

Covenant Academy

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COVENANT ACADEMY HANDBOOK

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Dear Parents,

Welcome to Covenant Academy. I am excited that you have decided to join the community of families who are pursuing a University Model® School education for their children. Choosing a school and method of education has many implications for the culture of the home and the parent-child relationship as well as the academic success of our children. Having homeschooled my own children for 12 years, I know firsthand the blessing of having more time with children than a traditional five-day program allows and have witnessed the benefits of this method of education.

As you embark on this journey you will face some challenges but experience far more rewards. I commend you for your commitment to diligently embrace this God-given responsibility to train and instruct your children in the Lord. The staff of Covenant eagerly awaits the opportunity to partner with you in this amazing adventure.

It is my prayer that your family is strengthened and enriched through your experience at Covenant, that God will give you wisdom and grace for each day, and that leaders will emerge from your home who will affect the next generation with the gospel.

Serving with joy,
Kira Wilson
Administrator of Covenant

ADMINISTRATIVE STRUCTURE

Covenant Academy is a non-profit ministry established in 2015, directed by a Board that assumes the responsibility of setting policy, and establishing goals and objectives guided by the principles of a University-Model® School. The Administrator has the responsibility for the operation of Covenant Academy according to the established policies and philosophy.

The Covenant Board meets six to eight times per year to evaluate staffing, finances, long range planning, and the ongoing operations of the school. The Covenant Board consists of the Covenant Administrator, parents and community stakeholders.

COVENANT ACADEMY ADMINISTRATIVE TEAM

Dr. Kira Wilson
Mrs. Karen Hopping
Mrs. Paola Hernandez

Administrator/Director
Director of Educational Services
Director of Student Activities

FOUNDATIONS

BEGINNING

Having opened Florida's first University-Model® School (UMS) in 2005 the founder of Covenant Academy along with the administrative team from the original school began praying about a second UMS in Pinellas County. Joining them were parents and educators who affirmed the vision and mission for a new school, and were passionate about family-focused, Christ-centered learning. The Lord paved the way for Covenant Academy to be officially incorporated in the spring of 2015 as Covenant Academy Florida, Inc. and opened under the name Covenant Academy in August 2015.

CHARACTER DEVELOPMENT PROGRAM

The purpose of Covenant Academy's Character Development Program is to (1) instill the value of Godly virtues, (2) develop character traits of integrity, responsibility, and respect, (3) encourage students to grow in the Fruits of the Spirit (Gal. 5:20), and (4) support character training in the home.

Recognizing that character is developed through the child's God-given role as a student both the Covenant Academy staff and parents are able to address character as it develops in students. Covenant Academy will be proactive with instruction in godly character. Classroom teachers will strive to tie character traits and virtues with daily curriculum and school culture, seeking to address the heart of the child rather than isolated behavior.

A necessary element in Covenant Academy's Character Development Program is parent support and encouragement. Covenant Academy will strive to continually look for meaningful ways to help parents become better equipped and knowledgeable through seminars, suggested reading materials, and by having staff available for consultation. Covenant Academy provides families with a list of resources and devotional material to foster character development in the home as well as parent education opportunities.

MISSION STATEMENT

Covenant Academy's mission is to partner with parents to cultivate in students a passion for God, Christian character and a pursuit of wisdom.

MISSION OBJECTIVES

1. To Model the Christian Life: Covenant Academy acknowledges the first and greatest commandment is to "Love the Lord your God with all your heart and with all your soul and with all your mind" (Matt. 22:37-40). The Word of God is our standard of truth and final authority for faith and practice in all matters relating to this ministry. Our chief aim is to love and glorify God in everything we do providing a model of the Christian life for our students (1 Timothy 1:5).
2. To Partner with Parents and Strengthen Families: God has given parents the privilege, opportunity and responsibility for instruction, training, and fostering a love for God in their children. The Bible exhorts parents to talk to their children about God's commands "when you sit at home and when you walk along the road, when you lie down and when you get up" (Deut. 6:5-7). Covenant Academy will affirm and provide relevant and practical training to assist parents in their role as parent/educator. Covenant seeks to integrate the home and school throughout the curriculum design and student activities in order to facilitate the parents' relational involvement and prepare students for future success.
3. To Educate with Excellence: "Whatever you do, do all for the glory of God" (1 Cor. 10:31). Covenant Academy will teach all subjects as part of an integrated whole with the Scripture at the center and will seek to instill a love for learning to achieve maximum academic potential (2 Timothy 3:16-17). Covenant Academy will teach critical thinking skills founded on a biblical worldview as preparation for college.
4. To Cultivate Christian Character: Covenant Academy recognizes that sincere Christian character is the result of a genuine relationship with Jesus Christ. Covenant Academy will encourage students to develop their faith, love, and devotion to the Lord Jesus Christ, to live out a biblical worldview in their activities, words, deeds, and thoughts and will seek to build character through academic diligence (2 Peter 1:5-8).
5. To Serve Others: Following the second greatest commandment to love others, Covenant Academy will provide opportunities for students and families to serve others through community and international projects, sharing the love of Christ with those in need (1 Peter 4:10-11, James 1:27).

