THE COVENANT PREPARATORY SCHOOL

EST. 1993

2026-2027 Family Handbook

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INTRODUCTION

HISTORY AND ORGANIZATION

A group of concerned parents from Bible-believing churches began meeting during the winter of 1992 and subsequently incorporated Northeast Christian Academy on April 17, 1992, as a not-for-profit educational organization.

Northeast Christian Academy, as it was then known, opened in August of 1993 with twenty-three students in grades six, seven, and eight. During that school year a group of parents of lower school students met with the Board of Trustees to request that NCA add the lower school grades. After much prayer, Northeast Christian Academy opened the 1994-95 school year with one class of each level from three-year-old preschool through grade nine. One additional upper school grade was added each year and NCA had its first graduating class in 1998.

In July 1997, Northeast Christian Academy received full accreditation by the Association of Christian Schools International.

A Board of Trustees composed of born-again, Bible-believing parents of students, past or present, at NCA, governs the school. These parents have exhibited leadership characteristics and are committed to Christian education for their children. The Board of Trustees sets the educational and business policies of the school and charges the Head of School with executing these policies and with providing leadership and supervision for the faculty and staff.

In 2016 Northeast Christian Academy transitioned to The Covenant Preparatory School. Covenant faculty are spiritually and academically qualified. Each teacher is a born-again, dedicated Christian who loves young people and has the gift of teaching.

VISION STATEMENT

To be committed to serving Jesus Christ as a distinguished school.

MISSION STATEMENT

To provide a college-preparatory education based on Christian values and Biblical principles and to assist parents in developing individuals of strong intellect, spirit, body, and heart.

NON-DISCRIMINATION POLICY

The Covenant Preparatory School admits students of any race, color, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. We do not discriminate on the basis of race, color, and national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

THE KNIGHT'S CODE

Follow Christ the King; Live Pure; Speak True; Right Wrong.
"If not to live out these ideals, why else was I born?"

STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).

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

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 2 Corinthians 5:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).

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

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

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

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

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We will recognize a person's gender as that which is denoted on the person's birth certificate as presented from a recognized authority of the State of Texas or other such governing body authorized to issue birth certificates for citizens. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of The Covenant Preparatory School, and to provide a biblical role model to our families and the community, it is imperative that all persons employed by The Covenant Preparatory School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:2831; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of The Covenant Preparatory School.

CHRISTIAN PHILOSOPHY OF EDUCATION

Covenant owes its existence to the consistent and persistent prayers of a group of concerned parents. The school was thus founded to assist Christian parents in fulfilling their God-given directive to train and educate their children in the way they should go (Proverbs 22:6). Accordingly, Covenant views itself as an extension of the educational ministry of the home. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles that are to be taught. Recognizing that men are created in God's image but due to the fall are exceedingly sinful, the purpose of Christian education is two-fold: to lead unregenerate students to accept Jesus Christ as their personal Savior and to inspire Christian students to achieve the mind of Christ so that they "may be perfect, thoroughly furnished unto all good works" (2 Timothy 3:17). The product of Christian education will be a servant fully equipped to serve the Lord with excellence and gladness. The student should strive for excellence in all things, knowing that whatever is to be done is to be done as unto the Lord (Colossians 3:23) and can be accomplished only with the help of the Holy Spirit.

Christian education has the distinct advantage of unifying all knowledge because "all truth is God's truth." Thus, there is no distinction between secular and sacred truth: both are subject to the authority of God. Students, therefore, can see that all knowledge glorifies the omnipotent Creator of life, who revealed Himself in His Son Jesus Christ, and can come to know God by studying His revelation in His Word and in His works.

Covenant follows certain methods to achieve these goals. First, the school needs the faithful prayer and financial support of its parents and students. Second, it needs a staff of teachers who have a personal relationship with the Lord and can communicate their faith through the subject matter and through their lives. Christian educators must point the student toward the Source and can only do that when they themselves know the Truth and avail themselves of the power of the Holy Spirit. Third, the school needs a curriculum centered on the Bible. Fourth, the school must be focused on excellence-excellence in its curriculum, teachers, subject matter, and goals. Fifth, the school must be courageous in an environment of opposition. It must have the courage to uphold its principles in the face of compromise, the courage to challenge its students to excellence in an atmosphere of educational mediocrity, and the courage to be distinctively Christian in the midst of a secular society.

COVENANT CORE VALUES

1. We value the fair treatment of each child as God's image-bearer.
2. We value the natural development and maturation process of each child.
3. We value the student-teacher relationship as indispensable to the academic and intellectual development of each student.
4. We value intellectual development as essential to Christian witness and influence.
5. We value thinking and communicating as the highest possible academic outcomes.
6. We value instruction that is designed for the demonstration of thinking.
7. We value classroom time as the key opportunity for teachers to engage students, develop their thinking, exchange ideas, and to produce meaningful work together.
8. We value quality of academic work over volume of academic work.
9. We value the development and mastery of academic skills through intentional planning and practice.
10. We value, promote and adhere to professional norms and expectations.

EXPECTED STUDENT OUTCOMES

Developing Students of Strong Intellect

- Grammar Stage (Bible, English, History, Mathematics, Science, Computer, Latin, Fine Arts):
- Memorization and application (letters, numbers, sounds, Bible verses, etc.)
- Mastery of phonic and early reading skills
- Mastery of basic math facts (automaticity and accuracy) and patterns
- Organized writing skills
- Development of reading comprehension through critical thinking
- Introduction to fine arts areas

- Dialectic Stage (Bible, English, History, Mathematics, Science, Computer, Latin, Logic, Fine Arts):
- Application of comprehension skills and strategies
- Introduction to logic and credible argument
- Development of clear and concise writing
- Mathematical and science reasoning with explanation/introduction to the Thayer method
- Demonstration of critical thinking/introduction to the Socratic method
- Development in fine arts areas

- Rhetoric Stage: (Bible, English, Rhetoric, History, Mathematics, Science, Computer, Latin, Spanish, Fine Arts):
- Mastery of skills for logical argument
- Critical analysis of literature as evidence through concise and thorough communication (Socratic)
- Development of a thesis and presentation of ideas
- Demonstrated mastery of mathematical and science concepts with the ability to explain processes for solving
- Application of fine arts areas

Developing Students Bodies

- Grammar Stage (Physical Education):
- Coordination
- Fundamental movements and rhythm

- Balance
- Introduction to principles of competition and sportsmanship
- Developing the fruit of the spirit in play

- Dialectic Stage (Physical Education, Team Sports):
- Learn the fundamentals of a sport
- Understand the concepts of team work
- Embrace role on a team
- Introduction to sports specific strategies
- Exhibit good sportsmanship and godly character

- Rhetoric Stage (Physical Education, Team Sports):
- Implement fundamentals of a sport in order to achieve goals
- Develop accountability in students
- Demonstrate transformational leadership
- Devise a plan for success
- Recognize opponent's strategy and react accordingly
- Further develop good sportsmanship and godly character

Developing Students Spirit and Heart

- Grammar Stage (Old Testament, New Testament, Christian worldview embedded within curriculum):
- Instruction of Basic Bible stories and concepts to teach Christian values
- Memorization of Scripture
- Alignment of history with Bible to emphasize the importance of truth
- Teaching and application of the fruit of the Spirit to develop character
- Exposure to service opportunities to develop character

- Dialectic Stage (Introduction to Theology, Old Testament, New Testament, Christian worldview embedded within curriculum):
- Deeper instruction in Bible knowledge
- Application of Bible concepts
- Service opportunities to develop a servant's heart
- Demonstration of the fruit of the Spirit
- Introduction to discipleship through mentoring groups

- Rhetoric Stage (New Testament, Church History, Systematic Theology, Ethics and World Philosophy, Christian worldview embedded within curriculum):
- Continued acquisition of Bible knowledge through in depth classes, like Systematic Theology, Old Testament, and New Testament
- Increased application of Bible concepts
- Learn to defend the faith in a gracious manner
- Service opportunities to further develop a servant's heart and help the world around him
- Emphasis on discipleship through mentoring groups

SHARED RESPONSIBILITIES FOR EDUCATION

1. **The home**
   a. God has placed the parents as guardians over His children.
   b. Parents are responsible for the upbringing and education of His children.
   c. Children are to be brought up in the nurture and admonition of the Lord.

d. Parents are to apply the Matthew 18 principle when resolving disagreements and to exhibit the values of Christ and the Bible both in the word and in conduct.
e. Families are to pray for The Covenant Preparatory School.

2. The school

a. The school is to be an extension of the home.
b. The school is to be made up of the body of believers
c. The school must have Biblical standards and values.
d. The school must provide an atmosphere conducive to learning.
e. The school must equip students with strategies to become life-long learners.

3. The teacher

a. The teacher is entrusted by the parents to be the authority while the child is at school.
b. The teacher must exhibit the values of Christ and the Bible both in word and conduct.
c. The teacher must be a student of the Bible.
d. The teacher will pray for the students and families represented at Covenant.
e. The teacher must be a student himself/herself.
f. The teacher adheres to the prescribed curriculum for each course.

4. The student

a. The student is to submit to the authorities that God has placed over him.
b. The student must apply himself diligently to his academic endeavors.
c. The student is to pray for the school family.
d. The student is to respect all members of the school community as unique creations of God.

GOVERNANCE OF COVENANT

Board of Trustees

The Board of Trustees governs Covenant according to established by-laws and under girds the Administration in the implementation of school policies. They are responsible for the oversight of the financial stability of the school, using sound fiscal principles in its operation. Above all, members are to be sensitive to the Lord and His direction and are responsible for the spiritual integrity of the school.

Head of School

Covenant is administered by the Head of School, who is the chief executive officer and reports directly to Covenant's Board of Trustees. The Head of School plans and implements the budget and oversees the daily operations of the school with the assistance of the Administrative Team. The faculty and staff work directly under the leadership of the Head of School with the assistance of the Administrative Team.

Administrative Team

The Administrative Team consists of the Head of School, Dean of Students, Lower School Principal, Campus Coordinator, Upper School Principal, Upper School Coordinator, Athletic Director, Director of Admission, and Executive Assistant. The Administrative Team provides the instructional and spiritual leadership of the school. They are to be students of the Word and lead by example based on the principles found therein.

ACCREDITATION

Covenant offers PreK-4 through twelfth grades. It provides an excellent foundation both academically and in the formation of a Christian worldview for a college-bound student. Covenant is fully accredited by AdvancEd

(formerly the Southern Association of Colleges and Schools - SACS) and the Association of Christian Schools International (ACSI), which is approved by the Texas Private School Accreditation Commission (TEPSAC).

MEMBERSHIP

Covenant is a member of the Association of Christian Schools International (ACSI), and Texas Association of Private and Parochial Schools (TAPPS). As an ACSI school, Covenant is a member of the Council for American Private School Education (C.A.P.E.) and the National Council for Private School Accreditation (N.C.P.S.A.). Covenant also maintains memberships with the Houston Area Independent School Association, College Board, and the Lake Houston Area Chamber of Commerce.

ADMISSION & WITHDRAWALS

STATEMENT OF NON-DISCRIMINATION

The Covenant Preparatory School admits students of any race, color, national and 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 and ethnic origin in administration of its educational policies, admissions policies, financial aid, or athletic and other school administered programs.

ADMISSION POLICY

An Admission Committee composed of administrators and staff will make final admissions decisions. To serve the best interest of the school, the Admission Committee reserves the right to deny admission to any student who is evaluated as ineligible.

ADMISSIONS PROCEDURE

1. Submit completed application and application fees to the Admission Office.

2. Testing:

Pre-kindergarten, kindergarten and first grade students will be assessed for school readiness in the spring semester. Applicants to these grade levels will be given a teacher or administrator administered readiness screening. Students applying to second through fourth grades take the ISEE Primary Test. Students applying to fifth through twelfth grades take the ISEE exam. Additional information may be found at www.iseetest.org.

All admission tests and screenings are scheduled through Covenant's Admissions Office**.**

3. Interview

Parents of students applying to PK4 through 6th grade will meet with the Head of School and/or the Lower School Principal. Parents and students applying to seventh through the high school grades will be required to interview with the Head of School and/or the Upper School Principal.

4. Notification of an Admission Decision

The Admission Committee will make an admission decision once all documents and testing information have been received and the required interviews have taken place. Parents will be notified of the Admission Committee decision by the Admission Director. A deadline will be given to families to accept an offer of admission, complete the enrollment forms, pay the registration fee, and set-up tuition payments. If this deadline is not met, Covenant reserves the right to offer the student's reserved space in a classroom to another qualified applicant.

5. Placement

A student's name will be placed on a grade roster once all admission steps have been completed and an up-to-date immunization record has been received.

The staff at The Covenant Preparatory School puts much thought and time into placing children in classrooms. We want every child to be successful in a supportive and challenging environment. Factors include a balance of class size, age, gender, academic strengths, learning styles, social skills, and learning needs.

*PreK: PLEASE NOTE:
Admission to the Pre-Kindergarten program is subject to an age requirement. All students must be **four years of age on or before the date of admission** to be eligible for enrollment. Additionally, each prospective student must successfully complete a developmental screening and school readiness assessment to determine their developmental, social, emotional, and academic preparedness for the program. Continued enrollment is contingent upon the student's ability to participate appropriately in the classroom environment and follow school expectations. Students who demonstrate ongoing disruptive behaviors that significantly interfere with the learning environment, classroom instruction, or the safety and well-being of others, despite appropriate interventions and communication with parents, may be required to withdraw from the program. The school reserves the right to determine whether the Pre-Kindergarten program is an appropriate placement for each student. This applies to incoming students who already have siblings at Covenant.

MEDICAL AND IMMUNIZATION REQUIREMENTS

If a student is not to be administered certain immunizations for medical reasons, a physician's signed statement must accompany the immunization records. In order for a student to be exempt from immunizations for reasons of conscience, a copy of the Texas Department of State Health Services vaccine exemption affidavit form must be included with the student's medical records. Information on how to obtain the exemption form is available.

In accordance with Texas law, incomplete immunizations will result in a student being excluded from classes. Documentation is required for students who are not immunized.

For a detailed explanation of Texas immunization requirements, please visit the Texas Department of Health website or discuss with your child's doctor.

CUSTODIAL AND NON-CUSTODIAL PARENTS

When custody rights have been established by a court of law, **a copy of all pertinent legal documents must be on file with the Admissions office.**

Divorced and separated families are realities of contemporary life that affect Covenant's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order, comparable legal document, or notarized written authorization signed by the custodial parent.
5. By law, both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records of the school if the school has been given a copy of the court order terminating these rights.

STUDENT DISMISSAL POLICY

Students who repeatedly violate the policies of Covenant will be dismissed. Certain behaviors may result in immediate dismissal from the school. Reasons for dismissal include, but are not limited to, failure to maintain passing grades, violations of the Student Code of Conduct, contributing to the spiritual or moral decline of other students, falsifying information during the application process, failure to maintain financial commitments, or as deemed necessary for the good of the overall student body and the school.

FINANCIAL POLICIES

TUITION AND FEES

The tuition and fee schedule determine tuition, fees and payment terms under Covenant's Continuous Enrollment Agreement. The only exceptions to the published tuition rates will be when financial assistance is granted. Tuition ***may*** be pro-rated for students enrolling after October 1st.

The first payment for all tuition plans is due June 2. If enrolling in July or August and choosing the monthly payment plan, the tuition for the missed months (June and/or July) plus month of enrollment may be paid in one lump sum to become current with the 12-month payment plan.

