation in case of transfer and/or promotion. Permanent records are not released by the school when outstanding balances remain on the family's tuition/fee accounts.

## Testing and Guidance Services

Children with unique needs and weaknesses in some areas are often helped through diagnostics and programs provided by professional Christian counselors. Families desiring special testing services are referred to the appropriate service through the administration of the school. This individual testing is in addition to admission and achievement testing services provided annually for the entire student body.

## Questionable Content Policy

It is the policy of Covenant Heart Academy to guard against the truth of God being distorted in materials in such a way to promote non-Christian beliefs. Because of the diversity and nature of these instances, the school faculty and administrator will use their discretion and pray for wisdom to screen such materials. If a parent has some concern over a specific book, display or illustration, he should report his concern directly to the teacher. Though it is difficult to remove every instance of material that would be inappropriate to every parent, it is our desire to make reasonable decisions that avoid offensiveness. In regard to evil characters such as witches, ghosts and goblins, we recognize their use in both fiction and non-fiction as forces of Satan. Caution is used to keep them in proper perspective as what they are: EVIL, not allowing them to be presented otherwise. As in *The Chronicles of Narnia*, we do believe that such beings are necessary to certain literature in order to produce conflict. Elimination of all evil forces in children's literature is not realistic to true life. Extremes of this principle are avoided, however.

## Field Trip Policy

Field trips will be pre-planned for students and scheduled in coordination with the classroom teacher in an attempt to enhance the curriculum. In addition to the out of classroom field trips, students will be challenged and enriched with in-class activities planned by the teacher and executed by teacher and parents working together.

1. Field trip attendance is mandatory and should be regarded by parent, student, and teacher as a regular school day.
2. An attempt will be made to schedule one field trip per nine week quarter (4-5 per year); however, some field trips must be scheduled based on availability.
3. Each family is required to fulfill their obligation to CHA by chaperoning or assisting on one or more field trips. Sign-up will take place at the beginning of the school year for all confirmed field trips.
4. Proper behavior is required. Any student who acts inappropriately on a field trip will lose his or her privilege to participate in the next field trip. Parents will also be notified as soon as the class returns to school. Immediate discipline should be administered at the time of the offense by the supervising parent. The “PEARL” rule outlines acceptable behavior by Covenant Heart students. See EXPECTED BEHAVIOR-”PEARL” RULE
5. All expenses will be the individual responsibility of the families in the class. Field trip fees will be paid in advance for scheduled field trips. There will be no refunds for any missed field trips. (Fees vary by grade and year). Student fees for field trips will include fees for required chaperones.
6. *Student Emergency Information Forms* must be taken by the chaperone on all field trips. Please remember to return the forms to their proper place on return from your field trip.
7. As much as possible, field trips will be scheduled within the hours of a regular school day.
8. Field trips are scheduled by grade level field trip coordinators with input from teachers and parents. Field trip information will be distributed by the classroom field trip coordinator, who may delegate to a parent-teacher-leader of the field trip.
9. Each field trip shall have a **minimum of two parents or staff members present at all times**. The ratio of student to adult should not exceed 5-1 on most field trips. Each field trip should have a leader and assistant with the possibility of several helpers.
10. In case of injury or illness on a field trip the following steps should be followed:
  - Stay Calm
  - Determine if it is a life-threatening problem. If so, call 911.
  - Contact parents immediately.
  - Ask parents or child’s doctor what first aid could be administered while waiting for the parent to arrive.
  - Call school to notify if the class will be late returning.

#### ADDITIONAL FIELD TRIP GUIDELINES (ALL GRADES)

1. All students must first go to their classroom and be seated. While attendance is taken, take a few minutes to go over what kind of trip has been planned. Insist that they sit quietly and listen to the explanation. Ask them if they have any questions and require that they raise their hand to be called on. Go over the ground rules of the behavior expected of them and pray before you

leave.