SCHOOL BIBLE VERSE

Proverbs 2:6-7 (ESV)

For the Lord gives wisdom, and from His mouth comes knowledge and understanding. He stores up sound wisdom for the upright; He is a shield to those who walk in integrity.

VISION STATEMENT

Covenant Academy exists to: promote parental involvement in the education of their children, instill in students a love for learning and a biblical worldview, cultivate Christ-like character through academic diligence, prepare students for college, and model the Christian life in order that students might enter into a genuine relationship with Christ.

NON-DISCRIMINATORY POLICY

Covenant Academy makes no distinction in its admission or operating policies with regard to an individual's race, color, gender, or national and ethnic origin because we recognize that there can be no preferential treatment with God (Romans 2:11).

NON-DENOMINATIONAL POSITION

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere to and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or Covenant Academy board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctions in the following areas:

1. Church government-authority
2. Time and mode of baptism
3. Security of the believer
4. Timing of future events
5. Second work of grace – baptism of the Holy Spirit
6. Sinless perfection
7. Gifts of the Spirit – tongues, interpretation of tongues, healing, miracle working, discerning of spirits

PHILOSOPHY OF EDUCATION

University-Model® Schooling (UMS) was developed as a result of two guiding concerns: to offer students the opportunity to acquire a high degree of academic achievement and to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered. UMS is the structure in which these two concerns are addressed by providing an academically challenging education while integrating the home and school in the common goal of discipling children.

The key to the success of UMS is the integration of a biblically based, parent guided, Christian faith and a sound, teacher-facilitated, academic environment. The Bible gives parents authority and responsibility for raising their children with the goal of becoming disciples of Jesus Christ. In matters of education, that parental authority and responsibility, although not surrendered, is shared with an educational institution when the parents consider it desirable or necessary. In such cases, a UMS will assist, and not replace, parents in their work of training and educating their children.

Parents will retain the oversight of their children's educational progress. Parents will also be involved in the out-of-class instructional responsibilities of their children's courses based upon each child's age and stage of academic development. In addition, parents will continue to build into their children those character qualities that reflect their own understanding of the Christian faith.

The school will boldly speak and teach in a manner consistent with the school's statement of faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. The school will also help parents properly place each of their children in an appropriate stage of academic development. Moreover, the school will develop and implement academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement into each student's out-of-class study. The school will encourage and expect the student to learn the material assigned and will provide regular feedback to both the student and parents concerning the student's progress in each class enrolled. Finally, the school will integrate the Christian faith and a biblical worldview into the context of the various subject areas offered; to the end that Christian character building will receive support and enhancement outside the home.

University-Model® Schooling is designed for those families in which parents take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being

a co-teacher in the elementary years to a guide for independent study in Middle School and High School, parents are expected to continue exercising love and active responsibility for their children. In partnership with these committed parents, the school is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation for college.

Covenant Academy adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, cannot glorify, or know God apart from being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek a restoration of the pupil to a position of true knowledge, righteousness and holiness in Christ by relating the whole person to God spiritually, mentally, socially and physically. All truth is God's truth and must be integrated into every area of school life. Such education is primarily the parents' responsibility and the school functions as an extension of the home to aid the parents in providing this education.

PURPOSE

The purpose of Covenant Academy is to educate and train the whole student—physically, emotionally, intellectually, and spiritually. Covenant Academy partners with parents to provide a challenging academic program with a focus on character development, and spiritual growth.

The Bible is integrated into the total educational program to enable the student to develop sound values and a biblical worldview.