All tuition payments are managed through FACTS Management. Additional charges may be assessed by FACTS for late payments, non-sufficient funds, and stop payments.

FACTS allows payments by auto debit from a financial account, credit or debit card. ***Please note that processing fees will be charged by FACTS for payments made by credit or debit cards.***

The Covenant Preparatory School has a Continuous Enrollment Contract that families sign by electronic signature upon enrollment. In January of each year, families will have the opportunity to notify Covenant of their intent to continue enrollment or to withdraw from enrollment for the next academic year. If a family plans to continue enrollment, no further action is needed.

For returning students, the FACTS account will be billed an annual commitment fee with payment due on the published deadline **unless written notice of termination is received on or before the deadline.**

Covenant has financial and contractual arrangements with faculty, staff and vendors which must be made months before the beginning of the academic year. **These obligations necessitate that families make firm financial commitments on or before the published deadline for notice of withdrawal by the published deadline for withdrawal notices.**

WITHDRAWING FROM SCHOOL

A parent must inform the Admission Director in writing of a student's intent to withdraw from enrollment at any point during the school year. Upon turning in all books, equipment and paying required tuition and fees, withdrawal can be completed. **Please allow five business days to complete this process.** Covenant reserves the right to withhold all records until all fees, tuition, and fines are paid.

TUITION REFUND

Covenant has financial and contractual arrangements that must be made in the spring for the upcoming academic year. The overhead expenses of the school do not diminish with the withdrawal of students. Upon acceptance of the electronic Continuous Enrollment Contract, parents accept the obligation to pay the published tuition rate. The following refund policy will apply to any student withdrawing from Covenant after June 2nd and before the academic year end:

- With the monthly payment option, payments are stopped on the last day of the month of a student's withdrawal date. No further payments are required after that date. Notice of withdrawal should be given at least 10 days before month end in order to stop auto-payments before the 2nd of the next month.
- The two-payment plan option receives a 75% refund after June 2nd and before the first day of school or a 60% refund before the first quarter grading period ends as published on the school calendar.
- The annual payment plan option receives a 75% refund before the first day of school; 60% refund before the 1st quarter grading period ends, or a 50% refund before 2nd semester begins. There are no refunds for annual payment if withdrawing after the start of the 2nd semester.

Covenant reserves the right, as granted by the signed enrollment contract, to block access to FACTS and/or hold transcripts, report cards, and all student records until all tuition and fees are current. It is further agreed that all payments due hereafter shall be paid in a timely manner in accordance with the agreed upon payment plan selected at the time of enrollment. Each student's place on the roster stands independently. Tuition cannot be transferred from one student to another.

Continuing enrollment will be forfeited if tuition is not kept current.

The legal parent(s) or guardian(s) of each student will be responsible for selecting only one individual who will be responsible for all tuition payments for that particular child.

Covenant will allow split billing privileges when court-ordered in a divorce decree or other court-approved agreement as long as the tuition payment requirements set forth by Covenant are met. A copy of the legal document must be on file with Covenant. All payers are responsible to the school for timely payments of their full amount due. In the event a payer does not submit an amount due as agreed, the other payer is responsible for the full amount.

As noted on the tuition and fee schedule, tuition may be paid either in one payment, two payments or twelve-monthly payments. Monthly payments are due on the 2nd of each month, June through May. The two payment options due dates are June 2nd and November 2nd. The one-payment option is due on June 2nd.

GIFTS TO THE SCHOOL

Because tuition does not fully cover the expense of operating the school, there is always a need for financial support in the form of monetary donations, as the Lord leads, from parents and friends. All gifts to the school are welcome and may be tax deductible as long as Covenant retains the right to distribute the donated funds as deemed appropriate.

GENERAL INFORMATION

The following information covers a broad range of topics and is arranged in alphabetical order by topic. The school reserves the right to make modifications to this Handbook as the administration deems necessary.

A STUDENT'S PLACEMENT

The student's name will be placed on a grade roster once all admission steps have been completed and an upto-date immunization record has been received. The staff at The Covenant Preparatory School puts much thought and time into placing children in classrooms. We want every child to be successful in a supportive and challenging environment. Factors include a balance of class size, age, gender, academic strengths, learning styles, social skills, and learning needs. Note: All students in the Early Childhood area of our school (Pre-K and Kindergarten) must be able to care of his or her own restroom needs for admittance into Covenant.

AFTER SCHOOL ENRICHMENT PROGRAM

Covenant's After School Enrichment Program is designed to offer fun, experience-based learning opportunities connected to a student's interests. Each class will meet at least one day per week for several weeks (a module) for one hour after school. There will be a fall semester schedule and a spring semester schedule; some classes may be offered for both semesters.

The cost of each class will include a base fee with a supply fee applicable for classes that require more materials.

Schedules and forms will be published by the Student Activities Director providing information regarding the details of each class and fees associated with each.

CHANGE OF ADDRESS AND PHONE NUMBER

Families who change residence, mailing address, telephone number, or e-mail address after enrollment are asked to report the change to the front desk personnel so that all records may be updated.

CO-CURRICULAR - ATHLETICS

Athletic Fees

All Covenant student athletes that compete on a middle or upper school team are required to pay an athletic fee. The fee is due when the first practice begins. The athletic department will notify families of athletes when the fee is due.

Athletic Physicals

Students in fifth through twelfth grades who become involved in interscholastic athletic competition **must get a physical examination** by a licensed physician and secure **written permission from their parents** before being allowed to participate.

Eligibility for Participation

This policy applies to athletics, art, clubs, debate, drama, or any other co-curricular activities.

The Covenant Preparatory School uses the **no pass, no play** policy to govern a student's participation in cocurricular activities. A 5th – 12th grade student is considered ineligible if he/she receives one F (0-69) or two or more D's (70-72) on a quarterly grade check. Quarterly grade checks happen at the end of every 9-week grading period.

If a student receives an F or two D's on a quarterly grade check, he/she will be deemed ineligible for three weeks beginning at 3:15 p.m. on the day that quarterly grade check takes place. After the three-week ineligibility period ends, the student's grades will be checked again. If at that time the student is no longer failing any classes, he/she will regain his/her eligibility. If at that time the student is still failing one or more class, another period of ineligibility of one week will begin until the student is passing.

Student-athletes are required to continue practicing with their team but will not be allowed to play in games or scrimmages during their time of ineligibility. Students who are ineligible will not be permitted to travel with the team for out-of-town games.

- **Notification of Ineligibility**
  Notification of ineligibility will come from the Athletic Director. Notification of ineligibility will come by an email or letter to the student's parents or guardians. The Athletic Director will notify parents and students when eligibility is regained. No student may return to eligibility until notified by the Athletic Director.

- **Semester Failures** (High School) – If a student receives an F or two D's for the first semester, he or she may regain eligibility requirements at the end of the third quarter progress report. At that time, failure to meet the eligibility requirements will continue a student's ineligible status until the end of the second semester. If a student receives an F or 2 D's for the second semester, he or she may regain by meeting the requirements at the end of the *first quarter/mid-term progress report date of the following school year*.

- **Class Failure** – if a student fails a course(s) he or she must complete the course work with a minimum grade of "C" during the summer to regain eligibility for the fall semester.

Teachers, coaches, parents and guardians are encouraged to keep current regarding their students' grades so that students will be continually encouraged to make their academics a priority. Student-athletes are also encouraged to seek tutoring before or after school and to communicate with teachers about their grades and to use tools such as Ren-Web to stay current with the status of their grades.

While Covenant views athletics as an integral and necessary part of a student's overall education, we also feel strongly that it is a privilege earned and maintained by thorough and diligent attention given to respect and responsibility in the academic areas.

Failure to Follow the School's Principles of Conduct
The administration reserves the option to revoke a student's privilege of participating in co-curricular activities if a student's behavior is in violation of the school's Principles of Conduct stated in the Covenant Preparatory School Family Handbook. Examples of co-curricular activities include but are not limited to:

- Athletic, Academic, and Art Activities (Including Field Trips)
- Any "overnight" school function • Any school-sponsored social activity
- Class trips, retreats, etc.

Note: If a student is removed from an athletic team because of conduct, he or she will not receive credit toward physical education requirements.

Letters for Athletics
To earn a letter in sports, a student athlete must complete the season and must participate in a minimum of 50 percent of the competitions. The head coach may letter a student he/she deems worthy of that honor but does not meet the criteria mentioned above.

Letters for Non-Athletic Activities
To earn a letter for non-athletic activities, the student must:

1. Have no unexcused absences from meetings.
2. Have no suspensions the year he letters.
3. Attend all required sponsored events.
4. Attend any other events when requested.

NCAA Athletic Eligibility Clearinghouse
The NCAA is an organization that has established rules for college athletics regarding eligibility, recruiting and financial aid. The Clearinghouse ensures a consistent interpretation of NCAA initial eligibility requirements for all prospective student athletes at all member institutions. The NCAA has three membership divisions: Division I, II, and III. If students plan to participate in Division I or Division II college athletics, the NCAA Eligibility Clearinghouse must certify them. Students should register soon after completing their junior year of upper school.
Registration papers and additional information about the academic requirements may be obtained through the counselor or by visiting www.ncaaclearinghouse.net.

DRIVING TO SCHOOL

Students should be aware that driving to school and parking on campus is a privilege and may be revoked at the discretion of the administration.

Students must hold a valid driver's license and proper auto liability insurance to drive to school. Students, along with their parents, must register their vehicles with the front desk personnel by signing the Covenant Student Driver Agreement. Proof of insurance is required.

Students must observe the posted school zone limit of 20 mph, the campus speed limit of 5 mph, and must properly park in the assigned student parking space. Student vehicles parked anywhere on campus other than the designated student area without authorization from the Administration will be towed away at the owner's expense. A student who is observed driving recklessly on campus or on the neighboring streets **may lose the privilege of driving on campus** for a temporary or permanent duration. Students must not use cell phones in any way (talking, texting, using apps, etc.) while driving on campus and may not participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers.

Upon arrival at school in the morning, students are required to immediately enter the building. Students are not permitted to go to their vehicles during the course of the school day without permission from the front desk personnel. Books, lunches, and other items should be stored in the student's locker.

Students (non-siblings) wishing to ride with a student driver for school related activities must provide the school written permission from their parent or guardian. The permission must indicate if this is a one-time event or permanent permission. Student drivers transporting passengers without such authorization may have their driving and parking privileges revoked.

Covenant will not allow students to park off campus.

FIELD TRIPS

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. **All school rules are in effect on school trips.** Prior to departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending school or class trips because of inappropriate behavior or academic deficiencies.

In some instances, the Covenant bus will be the mode of transportation for field trips. If additional transportation is needed, parents will be asked to volunteer. All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules listed on the Covenant Driver/Chaperone Agreement Form. No adult other than a parent or guardian or grandparent may drive or serve as a chaperone on a field trip. The teacher is responsible for giving each driver/chaperone the emergency form of each student for whom he or she is responsible on the trip. Students are to travel to and from the destination in the same vehicle unless granted permission by the faculty sponsor.

Attendance at school field trips is restricted to students currently enrolled at Covenant and to those students who are in the designated grade level.

FOOD ITEMS

Food is not to be consumed in the classroom except at designated times. Only water in bottled containers is allowed for drink inside classrooms. Lunch items must be kept in containers until lunchtime. Gum is prohibited on campus and at school- sponsored events.

HEALTH POLICIES

For a detailed explanation of Texas immunization requirements, please visit the Texas Department of Health website: http://www.dshs.state.tx.us/immunize/docs/school/6-14Eng.pdf

Administering Medication

The school nurse may administer medication to students during school hours with the written request of a parent/guardian. In the absence of the school nurse, front desk personnel will administer medications as instructed by the nurse. Prescription drugs will require a written request from a licensed physician or dentist. **All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to the school nurse.**

Medication to be administered daily over a long period of time must be kept by the nurse. This information will be logged into RenWeb and any time a student is administered medication, an e-mail notification will be sent to the parent/guardian. E-mail notifications will also be sent any time a student visits the nurse.

Covenant, its Board of Trustees, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student or from student self-medication.

Child Protection

School employees who know of or suspect abuse or neglect of a Covenant student are obligated to report immediately to CPS (1-800-252-5400). School employees have a legal duty to report the knowledge or suspicion to the appropriate state agency immediately, such as Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to CPS first, then an administrator.
2. School officials will cooperate to the extent required by the state agency and perhaps beyond.
3. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

Vision and Hearing and Scoliosis Screening

Each year students in odd-numbered grade levels and all new students will be provided the opportunity to fulfill the required vision, hearing and scoliosis screening on campus. Trained individuals administer tests to students. Parents will receive prior notice of such screenings and will be notified of any apparent deficiencies.

Students in 8th grade and new students are provided the opportunity to fulfill the required scoliosis screening on campus. A trained individual will administer this test to students. Parents will receive prior notice of such screening and will be notified of any apparent problem.

LIBRARY POLICIES

Students will be responsible for all library books and other media material checked out of the library in their name. A daily fine may be charged for an overdue book with a maximum fine of $1.00 per book. Books are checked out for a period of two weeks. They may be renewed one time. In order to check out books a student must have a clear library record (no overdue books or fines). Books on reserve may not be renewed. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

LOST AND FOUND

Lost and Found items that remain unclaimed will be donated to local charities.

LUNCH PROGRAM AND PROCEDURES

Students should bring their own lunches or purchase a lunch through the lunch program. Students are not to bring drinks in glass containers. If a student forgets to bring lunch, the parent will be notified as soon as possible. The school cannot be responsible for or be expected to furnish lunch; however, in an emergency a sandwich will be provided.

Your child will be issued an account that you may deposit money into anytime Monday through Friday. **Note:** If you have more than one child, each child will receive his/her own account number. Each day that your child purchases a hot lunch, baked potato meal, sandwich meal or salad meal, the price of that lunch will be deducted from his/her account. "Al a Carte" items may also be purchased. Meals include a dessert and choice of drink. Sandwich meals also include choice of chips.

To better enable the parents and children to track the funds in their account, Covenant uses the lunch feature in RenWeb to allow parents to order lunch online, view their child's account balance, and pay online by bank draft. The café accounting system does not allow "charging". A sandwich will be made available for those who may forget their lunch or have no money in their account with which to pay for their lunch.

LOCKERS

The following are rules concerning the privileged use of lockers, and **violation of these rules may result in the loss of this privilege.**

1. Lockers are to be kept neat and clean.
2. Lockers are the property of the school and **will be subject to regular, unannounced inspections.**
3. Writing on the inside/outside or defacing of any type is not permitted.
4. No food or drinks may be stored in lockers overnight.
5. Substances not permitted in the classroom are not permitted in lockers. Consult the code of conduct for a list of these items.
6. Students should use their designated locker only.
7. Covenant is not responsible for items left in lockers.

PARENT TEACHER CONFERENCES

Parent-Teacher conferences are scheduled in the fall. Conferences may also be requested by parents, teachers or school administration during the school year.

CELEBRATIONS

All celebrations must have the approval of the teacher and/or Administrative Team and a field trip request form must be submitted if students will be taken off campus for a class party. Teachers must be consulted regarding activities. Celebrations can be held at lunchtime if desired. City of Houston health code requires that only store-bought items are provided for class celebrations.

If invitations to private parties are distributed at school, all class members should be invited unless it is an all-girl or an all-boy party.