2. If food or drinks are necessary, please send them in disposable containers so parents will not have to keep up with lunch boxes and thermoses. If the day is hot, send the drink frozen and omit any foods that could spoil in a parked car. Do not send messy foods (sticky, drippy, crumbly) in the car.

3. Check that all students are dressed appropriately for the field trip. According to the Dress Code, if a student is not dressed properly, you may call the student's parent to come and take the student home and not participate in the field trip.

4. Allow restroom time before departing.

5. **Assign** students to cars or vans and have them walk in a quiet orderly line as they go.

6. Keep your copy of the *Student Emergency Information Forms* with you whenever you are leaving the school grounds. Please return them at the end of the day to the same place that you found them. First aid kits are to be taken on each field trip and are available at CHA.

7. Please **give each student his own seat belt**. It is **not acceptable** to doublebuckle or squeeze in extra children for a school sponsored activity just to minimize the number of cars that are driven.

**No student should be placed in a front air bag seat.** The only exception is that a parent driver may choose to allow his/her own child to do so at their own risk, the school accepts no responsibility for this decision.

8. Once in the car, seat belts on, it is recommended that you have activities to occupy the students such as children's praise tapes, story tapes, written activities or verbal games (i.e. categories) etc. Movies are not to be shown on any trip less than two hours travel (usually only overnight field trips). All movies must be approved in advance by the school administration.

9. When you reach your destination, INSIST that the students stay in an orderly line, listen to directions, and RAISE THEIR HANDS for questions. Teach them to say "**Thank you**" to the host/hostess!

10. Please be aware that departure and arrival times must be strictly adhered to due to time constraints. Failure to arrive on time could result in your child being left. Have the students assemble for the carpool line as on a usual school day and wait for their name to be called.

11. If time allows outside play, structure the games and supervise closely.

12. Expected Behavior—"PEARL" Rule (All Grades)

**P - Politeness:** to one another and the parents in charge; use respectful title to authorities ("Yes sir", etc).

**E - Example:** set a good example for others. Follow general school rules (i.e., no running or talking in the halls).

**A - Attitude:** have a good attitude and a cooperative attitude.

**R - Respect and raise hands:** raise hands to talk in the classroom unless permission is given to talk out at random.

**L - Listen:** to instructions and to the adults in charge; follow instructions the first time.

13. Poor behavior must be handled by any supervising adult. Discipline would be best issued at the time of the offense. Even if discipline is withheld until after the event, it should not be eliminated. Any administered discipline (time out, repeated verbal correcting, etc) should be reported immediately by the parent in charge to:

-the parents of the misbehaving student by a direct phone call.

-noted in detail on the ED or field trip evaluation form.

We can only keep our commitment to building Christian character when all parents are willing to properly supervise and promptly discipline the students. 14. The teacher or parent should use the same discipline format that the classroom teacher uses during the rest of the week. Any discipline problem that becomes abusive to other children or blatantly disrespectful to supervising adults warrants a phone call to that child's parent to pick up his/her child from the field trip immediately.

15. If you are on a field trip and behavior becomes disruptive and unacceptable, call home if possible. If not, separate the child as much as you can and let the parent know upon arrival back at school.

16. If you know your child will not be participating in a field trip, you must notify the teacher and the field trip coordinator at least 2 weeks in advance (barring illness). The student must complete an appropriate assignment given by the teacher in lieu of the field trip. Absence from a field trip *is* considered a day of absence from school.

## ***Section Four: Administrative Policies***

### **Meeting Commitment of CHA School Parents**

We believe that God has given parents the responsibility for educating their children and that parents should take an active role in the process. Part of that responsibility and active role is to meet together to pray for the students, teachers and other parents; to plan and participate in the education process; and to gain skills for their role as parents-teachers. It is expected that parents will attend all meetings in accordance with their signed *Covenant Heart Academy Family Commitment Agreement*. Child care is not provided, therefore parents are encouraged to make arrangements for child care. If two or more absences at these meetings occur, it will result in contact from a Covenant Heart Academy Board member, and may result in re-evaluation of your child's enrollment at CHA.