We believe that teaching children to be responsive and positive in their attitudes toward educational authority reinforces their positive response to God's authority in their lives as adults. In addition, just as it is a key in home training for a mother and father to be mutually supportive, it is essential in classroom education that the home and school be mutually supportive.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. 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).
3. 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; 1 Corinthians 15:4); 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).
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary
5. We believe that salvation is by grace and through faith alone (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
6. 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).
7. 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).
8. 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; 6:19-20; Ephesians 4:30; 5:18).
9. We believe God's design for marriage is only between one biological man and one biological woman (Gen. 2:24, Eph. 5:31).
10. We believe faith without works is dead (Matt. 5:16; James 2:14-17).

STATEMENT OF NON-AFFILIATION

Covenant Academy neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union. (Amos 3:3, II Cor. 6:14-17). This does not prohibit Covenant families from being members of churches who do affiliate with said organizations.

ADMISSIONS

Covenant Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs and other school-administered programs.

All parents/guardians must sign and abide by the Parent Covenant of Cooperation (signed during enrollment), which affirms the reading of this handbook.

Covenant Academy is responsible only for the courses selected and attempted while attending Covenant Academy. Any course instruction received at other schools or through home education is the responsibility of the parent. The transfer of credits to Covenant Academy from any other institution may be granted if consistent with Covenant Academy's policies concerning credit transfer.

Current Covenant Academy students and siblings of enrolled students are able to re-enroll in November. As of February first, all new students will have an equal opportunity for admission consideration. Acceptance for re-enrollment is contingent on the level of academic and citizenship performance attained during the previous enrollment period and upon meeting financial obligations. Covenant will only admit students in the fall and the first week of the second semester. Registration for January must take place in December to ensure that all supplies are received prior to the start of the second semester.

ADMISSION POLICIES AND PROCEDURES

Covenant Academy seeks to admit students whose parents desire a quality Christian education for their children. The curriculum is planned to meet the educational needs of the average to above average student and requires that students put forth maximum effort in accordance to his or her abilities. Students must submit verification of an average total stanine score of five or higher (with a score of four or better in each major academic area) on prior year achievement tests. If you have questions regarding test scores please contact the Director of Educational Services or Administrator. For those students wanting to transfer in, second semester, Covenant Academy may review the student's performance and conduct records from the previous school. Students involuntarily removed (expelled, suspended, etc.) from another school will not be accepted within the year of expulsion. Covenant Academy does not accept students who are recently discharged from a drug treatment program. The school is not equipped to meet the needs of students with excessive learning disabilities nor those with extensive social disorders.

The enrollment process consists of completing the paperwork listed below and attending a family interview with the Administrator. **Students are not fully enrolled in Covenant until all paperwork is signed and returned to the office, and the registration fee has been paid.**

A. Enrollment Process

1. Attend a Covenant Academy Informational Meeting: Parents are required to attend an Informational Meeting introducing them to Covenant Academy. These meetings will provide parents with a Registration Checklist along with a packet of information for enrollment. Dates for scheduled meetings can be found on the website.
2. Complete the Application, Pay the Non-Refundable Registration Fee, and Provide Standardized Test Scores or Sign-up for Placement Test. If standardized test scores are not available, a one-time, non-refundable placement testing fee of \$40 per student will be assessed.

The following documents must be in the student's file for review by the Administrator for the application process to be completed. All forms that require a signature must be signed by the student's parents or guardians to be accepted.

- Application for Admission and Registration Fee
 - Authorization for Medical Treatment Form – completed, signed and notarized.
 - Parent Covenant of Cooperation
 - Photocopy of the student's Birth Certificate - legal certificate from the Bureau of Vital Statistics.
 - Florida Certificate of Immunization Form 680
 - Florida Physical Exam Form 3040 - may be obtained from the school student is currently attending.
 - Copy of the most recent report card.
 - Copy of the latest achievement test scores showing stanines - may be obtained from the school student is now attending.
 - Social Security number of student. (These forms must be in the student's file within one month of the date the child begins school at Covenant).
3. Family Interview: The school office will schedule a family interview with the Administrator to initiate a relationship and provide an opportunity for questions to be answered.
 4. Parents affirm their decision to enroll the student in the school by submitting a signed Financial Agreement.
 4. Math Placement Testing: Incoming students will be asked to take the Saxon Math Placement test on-line to determine math placement. The tests may be accessed using a link on our website.
 5. Kindergarten and First Grade Screening; Once students are registered, office staff will contact incoming Kindergarten and First Grade parents to schedule a screening to assess student's readiness. This screening ensures that students are placed at a level for success. A fee is assessed for the screening for those not enrolled. See Kindergarten and First Grade Screening for more information.
 6. Course Registration: The Director of Educational Services registers middle and high school students for classes and will assist with course registration questions.
 7. Course Scheduling: Before scheduling classes with the Director of Educational Services, Covenant Academy must obtain records from previous school or home education program and receive results of the math placement test.
 8. Out-of-state students entering the Florida school system for the first time must have all completed enrollment forms in the student's file within one month of the date the child begins school at Covenant.