Junior/Senior Prom

Covenant Leadership will plan and chaperone the Junior/Senior Prom.

Covenant's budget for the event will not exceed $3,000 including ticket sales. If additional monies are needed, seniors are allowed to conduct one fund raiser or parents may donate. The venue will be chosen by the Senior class from a list of area approved locations. Students are allowed to invite approved friends/dates from other schools. The completed approval form must be submitted three days prior the event. The Prom will be a smoke free, alcohol free, drug free event.

PUBLIC RELATIONS

Publications

Distribution of written materials is restricted. Anyone desiring to distribute material on campus must have the approval of the Administration.

Press Releases

Management of the public and media relations is a function of the Administration. Opportunities to put the Covenant name before the public, whether at a public gathering, through television and radio or in the print media, must be approved by the Administration. All school related contacts with or press releases to the media must be coordinated by the Administration to ensure an approach to public relations that is in line with the Covenant Mission and Vision.

TELEPHONE USE

Covenant does not provide the personal cell/home phone numbers of its administration and staff. Parents are always welcome to email Covenant administration and staff or to call the Front Desk for emergencies.

Students may use the student telephone provided at the front desk Detention, during lunch, and after school. In case of illness, the front desk personnel will contact a parent/guardian for the student. Students will not be released from class to make telephone calls except in the case of an emergency.

Cell Phones – please see the Code of Conduct section of this handbook.

TEXTBOOKS

Students should handle all textbooks with care including books designated to be consumable. There should not be unnecessary marks, writing, or wear on any textbooks. Students must label all issued textbooks with their names. Non-consumable books must be covered at all times. Students are not to use adhesive-type book covers on school-owned textbooks. Stretch knit book covers must be large enough to fit the book or they will damage the binding.

All hardback textbooks, with the exception of AP texts, are the property of Covenant. The student or the parent must pay for lost or damaged school-owned books. A student's grades will be withheld AFTER the student has taken final exams if a book is not returned or payment is not made in full.

VERIFICATION OF ENROLLMENT

The Covenant Preparatory School's registrar will provide Verification of Enrollment forms to students who are taking driver's education, getting driver's permits/licenses and other circumstances as needed. Ample time should be allowed to obtain the form.

VISITORS & GUESTS

Covenant is a closed campus. Covenant alumni are encouraged to visit the campus. Former students (who are not alumni) and other students are not allowed on campus during normal business hours. Students must obtain prior administrative approval for visiting the school.

Parents and/or guardians are not allowed to go to classrooms to check out their student(s). Parents must sign their student out at the front desk and Covenant personnel will retrieve student from classroom for dismissal to minimize disruption to the classroom and for safety reasons.

All visitors must sign in at the front desk and receive a visitor's pass. Raptor is our school's safety and security software suite that is designed to enhance our safety and security. All visitors are screened prior to being admitted on campus. In addition, the Administrative Team may refuse visitation to any guest who is deemed inappropriate in dress or behavior.

OFFICE HOURS

School offices will be open Monday through Friday from 7:30 a.m. until 3:30 p.m. during the school year and on Monday through Thursday from 8:00 a.m. – 2:00 p.m. during summer months. The offices are closed on all school holidays and breaks, as well as some early release days as designated by the Head of School.

ATTENDANCE

SCHOOL HOURS

Lower School – PK4 through Sixth Grades

Students in Pre-Kindergarten through sixth grade begin school at 7:45 a.m. on Monday, Wednesday, Thursday and Friday and are dismissed at 3:00 p.m. Supervision is provided in the cafe on these days beginning at 6:45 a.m.

Tuesday is our late start day and school begins at 9:00 a.m. Supervision is provided in the cafe beginning at 6:45 a.m. for students who must arrive to school early due to parent/guardian work schedules. There is no charge for this supervision.

Upper School – Seventh through Twelfth Grades

Students in seventh through twelfth grades begin school at 7:45 a.m. on Monday, Wednesday, Thursday and Friday. Dismissal is at 3:15 p.m., except for Friday. **NOTE**: Friday dismissal is at 3 p.m. due to our school wide benediction. Tuesday is our late start day and school begins at 9:00 a.m. with a 3:15 p.m. dismissal. Students are not to leave campus once they have been dropped off.

NOTE: Tutoring can be arranged between student and teacher before or after school.

STUDENT PICK-UP

Students of any age should not be on either campus unsupervised after school is dismissed unless they are participating in tutoring or a school activity. After 3:15 pm children in Pre-Kindergarten through sixth grades who have not been picked-up will be sent to extended care and parents will be charged. For their safety, students are not allowed to play in the gym or on the playground at any time of day without adult supervision.

CHANGES TO EMERGENCY CONTACTS & STUDENT PICK-UP

Please send a written notification to the front desk personnel to make any changes to your emergency contact record, including anyone authorized to pick up your child from school. In an emergency situation, you may call the front desk personnel to have your student released to someone who is not listed on the emergency contact record.

CLOSING SCHOOL FOR INCLEMENT WEATHER & EMERGENCIES

Covenant families will receive notification of school closing via our Parent Alert System. If possible, notification will be given via recorded telephone message, text message, and email. If accessible, closings will also be posted on RenWeb, the school website and recorded on the school voice mail system. In addition, if Humble ISD is closed due to inclement weather, Covenant will close. Whenever possible, decisions to close school will be made no later than 6:00 a.m. If needed, make-up days will be announced by the administrative team.

ABSENCE POLICY

Kindergarten – 7th

Loss of Credit

Daily Attendance - Each class has an attendance requirement. A student who fails to meet the attendance requirement will receive NO CREDIT for the class regardless of the grade earned. **As displayed in the chart below, students are allocated a maximum of 19 absences for any full year class or 9 absences in any semester class. Upon reaching 20 absences for a full year class or 10 absences for a semester class, loss of credit will occur and student will be retained.**

Course	Allowable Absences	1st Written Warning Notice	Loss of Credit
Full Year	19	5	20
½ Year	9	5	10

*Note: All absences whether EXCUSED/UNEXCUSED are calculated as a missed class. A note does NOT automatically result in a "non-chargeable" absence. This will be considered a verified absence but will still count towards an absence that can impact course credit. Administration strongly encourages notes from parent/guardian to verify absences and/or for accurate student records. This will also support students and cases when there may be extenuating circumstances and a future Attendance Review Board can be scheduled.

Notification of Retention
When a student is in danger of being retained due to absences, the school will notify students and parents. An appeals process may be initiated if the student has documentation and can show extenuating circumstances.

Restoration of Credit Process
Students who receive a notification of loss of credit should contact their grade level principal as soon as possible in order to initiate the appeal. This appeal must include all necessary documentation to show why absences occurred. Only significant, extenuating circumstances will be considered for credit restoration.

The Attendance Review Board
An Attendance Review Board is established for the purpose of **considering** restoration of credit. The Attendance Review Board reviews the students' absentee record, attached documentation, and any ancillary records related to absences from school with the parents and student. The Attendance Review Board will render a decision, in writing, as to whether or not course credit is to be granted.

8th – 12th

Loss of Credit

Daily Attendance - Each course has an attendance requirement. A student who fails to meet the attendance requirement will receive NO CREDIT for the course regardless of the grade earned. **As displayed in the chart below, students are allocated a maximum of 19 absences for any full year class or 9 absences in any semester class. Upon reaching 20 absences for a full year class or 10 absences for a semester class, loss of credit/retention will occur.**

Course	Allowable Absences	1st Written Warning Notice	Loss of Credit
Full Year	19	5	20
½ Year	9	5	10

*Note: All absences whether EXCUSED/UNEXCUSED are calculated as a missed class. A note does NOT automatically result in a "non-chargeable" absence. This will be considered a verified absence but will still count towards an absence that can impact course credit. Administration strongly encourages notes from parent/guardian to verify absences and/or for accurate student records. This will also support students and cases when there may be extenuating circumstances and a future Attendance Review Board can be scheduled.

Notification of Loss of Credit
When a student is in danger of losing credit due to absences, the school will notify students and parents. An appeals process may be initiated if the student has documentation and can show extenuating circumstances.

Restoration of Credit Process
Students who receive a notification of loss of credit should contact their grade level principal as soon as possible in order to initiate the appeal. This appeal must include all necessary documentation to show why absences occurred. Only significant, extenuating circumstances will be considered for credit restoration.

The Attendance Review Board
An Attendance Review Board is established for the purpose of **considering** restoration of credit. The Attendance Review Board reviews the students' absentee record, attached documentation, and any ancillary records related to absences from school with the parents and student. The Attendance Review Board will render a decision, in writing, as to whether or not course credit is to be granted.

Types of Absences

Note: The Administration reserves the right to determine whether absences are excused or unexcused. In most cases, the type of absence will be determined as outlined below.

Half-Day and Full Day Absences

Kindergarten through sixth grade students that arrive to school after 9:30 am on Monday, Wednesday, Thursday and Friday or Tuesday after 10:30 am will be marked as absent ½ day. If the student provides a doctor's return to school note documenting a medical or dental appointment, the student will be marked tardy-medical and the tardy will not be included in the student's accumulated tardy count. Students that have not arrived to school by 11:00 am will be marked as absent 1 full day.

Seventh through twelfth grade students that miss an entire class period due to a medical or dental appointment, will be marked as absent-excused for that class period. A doctor's return-to-school note must be provided.

Excused Absence

Personal illness, illness in the family, quarantine, weather and/or road condition that is dangerous is considered excused. Other circumstances must be pre-approved by the administration.

Unexcused Absence

Kindergarten through twelfth grade students that are marked absent unexcused are considered truant. Unexcused absences include but are not limited to family vacations/family in town/no reason given. In addition, ninth through twelfth grade students that have an unexcused absence marked on their attendance record during a semester will not be allowed to exempt semester exams. Please see the Reporting Absences section that follows for procedures to report and document student absences.

Pre-Arranged Absences

The purpose of the pre-arranged absence form is to encourage proper communication between student and teacher. The pre-arranged absence form *does not* constitute an "approval" of the pre-arranged absence. Rather, it simply serves as an acknowledgement by the teacher and administration that the student will be out of class during those days. Prior notification for absences (because of family trips, church activities, college visits, etc.) should be obtained from the school using a prearranged absence form. These forms are available the front desk personnel. The form must first be submitted to a school administrator and then the students' teacher(s) must sign the form. When all signatures have been obtained, the form should be given to the front desk personnel. With the exception of college visits, all pre-arranged absences will be counted toward the total days absent in the school year. Freshmen, sophomores and juniors are allowed two pre-arranged college visits and seniors are allowed three pre-arranged college visits. These visits do not count towards the total days absent in the school year. Students must provide official documentation from the institution visited for an absence to be marked as a college visit.

Athletic or School Activity Absence

Athletic or school activity absences will be marked as such on the student's attendance record but will not be counted toward the total days absent in the school year. **A student must be in <u>full-day attendance</u> on the day of any co-curricular school activity in which he desires to participate. With the exception of scheduled appointments, <u>students arriving to school after 9:30 a.m. will not be considered in full-day attendance</u>. Students with extenuating circumstances must have administrative permission for participation.**

Reporting Absences

The front desk personnel serves as the manager of Covenant's attendance records. Parents should contact the front desk by 8:30 a.m. to report an absence. **Students are considered absent unexcused until parent notification is received**. A note signed by a parent/guardian explaining the reason for the absence must be provided to the front desk personnel the day the student returns to school. Students in ninth through twelfth grades that have an unexcused absence marked on their attendance record during a semester will not be allowed to exempt semester exams. E-mails will be accepted as written parent/guardian documentation of the reason for a student absence; however, parents may receive a call to verify the e-mail. A written doctor's excuse is required for lengthy or excessive absences due to illness.

Students who are absent more than two consecutive days should make arrangements to obtain missed assignments. Parents are asked to check RenWeb for missing assignments; however, the parent may choose to call the front desk personnel or e-mail the students' teachers to obtain assignments.

Missed Assignments and Tests

- **Excused absences**

  Students are given one day for each day of absence to make up work for full credit. Work not made up within this timeframe will be subject to late work penalties. In the case of extended absences, the division head will work with the student, parents and teachers to coordinate a reasonable schedule for making up missed work.

- **Unexcused absences**

  Students in fifth through twelfth grade who have been marked absent unexcused are considered truant and will not receive credit for missed assignments. Students must provide documentation within five (5) days of absence from a parent/guardian of the reason for an absence. Please see the preceding Reporting Absences section for procedures to report and document a student absence.

- **Pre-arranged/Planned Absences**

  Students are given one day to make-up work for each day they are absent; however, the teacher will use his/her discretion in assigning homework and due dates prior to the absence. Additional time may be given for tests. If work is not completed by the due date, no credit will be given for the assigned work. All work must be completed within one week of the student's return to school. The final decision to accept late-work will rest with the teacher's supervising department head.

TARDIES

Kindergarten – Sixth Grade Students

Students in kindergarten through sixth grades that are not in the classroom by 7:50 a.m. are considered tardy. All tardies will be recorded in RenWeb. In cases where tardiness becomes habitual, the administration may require a parent meeting in order for a student to remain at Covenant.

Students that arrive to school after 11:00 am (including late-arrival Tuesdays) will be marked as absent 1 full day. If the student provides a doctor's return-to-school note documenting a medical or dental appointment, the student will be marked tardy-medical and the tardy will not be included in the student's accumulated tardy count.

Seventh – Twelfth Grade Students

Students in seventh through twelfth grades that are not in the classroom by the time the bell signals class to begin are considered tardy. In the case of excessive tardiness (ten or more per quarter), a student may forfeit the privilege to exempt final examinations in the classes where such tardies occurred.

Additional tardies will carry further sanctions as detailed in the **Code of Conduct** section. If a student does not attend detention, an in-school suspension may be assigned on the next school day. ***Students will be allowed one opportunity per quarter to reschedule detention. Note: Upper school students are on a semester grading period; tardies will be reset at the mid-term progress report.*** Students who are unable to attend Detention due to illness must provide a return-to-school note from a physician. Please see the Code of Conduct section for additional detention procedures. **The administration reserves the right to apply additional sanctions for excessive tardiness.**

If the student provides a doctor's return-to-school note documenting a medical or dental appointment, the student will be marked tardy-medical and the tardy will not be included in the student's accumulated tardy count. Students that miss an entire class period due to a medical or dental appointment will be marked as absent-excused for that class period. A doctor's return-to-school note must be provided.

Students arriving late to school due to medical appointments must bring a doctor's excuse in order for the tardy not to be included in the student's tardy count.

Attendance records may be accessed through RenWeb, the parent portal for viewing student progress online.

ILLNESSES and INJURIES

At Home

Covenant reserves the right to refuse admittance to a student who is ill, seriously injured or has a fever. Please keep your child home if he has any of the following symptoms:

1. Fever with a temperature of 100 degrees or more
2. Severe sore throat
3. Runny nose with discolored discharge
4. Coughing spells
5. Vomiting
6. Frequent or loose bowel movements
7. Conjunctivitis (pink eye) – student must be on medication for a MINIMUM of 24 hours before returning
8. Rash
9. Symptoms of any contagious illness
10. If your student suffers a broken bone or debilitating injury, please keep your child home until they have been cleared by the doctor to return to school, are able to perform activities of daily living (i.e., bathroom needs and feeding) AND are able to safely transition from classroom to classroom (stairs may be involved). A doctor's note will be required.
11. If your student suffers a diagnosed concussion, at home or while at school, a doctor's note will be required before they can return to school. Covenant's Athletic Director reserves the right to withhold students from sports or PE activities, even with a doctor's clearance.