### **School Day Schedule**

The school hours are 8:30 a.m. to 3:30 p.m. on Tuesday through Thursday.. Home study days are Monday and Friday.

Students will be considered tardy if they are not seated and prepared for class by 8:35 am. Punctuality is greatly encouraged to teach our children to be dependable and good stewards of their time. We recommend arrival promptly at 8:30 a.m. to prepare for the day.

## Attendance Policy

As part of their commitment to Covenant Heart Christian School, parents agree to have their children in attendance on designated days (including Enrichment Days and field trip days). Since the number of school calendar days is limited, it is even more imperative that families plan so as to miss as few of these days as possible. Though we want families to spend time together, it is difficult for our teachers to meet the educational objectives of our school without consistent attendance. Specifically, we ask that illness, death in the family, and special family events (weddings, etc.) be the only acceptable reasons for non-attendance. Trips should conflict with school only when other arrangements cannot be made. A ten day prior notification to the classroom teacher is required. Parents are responsible for calling the school if the student will be out for an extended illness. **Children who miss 16 or more days of school for any reason are subject to retention (this includes absences from Enrichment Days and field trips). High school students must have 120 seat hours per class to receive credit for that class.**

Parents who do not give prior notification to the teacher will be responsible for all assignments missed without direction. In either case, parents are responsible to see that the student completes all missed assignments. Students returning to school after being absent for any reason must bring a written excuse from home signed by the parent or guardian. Students who are absent more than two days must have a doctor's excuse before return. Appointments scheduled on school days will not be counted as excused unless the doctor/counselor sends in a letter stating that appointments are not available on Mondays or Fridays or that it was emergent that the student be seen on a school day. Please do not allow students to return to class until they are free from fever for 24 hours.

## Tardy Procedure

1. Students will be considered tardy if they are not in the classroom, prepared for class by 8:35 am. Teachers keep a record of tardiness in their attendance records; days accumulate throughout the school year.
2. If a student is late on three occasions, the teacher will send a note home to the parents.
3. If a student is late on five occasions, the teacher will notify the Administrator. The Administrator will contact the family to encourage punctuality.
4. If a student is late seven times, the Covenant Heart Academy Board will be notified. A letter will be sent to the parents outlining consequences which could include detention. Four tardies will count as an absence.

## Arrival and Pick-up Policy

Parents are asked to drop off students at school at 8:30 a.m. If in special cases earlier drop off is needed, please contact the child's teacher in advance. Though teachers are in their rooms prior to

this time, some preparation and prayer time is needed before students arrive. Please do not bring students before the designated drop off times. Those students arriving after school start times should be **escorted** to the student's classroom by the parent and the parent should then check the student in at the office. Pick-up in the afternoons should run no later than 15 minutes after dismissal. Teachers are not required to supervise children after this time. There is a \$5 late fee that parents are required to pay to the teacher after 15 minutes. The teacher is required to report to the administrator late pick-ups.

**Early Release Policy**—If it is necessary to pick up your child before dismissal time, please send a note rather than making a phone call to your child's teacher during school hours with reason and dismissal time. Please check students in and out of class through the school office. Other than for emergencies, early dismissal should only be necessary for such things as doctor appointments that are not available before or after school. Keep in mind that CHA offers shorter school hours that should assist families with appointment schedules, etc.

Covenant Heart Academy has joined with other programs to offer after-school services and tutoring on At-Home days.

### Emergency Weather and Closing of School

In the event weather conditions make it impractical or dangerous to have school, our school will follow any closing announced by the **Lamar County** public school system. We realize that we have students from surrounding counties, therefore, if you live in a county other than Lamar, and that county closes its school system, your child will be excused that day. Please call the school in this circumstance. Parents should keep in touch with the school when severe changes in the weather are occurring during the school day. A phone chain may be utilized for a closing necessary for reasons other than severe weather.