B. Re-Enrollment

Re-Enrollment information will be available on the website and begins the second week in November.

C. Home School Policy

Home school students may apply for enrollment at Covenant Academy. Those families enrolled in the Home School Program with the county must follow the state requirement for record keeping and reporting. By law, Covenant Academy is not responsible for record keeping or maintaining transcripts for homeschool students. Home school students follow the same procedure for admission and have the same responsibilities as other students enrolled at Covenant. All policies and procedures apply. Acceptance to the program is contingent upon the completion and receipt of ALL requirements listed under "Enrollment Process" above, along with a copy of Pinellas County Schools – Notice of Intent to Establish a Home Education Program (Section 232.01 and 232.0201, Florida Statute – PCS Form 2-2724). Scholarship students must be full time Covenant Academy students.

TRANSFER STUDENTS

Covenant Academy admits students in August and the beginning of January. Books and supplies must be purchased in advance of the start of each semester. Students transferring in January must meet all other requirements for admissions. Parents must meet with the Administrator, Director of Educational Services, classroom teacher, and attend an Informational Meeting in January to ensure the best possible transition for their child.

ACADEMICS

Covenant Academy seeks to provide the highest quality academic instruction while integrating biblical truth into the content of every course. Textbooks written from a Christian perspective are used where applicable. All curricula are taught in English.

ACADEMIC INTERVENTION

An Academic Intervention plan is established for a student when a grade in any class falls below 65%. The teacher and parent will meet to plan a course of action in order to help the student succeed. Progress should be demonstrated within two weeks of that meeting and will be reassessed after four weeks. At that time it will be determined whether or not it is in the best interest of the student to continue. This decision will be made by the teacher, Administrator, and parent.

ACADEMIC RECOGNITION

Academic achievement recognition is based on quarter grades for Full Time Covenant Academy students.

Elementary Grades 3-6

- High Honors No grade lower than an "A" in any subject.
 All other grades are not lower than an "S".
 Conduct grades must not be lower than an "S".
- Honors No grade lower than a "B" in any subject.
 All other grades are not lower than an "S".
 Conduct grades must not be lower than an "S".

Middle School-Up

- High Honors 90-100 average in all classes with a 4.0+ GPA
Honors 80-100 average in all classes with a 3.1+ GPA

Academic achievement recognition is based on all 4 (four) quarter grades.

ACHIEVEMENT TESTING

Covenant Academy students take the Terra Nova 3 in the spring of each year for the purpose of individual and program assessment. These tests provide data that assists in determining pupil growth and progress. The dates for this test are published in our yearly calendar. The fee is included in the Student Activity Fee for Covenant Academy students. Fee for homeschool students is posted each year.

CURRICULUM MATERIALS

Covenant seeks to select curriculum material that is both academically sound and parent-student friendly. Covenant Academy will provide materials with a Christian worldview when those publications are considered to be of high quality and will integrate a biblical worldview into literature and other material that is not explicitly Christian.

Field trips, history events, science fairs, and academic contests round out a curricular program designed to challenge students.

GRADE PLACEMENT

Grade and class placement is based on faculty recommendation and past academic achievement, however, the only official information concerning placement will come from the administrative team.

GRADING SCALE

A numerically based percentage (%) scale is utilized for reporting quarterly, exam and semester grades. Academic Awards and quarter averages are based on percentages. Other categories such as honor roll, athletic eligibility, and academic probation are based on grade point averages.