Your student must be fever free, without medication (Tylenol, Acetaminophen, Ibuprofen, Advil, Motrin) for at least 24 hours before returning to school.

Your students must be vomit and diarrhea free for 24 hours, without medication, before returning to school.

Even with a doctor's note clearing your student for school, Covenant reserves the right to apply our 24-hour sickness policy.

At School

If a student becomes ill or injured at school, the following guidelines must be followed:

1. In a case of critical illness or injury, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office. The parent will be notified where to meet the student.
2. Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid, if needed.
3. The student's parent/guardian will be notified immediately.
4. The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

COVID (Revised 05/2025)

Covenant will follow the recommendations set by the Center of Disease Control.

Students may return to school when, for at least 24 hours, both are true:

- Your symptoms are getting better overall, **and**
- You have not had a fever (and are not using fever-reducing medications)

Keep in mind that your student may still be able to spread the virus that made them sick, even if they are feeling better. Please encourage your student to use good hygiene practices.

Please call your family doctor or the school nurse with any additional questions or concerns.

PERMISSION TO LEAVE SCHOOL

Covenant operates as a closed campus for students in kindergarten through eleventh grades. These students are not allowed to leave campus during lunch or any other break. A parent/guardian must sign-out students in kindergarten through eleventh grades in the log book at the front desk when checking out during school hours. Students who leave school without permission are considered truant and will receive appropriate sanctions as outlined in the Code of Conduct section.

Parents and/or guardians are not allowed to go to classrooms to check out student(s). Parents must sign their student out at the front desk and Covenant personnel will retrieve student from classroom for dismissal.

Off-Campus Privileges

Seniors with free class periods during the day may leave campus during that time. Seniors may leave for lunch break. A signed permission form must be on file with the front desk personnel for seniors to leave campus. Senior students who are tardy to their next class period or who abuse this privilege in any way will forfeit the privilege as outlined in the code of conduct section of this handbook. The administration reserves the right to revoke off-campus privileges individually or as a group.

ACADEMICS

A Covenant Preparatory School student is defined as one who is enrolled and attending at least four accredited academic (Math, Science, English, Social Studies, Bible, or Foreign Language) classes per day. Students in ninth through eleventh grades must take a full course load each year on the campus of Covenant. Students in twelfth grade must take courses sufficient to graduate by the normal graduation date and may have late arrival or early release with permission from the administration. Eligibility for late arrival/early release will be determined by the student's academic record, attendance record, and conduct record.

HONOR CODE

Students of Covenant are expected to maintain the highest standards of academic integrity and honesty. Honor includes, but is not limited to, staking one's good name on one's truthfulness, trustworthiness, and/or reliability.

Cheating is defined as the unauthorized use of the work of another person for academic purposes or inappropriate use of notes or other materials in the completion of an academic assignment or test. Students who cheat will be disciplined and will receive either partial or no credit for the assignment, as determined by the Administration.

Behaviors which are forms of cheating include, but are not limited to:

- Receiving any help from notes or other students during a test or quiz.
- Plagiarizing another's words or ideas (including data downloaded from the Internet) in a report or research paper.
- Sharing the content or structure of a test or quiz with another student.
- Conferring with other students or with adults on a take-home exam when the teacher has asked that all work be your own.
- Copying of any independently designed assignments (reports, projects, homework, etc.)
- Receiving help with any foreign language translations via the Internet.

Plagiarism

According to the *MLA Handbook, 7th Edition,* on page 1.8, "Derived from the Latin word *plagiarius* ("kidnapper"), plagiarism refers to a form of cheating that has been defined as the false assumption of authorship, the wrongful act of taking the product of another person's mind and presenting as one's own ... Plagiarism, then, constitutes intellectual theft." All plagiarism is considered a very serious offense. However, Covenant will attempt to distinguish between students who make a good faith effort but unintentionally commit plagiarism such as a documentation error versus a student who intentionally commits plagiarism such as purposefully intending to deceive by copying the work of another into his paper without citation.

The following internal procedures will apply to a first confirmed incident of unintentional plagiarism

Note: Although the definition of "unintentional plagiarism" is subjective in nature, the administration fully understands that simple documentation errors likely will not fall into this category. However, situations where students copy or closely paraphrase large passages will possibly be considered "unintentional plagiarism." Situations will be evaluated on a case-by-case basis and the administration will seek to exercise wisdom and discernment when doing so.

1. The grade-level Principal will inform the parents/guardians of the plagiarism incident.
2. The assignment in question will be re-done and re-submitted by the student in accordance with the instructions of the teacher.

The following internal procedures will apply to a confirmed incident of intentional plagiarism or any confirmed incident of unintentional plagiarism after the first:

1. The grade-level Principal will inform the parents/guardians of the plagiarism incident.
2. The appropriate disciplinary action will be administered in accordance with the *Family Handbook* and the circumstances.
3. The assignment in question will be re-done and re-submitted by the student in accordance with the instructions of the teacher.
4. The teacher's raw grade for the re-submitted assignment will be multiplied by a factor of 0.7 and the result entered into RenWeb as a final grade.

ADVANCED PLACEMENT & HONORS COURSES

Advanced Placement courses, a College Board program, is a cooperative endeavor between secondary schools and colleges/universities. It allows upper school students to take college level academic courses and gives them the opportunity to demonstrate academic mastery through the AP exams. Depending on university requirements, students may have the opportunity to earn college credit with their AP exam scores. College and Universities have individual policies regarding accepting AP scores for credit or placement. Students must check with the universities of their choice to ascertain advanced placement policies. Students are responsible for the cost of the exam.

AP courses make substantial academic demands on the student. They are required to do a considerable amount of outside reading and other assignments. Further, they must demonstrate the analytical skills and writing ability expected of first-year students in a strong college program.

AP courses may be beneficial to upper school students in many ways. Successful completion of an AP course in upper school may qualify students for college credit. In addition, students learn skills and habits that may be valuable to a beginning college freshman.

Criteria for Advanced Placement and Honors Classes Student must have a year-end average of 90 or above in their on-level course in daily and tests grades.

COURSE CREDIT

A student must receive a grade of 70 or above to receive credit for an upper school course.

Eighth grade students meeting carefully defined academic standards are permitted to take Honors Algebra I. The class is taught and graded at upper school level and standards. The students receive upper school credit but no grade points for their work. The administration selects students based on overall academic performance and teacher recommendation.

Adding and Dropping Courses

Every effort will be made to give students the courses they desire; however, they are not guaranteed their first choice on course selections. Priority is given to upperclassmen needing to fulfill graduation requirements. No course changes will be made after the mid-semester point; but students will have the option to drop at semester. If the student opts to drop at, or before mid-semester, they may remain in the class and audit the course for the remainder of the semester.

Auditing a Course

A student may audit a course at the discretion of the Administrative Team.

Transfer Credit for Upper School Students

Beginning with students in the class of 2016, when students transfer from another school, Covenant will accept credits that a student earned at a previous school for courses that are equivalent or similar in nature to the Covenant college-preparatory curriculum. A transfer student's grades will be recorded on the transcript as reported by the previous school; however, only grades earned at Covenant will be used in calculating a student's overall Covenant grade point average.

In the case of home school students, GPA calculations will accumulate from the time of enrollment at Covenant. Credit will be given for home schooling work, but no grade will be assigned.

If a transfer student retakes a course that he failed previously at another school, original credit will be given for successful completion at Covenant. No credit or grade points will be awarded for previous failure of the course; however, the course will remain on the transcript.

GRADE PROMOTION REQUIREMENTS

First - Fourth Grade Promotion Requirements

A student in first through fourth grades may be retained if they have an overall average of 69 or below in reading, language arts, or mathematics.

Fifth - Eighth Grade Promotion Requirements

Students in fifth through eighth grades may be retained if they fail English or Math or two other core subjects.

GRADING

Academic Problems and Probation

If a student fails a semester, that course must be retaken in summer school for credit only. If Covenant offers that course during the summer, grade points will also be awarded.

In special circumstances Covenant students who fail a course during the regular school year may obtain administrative approval to retake the same course during the following school year instead of during summer school. In such a case, the failing grade will appear on the transcript, but no grade points or credits will be given for that course. The grade earned the second time the course is taken will be recorded and grade points will be assigned for that grade, provided it is a passing grade. No coursework or credit will be accepted without the prior approval of the counselor.

A student may be placed on academic probation according to the following guidelines:

1. The student fails two or more courses in a semester, or
2. The student receives four D's in a semester, or
3. The student receives one failure and two D's during a semester, or
4. The student fails to meet the attendance requirements per semester (see attendance and credit policy).

Academic probation will be in effect for a maximum of one semester. During this time the following will be required of the student and/or family:

1. The student must significantly improve in weak academic areas. In order to remain eligible for continual enrollment the student cannot fail more than one subject the semester he/she is on probation.
2. The student may be required to receive tutoring.
3. Parents must initiate and schedule a minimum of two parent/teacher/student/counselor conferences during the semester of academic probation, one being during the first half of the semester.
4. All upper school courses not passed must be made up in summer school during the summer immediately following the academic probation period.

Covenant may refuse continued enrollment to a student if these conditions have not been met during the probationary period.

RETESTING (Grades 7 – 12)

Philosophy: The teaching and learning focus of the Upper School at Covenant is centered on the mastery of critical skills, rather than the mere memorization of data and facts. Understanding and integration of these skills at each level is essential to the progression of deeper levels of comprehension for all academic subjects. To that end, and consistent with Covenant's "Core Values" and the "Shared Responsibilities for Education," the Upper School has established the following retest policy.

Should a student make less than a 75% grade on a major test, project, or assignment, the student may request a retest. The retest request will be student-initiated. The following provisions govern the retest procedures:

1. Retesting will only be allowed if a student makes below a 75%.
2. Mandatory tutoring that addresses the shortcomings of the student's work will be required before the retest.
3. The retest must take place within 5 school days of the student's receiving of the original graded test.
4. If a student misses the mandatory tutoring (unless absence is excused by administrative approval), the retesting opportunity will be forfeited.
5. The student's final recorded grade will be calculated as the lesser of the following two grades: (a) 75%; or (b) the average of the original grade and the retest grade. In other words, if the student earns a 60% on the original test, and a 100% on the retest, the recorded grade will be a 75% (the lesser 75% and 80%). However, if a student earns a 60% on the original test, and an 80% on the retest, a grade of 70% will be recorded.

Scheduling time for retest tutoring and retesting takes priority over any co-curricular activity.

REPORT CARDS AND GRADE CALCULATIONS

Grading Scales

The following procedure is used to calculate a student's GPA on a 5.0 weighted scale to indicate student progress:

Letter Grade	Numerical Grade	Standard Course	Honors/AP Course
		5.0 GPA Scale	5.0 GPA Scale AP/Honors = +1.0
A+	100	5.0	6.0
	99	4.9	5.9
	98	4.8	5.8
A	97	4.7	5.7
	96	4.6	5.6
	95	4.5	5.5
	94	4.4	5.4
	93	4.3	5.3
A-	92	4.2	5.2
	91	4.1	5.1
	90	4.0	5.0
B+	89	3.9	4.9
	88	3.8	4.8
	87	3.7	4.7
B	86	3.6	4.6
	85	3.5	4.5
	84	3.4	4.4
	83	3.3	4.3
B-	82	3.2	4.2
	81	3.1	4.1
	80	3.0	4.0
C+	79	2.9	3.9
	78	2.8	3.8
C	77	2.6	3.6
	76	2.5	3.5
	75	2.4	3.4

C-	**74**	**2.2**	**3.2**
	73	**2.1**	**3.1**
D	**72**	**1.7**	**2.7**
	71	**1.3**	**2.3**
	70	**1.0**	**2.0**
F	**0-69**	**0.0**	**0.0**

Letter Grades

E Excellent
G Good
S Satisfactory
N Needs Improvement
U Unsatisfactory

Conduct Grades

Conduct grades must be based on an overall evaluation of a student's behavior during the grading period.

Pre-K and Kindergarten

Pre-K and Kindergarten students receive quarterly report cards with skill assessments. They do not receive grades. The information on their report card is an evaluation of basic skills and readiness for academic work.

Grades 1 – 6

Students receive report cards each quarter with grades based solely on work done during that quarter. These grades should be reported as numerical grades when applicable. Grades must be recorded in the teacher's grade book for each assignment, test, and activity evaluated.

Grades 7 – 12

Students receive progress reports at the midpoint of each semester indicating their current grade in each class, and **students receive a report card at the end of each semester with semester grades calculated according to the following formulas**:

Grades 7 – 8: The cumulative semester average going into the exam is worth 85% and the final semester exam is worth 15% of the final semester grade.

Grades 9 – 12: The cumulative semester average going into the exam is worth 80% and the final semester exam is worth 20% of the final semester grade.

SOCRATIC METHOD AND DIRECTED DIALOGUE

The overall purpose of a Covenant education is to train and teach our graduates to think critically at the highest academic levels and to express themselves – both in verbal and written forms – in a manner that is biblical, articulate, and persuasive.

Classical education, proven through 2,500 years of use, recognizes and builds upon the actual human experience of learning. In the context of a K-12 school, that means: (1) the lower school years are primarily spent in learning

and memorizing facts and supporting information; (2) the middle school years are oriented toward the organization and taxonomy of these facts; and (3) the upper school phase is dedicated to persuasive expression (written and oral).

The specific methodology of the upper school humanities experience at Covenant will be what is known as the "Socratic Method."

The Socratic Method emphasizes the imparting to our students a mastery of certain skills rather than a mere memorization of facts and data. It is an intentional, guided process of ***directed dialogue***. Since the goal of this level of learning is persuasive communication, the students will learn to be skillful in writing and speaking. This learning is centered on a very large round table and a very process-oriented pedagogy involving teacher guided, student implemented planning, outlining, reviewing, peer-editing, questioning, rehearsing, etc., all with intensive teacher involvement at each stage of the process. Teachers are mentors/coaches who are dedicated to the success of their students as each step of the process of writing and oral presentation is accomplished.

The Socratic Method results in students not only learning more effectively, but also developing skills in speaking, co-operation, and personal interaction--the experience more akin to university tutorials than 'lessons.' And our Christian foundation here at Covenant further expands and deepens the student learning experience. Any school can answer the 'how' questions of inquiry, but only a Christian school can answer questions that begin with "why." Therefore, Covenant students are encouraged to be inquisitive, to challenge conventional explanations, and to be willing to change their mind and adjust their position in the face of more accurate information.

One other important component to the Socratic Method needs mention. The goal of the Covenant upper school humanities approach to education is to impart to our students a mastery of skills rather than a mere memorization of data and facts. Learning an intellectual skill means possession of a long-term tool for life. Learning data and facts is highly perishable, yet easily recoverable given access to resources. Unfortunately, the environment in which American education thrives is a focus on loading our students with data, hoping they will retain it for assessment through tests and exams. But even when they perform well on assessments, students generally forget the majority of data shortly thereafter. The Covenant humanities goal, in order to lead our students to think well and deeply, will therefore be centered on imparting skills for a life of learning.

HOMEWORK PHILOSOPHY

As a Christian, classical, college-preparatory school, the Board of Trustees and Administration at The Covenant Preparatory School recognize and affirm the value of homework in reinforcing the skills and understanding the concepts necessary for the successful fulfillment of our academic mission. We have established the following principles to serve as a guide for instructors when assigning homework in each of their classes.