### Citizenship

Students are urged to honor, respect and obey governmental authorities and to be patriotic (Romans 13). The pledge of allegiance to the United States flag is recited daily, along with the pledges to the Christian flag and Bible. When reciting these pledges, students are taught to stand erect, face the flag and place their right hand over their heart. Parents will want to reinforce these practices in real life situations.

### Dress Code

At CHA, our students do not wear uniforms or “standardized dress.” Though the outward appearance is not as important as the condition of a child's heart, it is a reflection of how one views himself and adheres to Biblical principles of proper dress. Children need guidance in selecting attire that would meet these standards. A student's dress is overall a parental

responsibility, but the school can help by setting appropriate standards for school dress. It is imperative that the established dress code of the school be accepted and enforced consistently by both the parents and school staff. This enables all to focus on the other aspects of Christian education.

The dress code is based on the following priorities:

- 1) To set an atmosphere that reflects the importance of the teaching and learning process
- 2) To build character and wisdom in the selection of attire that exhibits modesty, neatness, cleanliness, self-discipline, and humility
- 3) To allow for choices within a framework that permits some individuality, avoids extremes and encourages selection from current fashions that meets Biblical standards without isolation from the world
- 4) To allow students to practice the fine art of decision-making in the safe covenant setting of family and school, rather than having these decisions made for them

## **GENERAL APPEARANCE**

- 1) Hair should be neat and well-groomed, and worn in a way that does not distract from the education process.
- 2) Hats should not be worn in the classroom, except on special designated "hat days."
- 3) Nice warm-ups are acceptable, pajamas and sleepwear are not.
- 4) Clothing that is torn, worn out, baggy, tight, or revealing is unacceptable.
- 5) Dresses and shorts should have a hem and be no shorter than two inches above the knee when standing.
- 6) Shirts should not rise above the waistband.
- 7) Strapless shirts or shirts with spaghetti straps are not permitted.
- 8) Shoes must have a closed toe, and a heel strap or closed heel. Please be safety-conscious when selecting school shoes.
- 9) Any item that is distasteful, provocative, or has inappropriate symbols, slogans, pictures, or patches is unacceptable.

**Parents are asked to support the school administration as the final authority in matters of appropriate dress and appearance at school and at school functions. A more detailed handout is given at the first of the year.**

## Immunizations

Before a student may enter Covenant Heart Academy, a Certificate of Immunization or a waiver signed by the parents must be submitted. This form is required of all new students and may be obtained from your doctor or the County Health Department.

## Use of Medications

1. No internal medicine of any kind will be administered by the teacher unless specific written instructions are given personally to the teacher by the parent, or as noted on the *Student Emergency Information Form*.
2. Parents who give their children responsibility for properly taking their own medicine are asked to inform the teacher and the school office in writing.
3. Parents must give written information to the teacher concerning any allergies or other conditions that might require special attention.

### Accident and Injury Procedures

1. In the cases of minor accidents involving injury, first aid will be administered by the teacher. An accident report will be filled out for all major injuries.
2. In case of more serious injury, parents will be contacted immediately.
3. Where emergency, on-the-spot treatment is needed, both parents and emergency crews will be summoned immediately.
4. In cases where neither parent can be contacted and medical treatment is needed, the family must have signed the *Student Emergency Information Form* which permits the school to use its best judgment in contacting a physician or transporting the student to the hospital.

## ***Section Five: Financial Policies***

### Financial Structure

We believe it is primarily the responsibility of the student's parents to provide for the financial requirements of the school through tuition and donations. However, the church and the Christian community who also benefit from the school may assist in its support. We desire to keep tuition as low as possible. Tuition and fees do not cover all costs of the school, so donations and fundraisers may be necessary to cover expenses.

### Tuition and Fees

The following describes the various fees that are assessed each family to meet the noted expenses at Covenant Heart. Specific fee amounts are subject to change.