Principle 1: The overall purpose of the Covenant education is to train our students to think well (analytically, critically, Christianly) and to communicate well (written and orally; persuasively and eloquently). Therefore, all assigned homework should support these primary objectives.

Principle 2: We value classroom time as the key opportunity for teachers to engage students, develop their thinking, exchange ideas, make connections, and to produce meaningful work – together. Therefore, as a general rule, our desire is for students to *prepare* outside of class, and to *produce* meaningful work during class time.

Principle 3: In all grade levels, homework assigned should generally fall into one of two categories:

1. Reading for the purpose of understanding and preparing for in-class discussions or assignments.
2. Reinforcing particular concepts or skills introduced and modeled in class. Such assignments should be designed for the purpose of student reinforcement and mastery of particular objectives.

Principle 4: All homework should be planned by the instructor in accordance with and in support of particular lesson plans and objectives.

Principle 5: Students should be able to successfully complete all assigned homework without the assistance of a parent or guardian.

Principle 6: Homework should never be used as a punitive or disciplinary tool.

Quantity

The Covenant Administration seeks to define homework in qualitative rather than quantitative terms. However, we do understand that general quantitative guidelines and parameters are helpful for teachers seeking to honor the policies of the school. Although we understand that exceptions to the rules occur on occasion, we believe that teachers should plan their homework in such a manner that the amount is consistent with the following guidelines:

Through 6th Grade

No more than one hour of homework each night (total, not per subject), including the necessary studying and preparation time for specific exams (approximately 30 minutes of study time allocated per exam).

Upper School (7th through 12th Grade)

On average students should spend approximately two hours each night on homework assignments. Students enrolled in AP classes should expect to spend additional time on homework due to the collegiate nature of those courses.

HONOR ROLLS (Grades 1 – 12)

Each grading period an honor roll will recognize those students who maintain A's and B's in academic classes and maintain a conduct grade of **S** or higher in each subject. Marks in specialty classes for lower school students must be an **S** or higher with the exception of the penmanship grade. Report card comments must all be **S** or higher to qualify for any honor roll category. All subjects given numerical grades are used to determine the academic average. The honor roll consists of two categories as follows:

School Honor Roll – per each grading period

1. A Honor Roll – All A's
2. A/B Honor Roll – At least one A and all grades of A's and B's

LATE CLASSWORK/HOMEWORK/MAJOR GRADES

NOTE: Each school day counts for a full day whether or not a class meets on that day.

First (1st) through Fourth (4th) Grades
In grades 1-4, late work will receive a deduction at the discretion of the teacher. Parents' full cooperation is required in seeing that students complete assignments. Failure to complete all assigned work will affect the student's daily and quarterly grade.

Fifth (5th) Grade – Twelfth (12th) Grade
One Day Late – 10 points deducted
Two Days Late – 20 points deducted
Three Days Late – 30 points deducted

After three days, students are still responsible for completing their homework but they will receive a 0.

INCOMPLETE GRADES

If a student has not completed make-up work at the end of a grading period, he will receive an "I" for an incomplete grade on his report card. When the work is completed and graded (or if the work is not completed and becomes a zero), an updated report card grade will be calculated.

REPORT CARDS & GRADES ONLINE

Report cards are available on RenWeb and will be e-mailed home on the dates published on the school calendar. <u>If there are any financial obligations that have not been resolved, access to RenWeb will be denied.</u>

Student grades, assignments and attendance may be monitored online by using RenWeb. All students in each family can be accessed under one log-in. Parents may also e-mail teachers directly from RenWeb with any questions or comments. All questions concerning grades should be directed to the teacher.

SUMMER SCHOOL FOR UPPER SCHOOL STUDENTS

Summer school for repeating or remedial work will be arranged through the Administration on a case by case basis.

GRADUATION REQUIREMENTS

To receive a Covenant diploma, a student must meet graduation requirements as listed on the following page and must be in attendance at Covenant the first day of the second semester of the year of graduation.

Discipline	Credits
Bible Students must earn credits for four Bible classes.	**4**
English Students must earn credits for Ancient Literature, Medieval Literature, Modern Literature, and American Literature.	**4**
History and Government Students must earn credits for Ancient Civilizations, Medieval History, Modern History, The American Experience, Government, and Economics.	**4.5**
Mathematics Students must earn a credit for Algebra I, Algebra II, and Geometry (or honors equivalents) plus one Math course beyond Geometry.	**4**
Science Students must earn a credit for Biology, Chemistry, and Physics (or AP equivalents) plus one additional science course.	**4**
Foreign Language Students must earn two credits for the same foreign language.	**2**
Rhetoric and Speech	**1.5**
Fine Arts	**1**
Technology Applications	**1**
Physical Education Participation in one season of athletics is equivalent to 0.5 credits.	**1**
TOTAL CREDITS FOR GRADUATION	**27**
Community Service Hours	**80**

Graduation requirements may be modified for students who transfer to Covenant after the 9th grade.

Generally, students who have not completed all the academic and service requirements will not be permitted to participate in graduation ceremonies. In special circumstances, the administration may allow a student who has not completed all requirements to participate in the graduation ceremonies although the student will not receive a diploma until the requirements are completed.

SERVICE HOURS

As part of the graduation requirements, each upper school student is required to perform a total of 80 service hours. Students must complete 40 of these hours outside of Covenant (church, sports, clinics, the food bank, etc.) The total service requirement will be pro-rated for students who begin attending Covenant after the 9th grade so that a student who begins in tenth grade would be required to perform 60 service hours, etc. The purpose of the service requirement is to help students develop compassion and empathy for people who are in need. In keeping with that purpose, students are encouraged to make service a regular part of their life and complete 20 hours of service per year; however, the only enforced requirement is that students must complete their total number of hours in order to graduate.

TUTORING

Students are encouraged to seek tutoring during the hours of 7:30-7:45 a.m. and 3:00-3:30 p.m. for the Lower School and from 7:30-8:00 a.m. and 3:10-3:30 p.m. at the Upper School.

CLASS RANKING FOR SENIORS

We are a non-ranking school. Valedictorian and salutatorian GPA rankings will be calculated through the midpoint of the spring semester of the student's senior year.

SELECTION OF VALEDICTORIAN & SALUTATORIAN

Valedictorian

The senior class valedictorian is the graduating senior whose grade point average at the mid-point of the spring semester of the senior year is the highest in the class and whose conduct demonstrates exemplary Christian character as determined by the graduation committee. Only classes taken at Covenant will be included in a senior's GPA.

A student must have consecutively attended Covenant for eight semesters prior to graduation to be eligible for valedictorian. If academic achievement or conduct deteriorates during the last semester of the senior year, the Head of School may not permit the student to be selected as valedictorian.

Salutatorian

The senior class salutatorian is the graduating senior whose grade point average at the end mid-point of the spring semester of the senior year is the second highest in the class, and whose conduct demonstrates exemplary Christian character as determined by the graduation committee. Only classes taken at Covenant will be included in a senior's GPA.

To be eligible for senior class salutatorian, a senior must have consecutively attended Covenant for eight semesters prior to graduation to be eligible for salutatorian. If academic achievement or conduct deteriorates during the last semester of the senior year, the Head of School may not permit the student to be selected as salutatorian.

Grade Point Average Tie

In the event of a tie when the grade point average is computed to the second decimal place, the following procedures shall be applied: 1) In the case of a tie for the valedictorian position, Covenant shall honor covaledictorians, and no salutatorian shall be named. 2) In the case of a tie for the salutatorian position, Covenant shall honor co-salutatorians.

TESTING

Semester Exams - Exemption Policy

Freshmen students, Spring Semester Only – One Exam
Sophomore students, Spring Semester Only – Two Exams
Junior students, Spring Semester Only – Three Exams
Senior students, Fall Semester – Two Exams
Senior students, Spring Semester – All Exams with the exception of AP courses

Exemption from semester exams is not a right but a privilege. Students may request exemption from taking the final exam in a course by following the procedure outlined below. Students may choose to take exams from which they are exempt in order to improve their grade in such courses. Students will not be penalized if the grade on the semester exam lowered their average in the course. To be exempt from an exam, students must

follow the procedure specified below by the due dates which will be announced to students and parents each semester.

1. Obtain a Request for Exemption from Semester Exams form from the counselor by the designated date.
2. List the subject(s) in which the student thinks he/she qualifies to be exempt according to the grade level guidelines listed above.
3. Have each teacher complete the following:
   a. Total number of absences and tardies for the class (limited to a maximum of five absences—excused or unexcused—and five tardies per semester, as recorded in RenWeb).
   b. Semester grade as of the designated date
      i Seniors can exempt for grades 80 and above
      ii 9th-11th can exempt for grades 90 and above
   c. Conduct grade (no N's or U's allowed)
   d. Textbook has been returned in good condition (spring exams)
   e. Teacher's signature
4. Students who enrolled second semester must take the form to the registrar to verify date of enrollment (student must have been enrolled by the fourth day of the semester).
5. Turn in the form to the counselor by the designated date for final approval. The counselor's office will contact the business office to be sure no fees are outstanding and will be sure that any seniors requesting exemption are eligible to graduate in May.
6. Absences because of school-sponsored activities (such as field trips, academic meets, or other academic events as approved by the Administrative Team) and college visits or due to death in the immediate family are not counted against the student.
7. Students who fail to turn-in text books or exceed the allowed absence limit after the exemption is approved must take the final exam, or they will receive a zero on the final exam.

Semester Exam Schedule

The semester exam schedule for grades seventh through twelfth will be published prior to review week. Fifth and sixth grade students will be given quarterly or unit tests.

STANDARDIZED TESTING

The Comprehensive Testing Program (CTP 5) will be administered to grades three through eight. The CTP 5 tests are designed to collect basic information about student achievement in key areas: listening, reading, vocabulary, writing and mathematics.

Students in grades nine, ten and eleven take the PSAT in October. The ACT and/or SAT are college entrance exams and should be taken in the junior year. Registration and fees for college entrance exams are the responsibility of the student.

TESTING SCHEDULE – GRADES 7 – 12

Teachers utilize a test calendar and should not assign more than two tests to any group of students on a given day. Teachers seek to coordinate projects and long-term assignments.

COVENANT UNIFORM CODE

School uniforms have a longstanding presence in education for many positive reasons. The purpose of Covenant's uniform policy flows directly from our school's stated mission and strategic vision, both of which articulate our desire to see the holistic development of our students, including the cultivation of their minds and character. We believe individuality to be a wonderful thing ordained by God Himself and most fully appreciated in the context of the community. Our student body is made up of a beautiful diversity that does not simply exist, but thrives in unity. Our uniform policy is driven by two primary desires: unity and focus.

Unity
Covenant students wear uniforms for unity's sake. Every day when they put their uniforms on for school, they experience a reminder that they are a part of something bigger, and there is a corresponding sense of identity within the Covenant community felt by the student. Uniforms become a badge of pride in the school and our community. They cultivate a heightened awareness of belonging and shared purpose among our students.

Focus
Covenant students wear uniforms in order to best focus on the task at hand, which is learning. Our desire is to alleviate the pressures and comparisons students often experience when trying to keep up with the latest fads, trends and styles in the area of clothing. Covenant uniforms are, in fact, a source of freedom for our students from this social pressure. Our ultimate desire is to see Covenant students' individuality expressed via the beauty of their whole person.

General Principles and Guidelines

It is expected that students will adhere to the spirit of the Covenant uniform code by heeding the following guidelines:

1. The administration reserves the right to remove any student from the classroom for inappropriate dress.

2. Students should appear neat and clean.

3. All clothing should fit correctly; it should not be too tight or oversized.

4. Any shirt worn under a uniform top must be white or gray and free of any wording or insignias.

5. Pants must be worn to fit at or slightly below the waist. Pant hems/cuffs may NOT drag the ground or be torn or open at the hemline. No holes, tears, or tatters on any clothing. Cargo-style bottoms are not allowed, even if purchased from uniform stock.

6. Non-Covenant coats are not to be worn indoors during school hours.

7. Visible tattoos, body writing and body piercings are not permitted. Ear gauges are not permitted. Girls may wear earrings in the ear only. Boys may not wear earrings.

8. Students in kindergarten through fifth grade may not wear makeup. Heavy and unusual makeup is prohibited.

9. Jewelry, hair accessories and nail polish should be limited to that which is neither extravagant nor distracting. Hair accessory colors must be the uniform colors: crimson, gray, white or black.

10. Smart watches must be kept in backpacks during quizzes and tests.

11. Facial hair is not permitted for male students.

12. No extremes hair styles are allowed for boys or girls. **Hair color is expected to be natural**. Hair should be neat and not cover the eyes. Hair for boys and young men should not cover the eyes or ears. Hats are NOT permitted inside the building.

13. No rolling backpacks are permitted.

14. **Shoes: Shoes can be school colors (see number 15) or tan/brown. No neon colors or light up shoes.**

15. Covenant school colors: crimson, gray, white and black.

16. Eleventh and Twelfth Grade students only can wear college attire on Friday.

Special Activities and Field Trip Attire

Field Trips – Grade Level Directors, with the approval of the Campus Principals / Coordinators, will establish field trip attire prior to the first field trip.

Special Activities - On special days or at school-sponsored activities on or off campus, students are expected to dress appropriately for these activities and the Administration will serve as final authority in matters related to appropriate dress.

Male Students

All Grades - Daily Uniform (Monday, Tuesday, Wednesday and Thursday)

9th – 12th Grade Students Only – Please See Tuesday Chapel Dress Section Below

Tops	Uniform crimson, white or gray polo shirts purchased from the Covenant uniform store or Lands End. Optional: White long-sleeved or short-sleeved solid shirt layered under uniform polo shirt.
Bottoms	Pants in medium khaki, black or gray. Shorts in medium khaki, black or gray.
Socks	Socks must be a Covenant school color. No neon color socks.
Shoes	Shoes must be Covenant school colors. No flip-flops, sandals, light up shoes, or boots.
Jackets	Approved Outerwear: Only official Spirit Wear or approved Lands End items may be worn as outerwear during normal school days on campus. No hoodies are permitted on Monday-Thursday. Students must wear the uniform crimson, white or gray polo under all outerwear on Monday-Thursday.

Friday Uniform

Top	Covenant Spirit Wear, House Shirt, Covenant Friday T-Shirt, or crimson, white or gray uniform polo. Eleventh and Twelfth grade students only can wear college attire on Fridays.
Bottom	Uniform bottoms or blue colored blue jeans or blue jean shorts.
Socks	Socks must be a Covenant school color. No neon color socks.
Shoes	Shoes must be Covenant school color closed toe shoes. No flip-flops, sandals, light up shoes. Boots are permitted on Fridays only.
Jackets	Approved Outerwear: Only official Spirit Wear or approved Lands End items may be worn as outerwear during normal school days on campus. Jackets or sweatshirts with a hood, or hoodies are permitted on Friday only.

Female Students

All Grades - Daily Uniform (Monday, Tuesday, Wednesday and Thursday)

9th – 12th Grade Students Only – Please See Tuesday Chapel Dress Section Below

Tops	Uniform crimson, white or gray polo shirts purchased from Covenant uniform store or Lands End. Optional: white long-sleeved or short-sleeved solid shirt under uniform polo shirt.
Bottoms	Pants in medium khaki, gray or black (No leggings or jeggings). Bermuda style shorts in medium khaki, gray or black. Capri's in medium khaki, gray or black. Skirts, skorts or jumpers in medium khaki, gray or black **longer than mid-thigh**.
Socks	Socks must be a Covenant school color. No neon colors socks. Females in grades PK4 through 6th grades only may wear black, gray or white tights or leggings under skirts or dresses. Females in 7th through 12th grade may wear black, gray or white tights under skirts (no leggings allowed for Upper School).
Shoes	Shoes must be a Covenant school color, athletic sneaker/tennis shoe, brown or black dress shoe (heel height may not exceed 2 ½ inches). No open-toe shoes, flip-flops, sandals, light up shoes, or boots.
Jackets	Approved Outerwear: Only official Spirit Wear or approved Lands End items may be worn as outerwear during normal school days on campus. No jackets or hoodies are permitted on Monday-Thursday. Students must wear the uniform crimson, white or gray polo under all outerwear on Monday-Thursday.

Friday Uniform

Top	Covenant Spirit Wear, Covenant Friday T-shirt, or crimson, white or gray uniform polo. Eleventh and Twelfth grade students only can wear college attire on Fridays.
Bottom	Uniform bottoms or blue-colored blue jeans, blue jean shorts or capris. Shorts must be appropriate length. No leggings or jeggings.
Socks	Socks must be a Covenant school color. No neon color socks.
Shoes	Shoes must be a Covenant school color, athletic sneaker/tennis shoe, brown or black dress shoe (heel height may not exceed 2 ½ inches). No open-toe shoes, flip-flops, sandals, or light up shoes. Boots are permitted on Friday only.
Jackets	Approved Outerwear: Only official Spirit Wear or approved Lands End items may be worn as outerwear during normal school days on campus. Jackets or sweatshirts with a hood or hoodies are permitted on Friday Only.

Chapel Attire – Grades 9 through 12

Tops	White, collared oxford-style shirt purchased from the store of your choice. Shirts must be tucked in.
Bottoms	Khaki slacks. Females may wear khaki slacks or khaki skirt (No jeans, leggings or jeggings).
Belt	Brown or black belt must be worn.
Socks	Socks must be a Covenant school color. No neon color socks. Females may wear tights in black, gray or white under skirts.
Shoes	Shoes must be a Covenant school color, athletic sneaker/tennis shoe, brown or black dress shoe (heel height may not exceed 2 ½ inches). No open-toe shoes, flip-flops, sandals, light up shoes, or boots.
Jackets	Covenant blazer must be worn on chapel days. Blazers are provided by the school.

PRINCIPLES OF CONDUCT

The Covenant Preparatory School's main principle of conduct is:

BE WHERE YOU ARE SUPPOSED TO BE,
WHEN YOU ARE SUPPOSED TO BE THERE,
DOING WHAT YOU ARE SUPPOSED TO BE DOING AS
WELL AS THAT TASK CAN BE DONE.

The Covenant plan for student disciplinary and academic conduct is founded upon Biblical principles and developed through the collaborative efforts of the school faculty and administrative staff.

The Board of Trustees and the administrative team are committed to a student behavior plan that effectively supports the philosophy, doctrinal statement, and goals of The Covenant Preparatory School. Certain fundamental principles directly impact this area of student management:

a. Education is the product of a fully cooperative relationship between the home and school.
b. Attendance at Covenant is a privilege, not a right.
c. Covenant will not discriminate on the basis of race, sex, color, or national origin.
d. Covenant reserves the right to establish and enforce rigorous academic and disciplinary standards and to take decisive actions when these standards are not met.
e. While Covenant must be firm in maintaining an academically sound, safe, and effective environment for learning, Covenant is extremely sensitive to the well-being of each student and family.
f. The ongoing success and welfare of the entire school must take precedence when decisions are made regarding a student's admission or continuance at The Covenant Preparatory School.

The student behavior plan and the family handbook are not intended to be all-inclusive and do not define all types and aspects of student management standards. ***The administration reserves the right to evaluate each discipline infraction to apply appropriate sanctions.***

While Covenant acknowledges that the education of the student is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to Covenant's purpose, philosophy, and mission statement, Covenant does not hesitate to require appropriate behavior and academic discipline from each student.

BIBLICAL GUIDELINES FOR STUDENT BEHAVIOR

Respect Authority

"Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold not terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4

Be an Example
"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." 1 Timothy 4:12

Seek Excellence
"I can do everything through Christ who gives me strength." Philippians 4:13

Be Honest
"Providing for honest things not only in the sight of the Lord, but also in the sight of man." 11 Corinthians 8:21

Be Truthful

"Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

Practice Clean Speech
"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:32

Reflect Jesus "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." Philippians 4:8

GRIEVANCE POLICY AND PROCEDURES

If a student, parent, or staff member has questions or concerns regarding disciplinary sanctions taken by an administrator or teacher or the policy under which an action is taken, he/she should follow these principles:

- Go directly to the person involved and discuss the matter with the individual.
- If the matter is not resolved in discussion with the individual, request a joint conference with the teacher and department head.
- If the matter is not resolved in discussion with the teacher and department head, request a joint conference with the teacher, Department Head, and Principal.
- If the matter cannot be resolved, a hearing before the Head of School may be requested. The decision reached at this level is final.

HOME AND SCHOOL COOPERATION

A fundamental premise of The Covenant Preparatory School is that education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. While communication between the school and home is often in written form or by telephone, the school also encourages face-to-face parent/teacher conferences. For any student not maintaining passing grades, achieving expected levels of performance, or consistently not adhering to campus or Covenant behavioral rules and regulations, parent/teacher/administrator conferences may be initiated by the teacher, administrator or the parents.

Students who no longer reside with or who are no longer under the authority of their legal guardians may be asked to withdraw.

RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

The Covenant Preparatory School Classroom Rules

1. Honor and obey God and the authority He has established at The Covenant Preparatory School.
2. Respect your teachers and fellow students by arriving to class on time.
3. Respect the dignity of others.
4. Respect the property of others.
5. Listen silently when others are speaking.
6. Come to class prepared with all supplies and homework completed.

All students at Covenant have the right to be treated with fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and Covenant staff. Each student is obligated to exercise his own rights responsibly and in compliance with rules established for the orderly conduct of the school's mission. The school's rules of conduct and disciplinary sanctions exist to achieve and maintain order in the school. Any student who, by his conduct, deprives another of his rights, or who violates campus or Covenant rules, shall be subject to sanctions designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities shall include:

1. Attending all classes regularly and on time;
2. Being prepared for each class with appropriate materials and assignments;
3. Being properly attired;
4. Exhibiting respect toward others and toward school property;
5. Paying required fees and fines;
6. Refraining from violations of the Student Code of Conduct;
7. Obeying all school rules, including safety rules;
8. Pursuing changes in school rules and regulations in an orderly manner through appropriate channels;
9. Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses; and
10. Taking home all school-related communications.

Parent Rights and Responsibilities

Parents of Covenant students have the right to:

1. A safe and nurturing atmosphere;
2. Fair and equal treatment;
3. Appropriate and timely communication from the school and teachers;
4. Participate in all appropriate school functions; and
5. Conferences with the appropriate school personnel in matters relating to their student(s).

Parents of Covenant students have the responsibility to:

1. Actively support the philosophy, doctrinal statement, and goals of Covenant;
2. Actively support the administration and staff with the implementation of the Covenant student behavior plan;
3. Actively supervise their students' compliance with the dress code;
4. Make every effort to provide for the physical and medical needs of their student;
5. Be sure their student attends school regularly and promptly report and account for absences and tardies;
6. Teach their student to pay attention and obey the rules;
7. Encourage and lead their student to develop proper study habits at home;
8. Participate in parent/teacher conferences to discuss their student's school progress and welfare;
9. Discuss behavior reports, progress reports, report cards and school assignments with their student;
10. Bring to the attention of school personnel any learning problem or condition that may relate to their student's education;
11. Sign and return academic and disciplinary communications from the school;
12. Keep informed of school policies and academic requirements of school programs;
13. Be sure their student is appropriately dressed at school and for school-related activities;
14. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school; and
15. Follow the prescribed "chain of command" (teacher, department head, principal) in pursuing issues or seeking to resolve disputes.

Teachers Rights and Responsibilities

Covenant does not provide the personal cell/home phone numbers of its administration and staff. Parents are always welcome to email Covenant administration and staff or to call the Front Desk for emergencies.

Teachers have the right to:

1. Teach in a classroom free from disruption and undue interruption;
2. The prayerful support of administrators and parents; and 3. Respect from students, parents, and other staff members.

Teachers have the responsibility to:

- Actively support the philosophy, doctrinal statement, and goals of Covenant;
- Use discipline management techniques recognized in the student behavior plan;
- Set the stage for good student discipline by being regular in attendance, on time and maintaining a professional appearance and demeanor;
- Perform their duties in a manner evidenced by appropriate preparation, resource materials, and assignments;
- Comply with campus and Covenant school policies, rules, regulations and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Teach to the standards of performance required by Covenant;
- Establish rapport and an effective working relationship with parents, students, and other staff members;
- Teach students to strive toward self-discipline;
- Encourage good work habits that will lead to the accomplishment of personal goals;
- Serve as appropriate role models in accordance with the standards of their profession and the Christian faith;

- Stay up to date with online grade books; and
- Communicate regularly with parents

Administrators Rights and Responsibilities

Administrators have the right to:

1. Make decisions that are in the best overall interest of the school; and
2. Be shown the cooperation and respect commensurate with the duties and responsibilities.

Administrators have the responsibility to:

1. Actively support the philosophy, doctrinal statement, and goals of Covenant;
2. Oversee implementation of the Covenant student behavior plan;
3. Assume instructional leadership in the attainment of effective student conduct;
4. Ensure effective and timely school communication with parents;
5. Encourage parent communication with the school, including participation in required parent/teacher conferences;
6. Promote effective training and discipline, including self-discipline, of all students;
7. Respond to student management problems referred to them by teachers; and
8. Serve as appropriate role models in accordance with the standards of their profession and the Christian faith.

GUIDELINES FOR IMPLEMENTING DISCIPLINARY SANCTIONS

Covenant personnel will follow the guidelines listed below to determine the appropriate action to take in response to student misconduct. ***The Administration reserves the right to evaluate each discipline infraction to apply appropriate sanctions. Any other offenses not delineated in this Code will be addressed on an "as needed" individual basis.***

1. The purpose of discipline is two-fold: to teach and to maintain order.
2. Any discipline effort, to be successful, should be redemptive, bringing the student closer to the goal of self-discipline.
3. Disciplinary sanctions are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance, but of love.
5. The disciplinary sanction chosen must be appropriate to the age and maturity level of the student.
6. The disciplinary sanction chosen must be the least aggressive response adequate to correcting the undesired behavior.
7. Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart. Thus, as appropriate, each teacher, administrator, or other staff member who disciplines a student shall attempt to not only point out Biblical principles dealing with the offense, but also pray with the student regarding his/her need for repentance and reconciliation from his behavior.

SUSPENSION

Behaviors warranting in school suspension (ISS) includes but are not limited to: cheating, destruction of school property, stealing, and physically injuring another student.

ISS occurs after three (3) warnings and prior communication with parents. Any incident causing severe bodily harm waves the warning courtesy and results in immediate suspension.

Only the Administrative Team may assign suspensions and the following specific provisions shall apply:

1. The parents will be notified to take the student home the day of the occurrence.
2. If the parents cannot be notified immediately, the student will be kept in a designated area until the end of the school day.
3. The term of the suspension shall not exceed three consecutive days.
4. A suspended student will not be allowed to return to school without a parent conference with the Head of School.
5. Days of suspension are considered unexcused absences from school and may result in loss of academic credit for the period of the suspension.
6. Suspension automatically initiates disciplinary probation.

EXPULSION

If extensive documented attempts to correct a student's behavior have failed, if the misbehavior persists, or if the offense warrants Covenant's most drastic sanction, then the Head of School may recommend to the Board that a student withdraw. The following serious offenses are potential grounds for withdrawal:

1. Continued defiance or direct confrontation with school authorities
2. A third suspension
3. Failure to comply with the terms of disciplinary probation
4. Stealing and other serious moral offenses
5. Repeated instances of cheating
6. Chronic violations of Covenant rules and regulations not corrected by lesser measures
7. Activities outside the school which call for police intervention
8. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school such as sexual immorality, vandalism, involvement in a felony crime, shameful behavior (e.g. mooning), involvement with the occult, etc.
9. Assault of a teacher or other individual
10. Extortion
11. Arson
12. Intentional destruction of Covenant property
13. Possessing, delivering, using, or being under the influence of any alcoholic beverage, controlled substance or dangerous drug; abusing glue, paint, any other chemical substances, mood-changing, mind-altering, or behavior-altering drugs, while on school premises or while in attendance at any school related activity or event, and/or possessing, delivering, or using any firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event.

STUDENT CODE OF CONDUCT

BE WHERE YOU ARE SUPPOSED TO BE,
WHEN YOU ARE SUPPOSED TO BE THERE,
DOING WHAT YOU ARE SUPPOSED TO BE DOING AS
WELL AS THAT TASK CAN BE DONE.

The administration reserves the right to evaluate each discipline infraction to apply appropriate sanctions. Any offenses not delineated in this Code will be addressed on an individual basis.

The Covenant Preparatory School has implemented a demerit system for students in fourth through twelfth grades for minor discipline infractions including, but not limited to, uniform code violations and general classroom misbehavior. Students in these grades will be assigned detention on the 3rd and 6th demerits marked per quarter. The 7th and all subsequent demerits marked during a quarter will result in further detentions and/or parent conference. The demerit count will be reset each quarter. *NOTE: Upper school students are on a semester grading period; the demerit count will be reset at the midterm progress report date.* Please see page 13 regarding student dismissal policy.

Discipline issues for students in pre-kindergarten through fourth grade will be handled by the classroom teacher and the appropriate administrator.

*** Behavior and discipline considerations are given based on the trivium: Grammar (K-3rd), Logic (4th-6th), and Rhetoric stages (7th-12th). Consequences will look different based on the ages/development of our students. Administration reserves the right to discipline based on the severity of the infraction.**

Detention:

1. Detention is scheduled by grade level principal. Students must serve an assigned detention at the first available session.

2. Students will not be allowed to do homework, read, or sleep during detention.

3. Students that are assigned detention may have one opportunity each quarter to reschedule; mid-term for upper school students.

4. Monday through Thursday dress code will be followed.

5. Students must arrive on time to detention.

6. No food or drink will be allowed in the detention room.

ARSON/EXTORTION/WEAPONS/BURGLARY

Possible sanctions include but are not limited to:

1st – Parent Conference/Withdrawal from School

ASSAULTS/FIGHTING

Possible sanctions include but are not limited to:

1st – Parent Notification and Conference/One day In-School Suspension/Placement on Disciplinary Probation or possible withdrawal from school. An out-of-school suspension may be assigned in lieu of in-school suspension.

2nd – Parent Conference/Withdrawal from School

CELL PHONES

Lower School

To uphold the academic integrity of a Covenant education, the administration prohibits the use of all cell phones and electronic devices—including smartwatches—during official school hours. These devices must be turned off and stored in the student's backpack or assigned locker/storage area. Devices must remain completely out of sight at all times. If a device is visible, it will be immediately confiscated by a staff member, and a parent must retrieve it from the Front Desk.

Upper School

Upper School students may bring cell phones or smartwatches to school; however, they must remain turned off and stored in backpacks or assigned lockers/storage areas during official school hours. Devices must not be visible at any time, including in clothing pockets. Any visible device will result in immediate disciplinary action as outlined in the Administrative Procedures below.