#### **Non-refundable One Time Fees:**

**Re-enrollment Fee:** Due at re-enrollment.

**Field Trip Fee:** Varies in each grade level.

**Annual Fees:**

**Book Material & Usage Fees(Matriculation):** Fees are used to cover the cost of teacher and curriculum supplies and textbooks purchased during the summer. Late fees will be applied if payment is delinquent.

**Damaged/Missing Book Policy**

Books must be returned at year-end in good condition. If books are not returned or returned in damaged condition, the following fees will apply, based on the age of the book:

1st year - 100% of the cost

2nd year - 80% of the cost

3rd year - 60% of the cost

4th year - 40% of the cost

5th year - 20 % of the cost

Consumable books will cost the retail price plus shipping and handling charges.

**Tuition Fees:** Tuition is payable in 10 monthly payments. Please see the amended late fee schedule. Financial aid and other payment options are available.

**Fundraisers:** *The costs to run Covenant Heart Academy exceed the amount of tuition brought in. Fundraisers will be held throughout the school year and summer. All families are required to participate. Families who show no effort or only token effort will be assessed a fee based on number of students and the amount raised at each fundraiser.*

*Example: Student only sells two \$1 tickets for basket drawing. There are 10 students in the class. The other 9 students raise \$500. 500 divided by 9 equals \$55.55. Therefore the fee assessed is \$55.55.*

**Outstanding Debt:**

Student's records will not be released until all financial obligations are met. Your student's re-enrollment is contingent upon all previous school year's financial obligations being satisfied.

## **Section Six: Appendix Family Commitment Agreement**

### Family Commitment Agreement

Upon acceptance into Covenant Heart Christian Academy, each parent is required to sign the following family commitment agreement. Please consider carefully and sign only if you can be firmly committed on all points.

1. We, as the parent(s) of \_\_\_\_\_, accepting the responsibility for

training our child(ren) according to the precepts of Scripture, do affirm that this training is carried on in the home and the church where we serve as members in good standing.

2. Prior to scheduling an interview, we agree to have read the school's philosophy and statement of faith.

3. We have carefully examined and agree with the Christian purpose and educational philosophy of Covenant Heart Christian Academy and desire the school to work with us in the total education of our child(ren).

4. In full cooperation with the Covenant Heart Academy Board we pledge to attend any meetings scheduled and to pray continually for the school, as we acknowledge prayer to be an essential part of the school.

5. We commit to assist the teacher in the educational experience as outlined in the principles of operation. We also pledge to faithfully work with our child(ren) to ensure completion of homework assignments.

6. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to our child's teacher so that they may be properly dealt with by those in authority. When we have appropriate suggestions and input to improve the school, we will take these to the Covenant Heart Academy Board in writing.

7. The teachers and administration are given full discretion in the discipline of our children within the guidelines stated in the *Covenant Heart Christian Academy Code of Discipline*.

8. We understand that Covenant Heart Christian Academy is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. Tuition and fees may not cover all costs; therefore, additional funds are needed through gifts, donations, and fund raising activities. We purpose, therefore, to willingly help with Covenant Heart Academy fundraisers and to uphold the school consistently in family prayer.

9. We agree to pay our tuition and fees when due. We realize that a \$30 late fee will be charged when tuition is received past the 10th of each month. A student whose family is consistently delinquent in tuition payments may be subject to dismissal from the school. Late payments are reviewed monthly by the CHA Covenant Heart Academy Board.

10. We understand that this *Family Commitment Agreement* is also a binding financial obligation for the full payment of tuition for the entire school year. Should withdrawal from the school be necessary, we will follow the withdrawal policy as outlined in section 2 of the CHA Handbook. We understand that penalties may apply. We have carefully read this *Family Commitment Agreement*, along with the *Principles of Operation*, and hereby agree to its terms.

11. I understand that Covenant Heart Academy is not a licensed child care facility and is exempt from licensure by Bright from the Start.

Covenant Heart Christian School 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. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.