The Covenant faculty and administration believe that visible electronic devices during school hours disrupt the learning environment. Parents needing to contact their child during school hours should call the Front Desk. In emergencies, students may use the designated Front Desk phone or an administrator's office phone.

Administrative Procedures

If a student is found with a visible or unauthorized device during school hours:

- The device will be confiscated by a staff member and turned over to administration.
- The device will be secured and returned only at the end of the day: directly to Upper School students or to a parent for Lower School students.
- Upper School students will receive a detention and must check in their device with a Covenant administrator each morning for the next five school days, retrieving it at the end of each day.
- After the first offense, a parent meeting may be required for the device to be returned.

BULLYING/CYBERBULLYING

Definitions of Bullying and Cyberbullying
Bullying now includes a single significant act or pattern of acts by one or more students against another student that exploits an imbalance of power and involves engaging in expression (written, verbal, or electronic) or physical conduct that:

i. physically harms a student, damages a student's property, or places a student in reasonable fear of harm to the student's person or of damage to the student's property;

ii. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

iii. materially and substantially disrupts the educational process or the orderly operation of a school or classroom; or

iv. infringes on the rights of the victim at school.

Tex. Educ. Code § 37.0832(a)(1).

The law also makes clear the term "bullying" includes cyberbullying, and explicitly defines the term "cyberbullying" as any bullying done through the use of any electronic communication device, which includes cellular or other type of telephones, computers, cameras, electronic mail, instant or text messaging, social media applications, websites, or any other internet-based communication tool. Tex. Educ. Code § 37.0832(a)(2). Page 2 © 2021. Texas Association of School Boards, Inc. All rights reserved. TASB Legal Services

Additionally, in the past, schools had limited authority to regulate conduct occurring off-campus or in vehicles not operated by the district; however, now, in addition to conduct on school property or at school-related activities, schools must also address cyberbullying that:

i is delivered to school property or site of a school-related activity;

ii occurs on a publicly or privately-owned school bus or vehicle being used to transport students to or from school or a school-related activity; or

iii occurs off school property or outside of school-related events and interferes with a student's educational opportunities or substantially disrupts operations of a school, classroom, or school-related activity.

Tex. Educ. Code § 37.0832(a-1).

The Covenant Preparatory School:
Prohibits the bullying of students.

- Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying
- Prohibits the imposition of a disciplinary measure on a student who is found to be a victim of bullying on the basis of that student's use of reasonable self-defense in response to the bullying.
- Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act.

A student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, school head, or other school employee. Staff monitor the emotional well-being of the students and will refer them to the counselor as needed.

SEXTING

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities – regardless of when such act occurs (either during or after normal school hours) – are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages or emails that contain a sexual message or image a violation of the Student Code of Conduct, a violation that will result in school discipline up to and including expulsion from The Covenant Preparatory School as well as the notification of law enforcement.

COVENANT'S SOCIAL MEDIA POLICY

Covenant recognizes the value of social media for communication and making connections with families. In considering the widespread impact of social media, Covenant holds staff and faculty responsible for words and actions in connection to social media posting. The expectation exists that all employees of Covenant will represent the school positively through use of proper online etiquette, privacy adherence, and safety measures.

In an attempt to protect Covenant employees and students, the establishment of the following policy for employee use of social media outlines expectations and guidelines. Guidelines seek to provide clarification for proper use in alignment with Covenant's mission, vision, and family/employee handbooks. For the purpose of transparency, social media includes but is not limited to: Facebook, Twitter, Instagram, blog sites, Snap Chat, or any other types of social media.

General expectations for social media:

- Covenant staff and faculty should maintain the same standards for conduct for all forms of communication.
- Refrain from posting confidential or private information relating to the school, students, or faculty in alignment with FERPA and Covenant's expectations for employee conduct.
- Recognize that anything posted to social media sites are no longer considered private and can still be available even if removed.
- Refrain from posting any personal information or identifiers.
- Choose appropriate language and avoid anything that can be perceived as inappropriate, obscene, bullying, derogatory, libelous, discriminating, or threatening in nature.
- Be aware of copyright laws for sharing or reposting.
- Be cognizant of the ramifications of joining in social media conversations that could be damaging to the school, students, or faculty members and refrain from participation by notifying school administration.
- Question whether a social media post calls into question your professionalism and reputation as a Covenant employee.
- Be aware of responsibilities for reporting abuse, law breaking, and any other type of event that requires reporting under the law.

Social Media Use (Staff, Personal)

- Covenant staff and faculty are not required to "friend" parents or relatives with children in the school to personal sites.
- Covenant staff and faculty members cannot "friend" any current Covenant students.

- Covenant staff and faculty should refrain from "friending" children under the age of 18 (exclusion for family members only).
- Remember that anything posted can be downloaded or copied and personal information can be shared.
- Be cognizant of social media privacy policies and adjust personal accounts accordingly.
- Refrain from posting information related to the school on personal social media pages that may infringe on the privacy of others.

Social Media Use (Students)

- Covenant is not responsible for student use of social media offsite and outside of school hours.
- Students must comply with technology policies stated in the family handbook.
- Students should not have access to social media during school hours and Covenant sporting events.
- Cell phone use is prohibited on campus

UNIFORM CODE VIOLATIONS

Possible sanctions include but are not limited to: One demerit marked for each uniform code violation.

Students that arrive to school out of uniform may be asked to return home to change or ask a parent/guardian to bring appropriate uniform items to school. A demerit will be marked for uniform code violations.

Parent/guardian Conference.

Covenant reserves the right to assign appropriate discipline measures and/or remove a student from the classroom immediately for inappropriate dress.

CHEATING, LYING OR COPYING WORK, PLAGIARISM, FORGING SIGNATURES OR NOTES, VANDALISM

Possible sanctions for offenses in a school year include but are not limited to:

1st – Parent notification, partial or full loss of credit of the assignment, student completion of assignment during in-school suspension, detention, or other designated time as determined by the Administration.
2nd – Parent-Teacher Conference with student present, partial or full loss of credit of the assignment, student completion of assignment during in-school suspension, detention, or other designated time as determined by the Administration.
3rd – Parent meeting with Principal/Head of School

GENERAL CLASS MISBEHAVIOR

Excessive talking, disrespectful behavior, disruptive behavior, out of designated area/location etc.

Possible Sanctions include but are not limited to: One demerit marked per infraction
Teacher-assigned detention, Administration and parent notification
Detention assigned by Administration, parent notification
In-school suspension, parent conference, Disciplinary Probation or possible withdrawal from school

HAZING, RACIAL SLURS, SEXUAL HARASSMENT, PORNOGRAPHY

Possible Sanctions include but are not limited to:

1st – Detention
2nd- One or two day in-school suspension assigned by Administration, parent conference/placement on disciplinary probation or possible withdrawal from school
3rd– Withdrawal from school

IMMORALITY/SEXUAL ACTIVITY ON CAMPUS

Possible sanctions include but are not limited to:

1st – Parent conference/withdrawal from school

LEAVING CAMPUS WITHOUT PERMISSION

Possible sanctions include but are not limited to:

1st – One day in-school suspension assigned by Administration or loss of off campus privilege for one week if a senior, Parent Notification
2nd – Two day in-school suspension assigned by Administration or loss of off campus privilege for two weeks if senior, Parent Notification
3rd – Parent/Teacher conference with the principal and loss of off-campus privileges.

POSSESSION OF DRUGS, ALCOHOL, OTHER ILLEGAL SUBSTANCES

Possible sanctions include but are not limited to:

On Campus

1st – Parent conference/withdrawal from school

Off Campus

1st – Parent conference/drug testing regimen/drug-abuse counseling/placement on disciplinary probation or possible withdrawal from school
2nd – Parent conference/withdrawal from school

SCHOOL-SPONSORED SOCIAL ACTIVITIES

The students of The Covenant Preparatory School are expected to obey all published event expectations and to conduct themselves as ladies and gentlemen at all times. School social activities are considered to be part of the Covenant program and culture. Expectations of students regarding wisdom and virtue apply to the same degree. Students will be required to dress and behave appropriately. School administrators reserve the right to make decisions concerning questionable and inappropriate attire and behavior.

Normal school rules about alcohol and other drugs, tobacco, and appropriate behavior will be in effect. If these rules are violated, the offending student(s) may be removed from the activity. The appropriate school disciplinary procedures will be followed in regard to these infractions in accordance to the family handbook. Students are to stay in the designated areas for any on or off campus activity. Students who leave the activity

may not return and students may not leave early without parent approval by way of previously written note or verbal agreement via phone conversation with designated school chaperone.

Students are to treat all chaperones courteously and respectfully and follow the instructions they are given. Failure to do so will result in dismissal from the activity and follow-up disciplinary action from an administrator.

Guests of Covenant students must be pre-approved by administration.

SKIPPING CLASS

Possible sanctions include but are not limited to:

1st – Detention assigned by Administration, parent notification, loss of credit for work
2nd – One day in-school suspension assigned by Administration, parent notification, loss of credit for work
3rd – Withdrawal from school

TARDIES

Parents should check RenWeb to view student's attendance record. Detentions are assigned based on accumulated tardies to class. The tardy count is reset each quarter of the school year. *NOTE: Upper School students are on a semester grading period; however, the tardy counts will be reset at the mid-term progress report date.*

Detention - 5th tardy and 10th tardy per (mid-term)
Detention - 11th -14th tardies
In-school suspension– 15th tardy
Out of school suspension – 16th tardy
Possible expulsion – 17th tardy

PROHIBITED DRUG AND ALCOHOL POLICY AND SCREENING TEST PROCEDURES

The Covenant Preparatory School is determined to have a drug and alcohol-free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention, education, and disciplinary sanctions. The school may take disciplinary action, up to and including expulsion, without the necessity of a drug-screening test, for violations of this policy.
Any of the following actions constitutes a violation of this policy and may subject a student to disciplinary sanctions as determined by the school in its sole discretion, including expulsion:

1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing:
   a. Alcoholic beverages;
   b. Drugs prohibited by law or prescription drugs not prescribed for the student in accordance with medical treatment and Covenant medication policy; c. Misuse or abuse of a prescribed drug;
   d. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;

e. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug; f. Drug paraphernalia

2. Switching, adulterating or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the drug screening testing process, including but not limited to, refusing to take a drug screening test.

3. Assisting another to do any of the prohibited activities.

In addition to random drug screening, if a school administrator has reasonable suspicion that a student has violated this policy, he or she may require a drug-screening test to be administered on site and/or search of the individual(s) in question. Reasonable suspicion may result from the following, or other circumstances giving rise to reasonable suspicion: (a) observed behaviors; (b) detection of odor by a school employee; or (c) discovery of prohibited substance on the student, and/or in the possession of the student, and/or in or around school premises, school property, vehicles, or other areas in which the student has had access. In addition, the school reserves the right to conduct random drug screening tests at any time for any student participating in any school-sanctioned co-curricular activities and for student drivers. A parent or guardian will be notified before a drug-screening test is administered to the student.

Should the drug-screening test results be positive for drugs or masking agents (other than for prescription drugs prescribed for the student for medical treatment), the parent is responsible for paying any testing fees. Should the drug screening test results be negative, the school will pay for the testing fees. Should there be testing administered because of reasonable suspicion; the parent(s) and the school will share the cost of the testing fees if the tests are negative.

Should the drug screening test results be positive in any category (other than for prescription drugs prescribed for the student or for over-the-counter drugs taken in accordance with the medical treatment), the student will be subject to disciplinary sanctions as determined by the school in its sole discretion, including without limitation, expulsion. Should the results be negative, but there is reasonable evidence in the judgment of the school that the student has nevertheless violated this policy, the student may still be subject to disciplinary sanctions. Sanctions may include but are not limited to a student behavior plan which may require community service, counseling at parent expense, from participating in any school-sanctioned co-curricular activity and forfeiting driving to school and parking privileges at Covenant.

The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factor shall be within the sole discretion of the school. Further failure on the part of the student to strictly adhere to a behavior plan and/or treatment and rehabilitation plan shall be grounds for disciplinary action including withdrawal from school.

INTERROGATIONS AND SEARCH & SEIZURE

Covenant may search a student or student's property (a) based upon reasonable suspicion that a student may have an item prohibited by law or school policy and/or this student code of conduct or (b) with the student's free and voluntary consent. Moreover, vehicles that students have driven to school or to school-sponsored activities are also subject to search.

Areas such as lockers or similar areas, which are owned and/or jointly controlled by Covenant, may be searched if reasonable suspicion exists to believe that contraband may be inside. Students shall not place or maintain any item in school-owned lockers or areas owned and/or jointly controlled by Covenant that is forbidden in this Student Code of Conduct, nor shall students place or maintain any item that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse, or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present.

This campus may be inspected by detection canines for prohibited items in order to provide a safe learning environment.

LEGAL PROCEEDINGS

In the event that a student offense involves a violation of the law, Covenant officials will not only institute an appropriate disciplinary sanction within the context of this Student Code of Conduct, but also will refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be made immediately known to the student's parents.

PHYSICAL RESTRAINTS

Any Covenant employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect the student from injuring himself;
2. Protect another person, including the person applying physical restraint, from physical injury;
3. Obtain possession of a weapon or other dangerous item;
4. Protect property from serious damage;
5. Remove from a specific location a student refusing a reasonable command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures; and/or
6. Control and subdue an irrational student.

POLICE QUESTIONING AND ARRESTED STUDENTS

For police questioning of a student in school, the following guidelines shall apply:
Before the Head of School permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student at school. The questioning officer's name and title shall be obtained and recorded by school officials.
The Head of School shall make reasonable and immediate efforts to contact the student's parents. Law enforcement officers shall not question a student unless the Head of School or the Head of School's designee is present.

Any police questioning of a Covenant student must be conducted out of the sight and hearing of other students.

While at school, if a Covenant student is subject to arrest or apprehension by a law enforcement officer, notify the Head of School immediately. The Head of School shall first request to see the summons or warrant before

delivering the student into the officer's custody. The Head of School should then make reasonable and immediate efforts to contact the student's parents. Either the Head of School or the Head of School's designee shall accompany the student to the police station and remain with the student until the parent arrives.

THREATS OF VIOLENCE/WEAPONS

Covenant has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Students are not permitted to bring weapons of any nature to school or to a school function. A weapon may be defined to be anything that, in its intended usage, could be used in a violent manner to inflict physical harm on others. Examples of weapons would include but not be limited to guns, knives/blades/swords (including pocket knives and/or hunting knives), explosive or highly flammable devices or materials (including matches and lighters), spears, bows and arrows, martial arts devices such as nun chucks and throwing stars. In general, if an item is not permitted to be carried on board an airplane (with the exception of certain athletic equipment such as baseball bats and golf clubs), it shouldn't be at school or at a school event. While not necessarily constituting a weapon under this policy, students should not bring fake weapons such as toy guns, rubber knives, etc. to school.

Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his person at school or at a school function, the student will be subject to immediate expulsion depending on the nature of the weapon. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student, and/or student's parents and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

ACADEMIC AND BEHAVIOR PROBATION POLICIES

Probation for former students wanting to reenroll at Covenant:

Any former student wanting to return to Covenant but has a RenWeb/FACTS record of behavioral infractions will be allowed to reenroll at the discretion of the administration.

Administration will determine if a student can return and needs to be placed on probation. If a student is allowed to return under probation, the following steps occur:

- A meeting with parents, the building principal, and classroom teachers must occur to discuss the documented behavioral infractions

- Parents must sign off on a proposed probationary document agreeing to the proposed expectations (see example document in probation section)
- The student and parents must meet to agree and discuss the plan with staff and follow through with expectations
- Based on the progress, families must attend follow-up meetings every two-four weeks depending on the progress documented by classroom teachers
- Families understand that the level and type of infraction will be determined based on the handbook and a probationary period could be waived based on the infraction

Probation for current students (Behavioral):

Current students with documented (via RenWeb/FACTS) persistent behavior infractions will be placed on a six-week probation. Weekly, or as needed, meetings will be called to discuss behavioral progress with the student, teachers, and parents. Students not showing improvement at the end of the six-week probation will attend a required meeting with the head of school, parents, and the building principals. A probation document will be implemented with the expectations that:

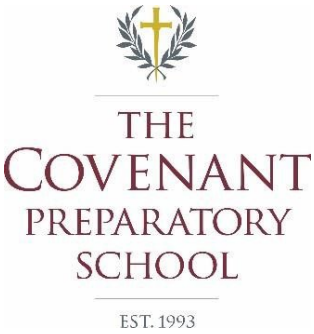
- Parents and the student will sign the probationary document in agreement with the terms
- Families will attend follow-up meetings as needed
- Families understand that the level and type of infraction will be determined based on the handbook and a probationary period could be waived based on the infraction

Probationary Period for new or existing students planning to return to Covenant (Academic):

New or returning students are subject to the family handbook rules (p. 32) but will be monitored the first quarter before probation goes into effect.

Probation for current students (Academic):

Please see pg. 32 of the Family Handbook.



The Covenant Preparatory School Probation Agreement

The probationary period is intended to clarify expectations of acceptable behavior. It serves to provide an opportunity for students to better understand expectations and incorporate the experience for overall holistic development in accordance with Covenant's Mission and Vision.

Date: _____

_____ has been placed on _____ probation at The

Covenant Preparatory School. This probation will be in effect for the _____ semester.

Conditions of probation include:

1. A meeting with the parent, student, and teacher(s) regarding behavioral and academic expectations prior to reenrollment.
2. A follow-up meeting within two weeks of reenrollment to monitor progress with the parent, teacher, and administrator.
3. A recap meeting in mid-January to discuss continued enrollment; staff will monitor and document progress via RenWeb

Terms:

1. The student will follow all school rules and expectations outlined by the Family Handbook and faculty members.
2. The student will maintain passing grades, seeking tutoring when necessary. The student will put forth effort in studying for tests and complete required homework.
3. The student will work to maintain appropriate conduct as outlined by the Family Handbook. Issues of integrity such as cheating, lying, and stealing are strictly prohibited.

Failure to comply with the terms and conditions of this probationary document will result in further consequences as per the Family Handbook.

_____ _____

Parent Signature Administrator Signature

_____ _____

Teacher Signature Teacher signature

FACILITIES

The student is to treat all school property as valuable personal property. Parents or guardians will be responsible for damage done to school buildings, furniture, grounds, lockers, textbooks, or any other property of the school by their child. Covenant will block RenWeb access until full reimbursement has been made.

BUILDING USE

For all activities outside the regular class schedule, Student Services must approve a request form. No group will be allowed to use any part of the building without a teacher, administrator or the designee of an administrator supervising that group.

EMERGENCY PLAN

Emergency Drills

Covenant will conduct drills in preparation and training for emergencies. Drills will be conducted on a monthly basis as determined by the Administrative Team.

Fire Drills

A pulsating signal will alert students to move quickly and quietly from the building to a designated place of safety. The administration will use radios to communicate when the building is clear for re-entry.

Please observe these rules during a fire drill:

1. Know which exit to use and an alternate if first exit is blocked.
2. DO NOT TALK during a fire drill.
3. Walk rapidly to the parking lot. DO NOT RUN.
4. Turn off the lights and close the door as the last person leaves.
5. Teachers check class rolls in the parking lot.

Tornado/Severe Weather Drills

Please observe these rules during tornado and hurricane drills:

1. Teacher should draw blinds or curtains.
2. Find sturdy shelter away from outside walls and windows.
3. Classes outside at recess or P.E. should quickly re-enter the building if time permits.
4. Go quietly to the assigned area of protection.
5. Face solid wall and kneel down with hands over your head.

TECHNOLOGY POLICY AND AGREEMENT

Acceptable Use Policy

Overview

Covenant's intentions for publishing an Acceptable Use Policy are to establish a culture of openness, trust and integrity among students while coming along side students to guide them. Covenant is committed to protecting employees and students from harmful, illegal or damaging actions by individuals, either knowingly or unknowingly.

The Covenant Preparatory School recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the board of trustees encourages the responsible use of computers; computer networks, including the internet; and other electronic resources in support of the mission and goals of Covenant and its schools.

Purpose of AUP

The purpose of this Technology Acceptable Use Policy is to ensure students will benefit from learning opportunities offered by the school's devices and other electronic resources including internet resources in a safe and effective manner. It is the policy of Covenant to maintain an environment that promotes ethical and responsible conduct in all online network activities.

Within this general policy, the Covenant Preparatory School recognizes its ethical obligation to protect the wellbeing of students in its charge. Although Covenant has taken precautions to restrict access to unappropriated materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites or materials.

Acceptable Use

Having access to devices and technology at Covenant is a privilege, not a right. Access to the computing infrastructure is limited to educational purposes. It shall be a violation of this policy for any employee, student, or other individual to engage in activity that does not conform to the established purpose and general rules and policies of the school. Abuse of this privilege will result in disciplinary action.

Only those users who are authorized to speak to or publish media to the public on behalf of the school may represent the school via any electronic communication.

Online Etiquette – Users are expected to express themselves using appropriate language and evaluate the validity of information online.

Unacceptable Use

Online Etiquette – Users should not use abusive, threatening, obscene, harassing, vulgar or suggestive language online or in communications including swearing, slurs or bullying language.

Privacy – Users should not share personal information about themselves, families, or faculty. This includes user account information, passwords, home addresses, phones numbers, birth dates, etc. Users should be aware of privacy settings on any websites they use or subscribe to.

Copyright – Users should comply with copyright laws and fair-use laws while accessing and utilizing online information, software, etc. Copying online information or media without proper documentation or permission will be considered plagiarism.

Images, Videos, Audio Recordings – Users should not record anyone (students, faculty, parents, presenters, school employees) without permission from the specific parties. In addition, materials should not be published publicly or privately without consent. This includes on any social media websites. School yearbook staff and students have permission to take photos of school related events for school use only. Users should never record in bathrooms or locker rooms.

No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other materials that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

Users of technological resources may not send electronic communications fraudulently (i.e. by misrepresenting the identity of the sender).

Users may not use technology devices or services (internet/network) of Covenant for any illegal activity or in violation of any school policies. The Covenant Preparatory School assumes no responsibility for illegal activities of students while using technology devices/services.

Instant messaging/texting – Students may not use instant messaging or texting software (apps)/websites. Peer-to-peer (P2P/file sharing) – students may not engage in peer-to-peer computer use software (app/websites) unless approved by faculty.

Users are not allowed to listen to audio (music), videos online (streaming) for personal use due to the high bandwidth consumption these sources require on the school internet/WIFI.

Downloading – Students should not download files/software/apps from the internet without consent from the faculty. Downloading takes considerable bandwidth in most cases and could inhibit network speed of others. Some file types may be blocked from being downloaded altogether.

Users should not tamper with or alter hardware or software on school devices. Including but not limited to hacking activities, "jail breaking" and creation/upload of viruses/malware. Any attempts to circumvent school protective measures incorporated by the school on devices or on the school network will be considered abuse of this policy and disciplinary actions will result. Such things as use of alternative WIFI hot spots/internet and anonymizers (proxies) to circumvent firewall restrictions and uninstalling or disabling of monitoring software. Issues with Covenant technology devices, printers or internet connectivity as well as internet content should be reported to IT personnel or email technology helpdesk at helpdesk2@covenantknights.org .

Users should not hinder another's ability to save or complete his/her work. This includes intentionally powering off someone else's device or closing device lids.

The heavy usage of school technology increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the devices they use and will be responsible for breakage or tampering of any kind.

Covenant has the right to:

- Log network use and to monitor server space utilization by user, and assume no responsibility or liability for files deleted due to violation of server allotments.
- Remove a user account on the network.
- Monitor the use of online activity while on campus or at school sponsored functions, extracurricular activities or athletic events. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review. Covenant reserves the right to outsource the monitoring ability to other organizations in the best interest of the safety of their users.
- Terminate any user's access to the internet, at any time for any reason.
- Provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Covenant owned equipment and specially to exclude those who do not abide by the Covenant Acceptable use policy or other policies governing the use of school facilities, equipment of materials.
- Restrict online destinations through software or other means.

Faculty members who supervise students, control electronic equipment or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Covenant.

Covenant makes no warranties of any kind, either expresses or implied that the functions or services provided by or through the school's computing infrastructure will be error-free or without defect. Covenant will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.

Covenant may install internet filtering or monitoring software in an attempt to regulate a user's access to inappropriate and/or harmful context on the internet. All student filtering complies with Children's Internet protection act (CIPA) requirements. Although Covenant has taken precautions to restrict access to questionable materials, it is impossible to control all materials. Therefore, the responsibility is upon the student or other user not to seek questionable websites.

Staff, faculty and upper school students will receive school email addresses. Students and faculty should use their school email accounts for all school communications. School email accounts should be used for school related communications only, no social communications. Students should not use email during class unless specifically instructed by faculty to do so. Covenant faculty and staff may use emails via Student Management System (RenWeb) for ease of communication.

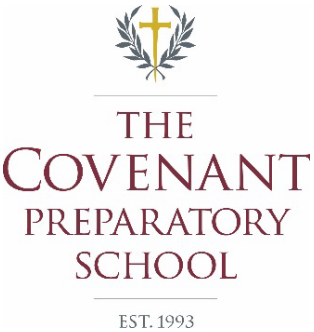
Users should save files to their personal folders on the network server or network cloud drive associated with their email or flash drives. Files saved in other locations may be purged without notification. Students should not access devices or folders/files intended for faculty/staff use only.

Students should also shutdown devices upon work completion; they should not lock devices to disallow others from accessing them.

School printers are provided for faculty and students to use to print school related work only.

All guidelines in the technology acceptable use policy apply to school owned devices as well as personal devise brought in for bring your own device (BYOD). Please see BYOD acceptable use policy for specific restrictions on student or faculty personal devices.

Covenant reserves the right to revise this Acceptable Use Policy as it deems necessary and will post the current policy on its website as notice to users of any revisions. Users are responsible for reading the policy regularly.



PORTRAIT OF A PARENT

- Faith-filled – Parents committed to upholding Christian values and biblical principles and committed to our mission to develop children strong in mind, body, and spirit. Parents need to possess a strong Christian worldview to support the mission and vision of Covenant.

- Committed to Classical, Christian education- Parents and Covenant staff serve as partners in the holistic education of their children. Parents understand the classical model and support the school's classical goals.

- Leads by example – Parents exhibit respect and the Fruit of the Spirit in their interactions with other parents, students and staff members. They are patient, caring, and positive with others.

- Supportive/Promote Covenant – Parents are positive and seek the advancement of Covenant by promoting the school in their communities. Parents are flexible and willing to help when needed, seeking to strengthen the Covenant community.

- Pursue Excellence – We believe that everything students pursue from academics to athletics to the arts should be done with excellence and to the glory of God. Parents support the goal of molding our students into great thinkers, communicators, and people and hold a high expectation as school partners.

Parent Code of Conduct

At Covenant, it is our blessing to partner with families for the common goal of holistically educating students through a classical, Christian model. Parents and caregivers understand the importance of a positive working relationship to best equip children with a Christian worldview and cultivate wisdom and virtue in students. We encourage families to be active participants in the life of our school.

The purpose of this policy is to provide a reminder to all parents, caregivers, and visitors of the expected conduct. This agreement will help Covenant to flourish in an environment of mutual understanding and respect as we seek to honor Christ. As such, Covenant expects the behavior of each parent and caregiver of enrolled students at our school to adhere to the standards/guidelines set forth below.

a. When visiting or volunteering, parents/caregivers must check in at the front desk and receive a visitor pass. For security reasons, parents are not allowed to roam the building.

b. Teachers and administrators have duties, classes, or other responsibilities and cannot be expected to have impromptu discussions or meetings. Please set up a meeting for an appropriate time to meet as to not disrupt learning or transition time of the students.

c. If a parent feels another child has infringed upon the rights of their child, under no circumstances shall the parent approach the other child to discipline or discuss the situation. The parent must notify and discuss with the teacher.

d. All concerns stemming from the classroom must be addressed with the teacher first, before approaching the administration. If the issue cannot be resolved with the teacher, the principals will intervene.

e. All communication, written or verbal, between Covenant staff and parents must remain respectful and free of threats and derogatory language. Yelling, taunting, cursing, and abusive language are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue, while respecting the dignity of others. Covenant's Zero Tolerance Policy for bullying extends to our parents.

f. At times, opinions and rumors may be spread to the detriment of the school. Parents are expected to approach the appropriate staff member for clarification/verification in order to prevent inaccurate information being spread throughout the community.

g. Parents will refrain from disparaging the school through social media, during school events, community events, and other public forums.

h. Parents must sign a confidentiality agreement when volunteering/subbing on campus. Parents, volunteers, and substitutes must not breach confidential information pertaining to the school, staff, other parents, and the students.

i. Parents will partner with teachers in instances where their child may be struggling behaviorally or academically in the classroom.

j. We ask that parents respect all children in the school, not just their own, and to be welcoming and courteous to families new to Covenant. Parents must be mindful of conversations that happen on school grounds, including the playground and parking lot. Please help set a standard of respect and kindness.

k. For separated or divorced parents, neither party should attempt to involve the school in any parental dispute that arises. The school is not able to make judgements in these matters and will only honor orders directed from the court in relation to the student or communications from a parent.

l. Safety and security are a top priority for our school and students. Please drive responsibly through the school parking lot. Be courteous. If you have to unload items from your trunk, pull into a parking spot to not disrupt the flow of pick up/drop off traffic. Do not speed and always watch for children crossing the parking lot.

m. Follow the traffic signs and rules around the school. **Do not enter school driveways the wrong way as it can cause a serious accident**.

The administrative team will investigate any breach of conduct and will respond accordingly.

By signing below, we agree that we will read and comply with The Covenant Preparatory School's Parent Code of Conduct.

_____ _____

Parent/Guardian Signature Date:

_____

Parent Name

_____ _____

Parent/Guardian Signature Date:

_____

Parent Name

HANDBOOK AGREEMENT FORM

I have read all of the Covenant Family Handbook and agree to abide by the rules, regulations, and commitments set forth in it. My signature below is an acknowledgment of my commitment.

_____	_____
Print Father's Name	**Father's Signature**
_____	_____
Print Mother's Name	**Mother's Signature**
_____	_____
Print Student's Name	**Student's Signature**
_____	_____
Print Student's Name	**Student's Signature**
_____	_____
Print Student's Name	**Student's Signature**

_____

Date

The Covenant Family Handbook can be found at covenantknights.org under the Parents tab > Resources and Links > Family Handbook.

AFTER READING, PLEASE SIGN AND RETURN THIS PAGE!