1. K-2nd Performance grades - The following are used for evaluation of K-2nd progress.

O.....Outstanding
S+, S, S- ... Satisfactory
N.....Needs Improvement
U.....Unsatisfactory

2. 3-8th The following is an overview of the scale utilized for computation of quarter grades:

A.....90-100	Excellent
B.....80-89	Very Good
C.....70-79	Satisfactory
D.....60-69	Needs Improvement
F.....0-59	Unacceptable

"I" or incomplete is given for quarter grades that are incomplete due to absences or extreme circumstances at the time of the issuance of the report card. All incomplete work must be made up within one week of the close of the marking period except for serious illness. Failure to do so may result in a failing grade.

KINDERGARTEN AND FIRST GRADE SCREENING

Screening for all Kindergarten and First Grade students new to Covenant takes place in May and June in a non-threatening, child-friendly atmosphere. This screening is administered by the Kindergarten and First Grade teachers who will work with small groups of children to assess their ability and skill level in reading, basic math, fine motor, and social integration. Screening will involve oral as well as written assessment. The teachers will speak with the parents briefly after the screening. If there is a concern for readiness for Kindergarten or First Grade the teachers will recommend to the parents and Administrator that the child waits a year before enrolling. If a student is advanced, the teachers may recommend to the parents and Administrator that the child moves ahead.

NEW PARENT ORIENTATION

Parents are required to attend a New Parent Orientation in the fall. Parents will receive instruction for teaching at home, scheduling options, education philosophies and methods, and how to use the parent portal.

PHYSICAL EDUCATION AND HEALTH CLASSES

Students in K-6th grade have a Physical Education (PE) class. Students in middle and high school electing a PE class are required to wear the standard Covenant Academy PE uniform (see Dress Code). Students that are not feeling well enough to participate in PE must come to the office. A student may be excused from PE for two days with a parent's note. Being excused beyond that will require a doctor's note.

PROGRESS REPORTS

Covenant Academy report cards are issued at the end of grading periods for the purpose of communicating to parents the academic and general development of the student.

The End of Quarter and Progress Report dates are listed on the school calendar. Progress Reports are posted on the parent portal for parents to print, sign, and return to school the following school day. We recommend that you keep graded papers and tests in a file at home until the Progress Report is given each quarter so that

if there is any question about a grade, you have the work to submit an appeal. After the Progress Report is issued, you may clean out files as you see fit.

READING

Book

All students are required to read 30 minutes each day. This reading should be above and beyond the literature reading required for history or science. Parents will be given a supplemental reading list related to the history topic. In addition, book titles may be found at www.lifeandlearning.net

Book Policy

All classroom books are stamped. When a book is sent home it must be returned in good condition. If the book is lost or damaged the parent must pay a replacement fee for each title.

SKIPPING A GRADE

A sincere and conscientious effort is made at the time of admission to place students at the proper grade and age level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond his/her normal promotion. Officially skipping a grade is not considered to be a beneficial practice and will rarely be considered or approved by the school at the K-6th grade level. Students are able to enroll in varied course levels for math and able to register for classes based on placement scores in 7th grade and up. It is possible to earn high school credit in middle school. See Academic Advising.

STUDENT PROMOTION AND RETENTION POLICY

Students are promoted to the next grade level when the following assessments show a readiness: teacher evaluation/recommendation, standardized test scores, a completion of the school year with a 70% or better and demonstration of appropriate social skills.

Teachers may conference with parents if retention or remediation is recommended and believed to be in the best interest of the student. Administration may require summer tutoring or classes. The student will then be evaluated at the end of the summer to determine placement by the administration.

TEACHER/STUDENT RATIO

Low student-teacher ratios provide greater instructional effectiveness and better use of limited classroom time. Classes are limited to 16 students in grades K-6th. Middle school and high school classes may exceed 16 on a limited basis.

ACTIVITIES FOR STUDENTS

While academics are a priority at Covenant Academy and seen as a means of building character, Covenant Academy aims to develop a well-rounded student who finds enjoyment in other activities such as sports, music, and leadership, to name a few. These activities also provide opportunity for students to grow in godly character, mature physically and learn to work and serve with others.

Behavioral Eligibility for Activities

Participation in extracurricular activities (clubs, sports, etc.) is a privilege for those students who uphold the Covenant Code of Conduct principles, behavior guidelines, and academic standards. If infractions of the Code of Conduct are shown by a student, the Administrator may declare a student ineligible to participate for a period of two (2) weeks or until there has been a significant improvement on the part of the student. Parents will be notified by telephone or in writing of such ineligibility.

CHAPEL

At the very heart of Christian education is the staff's desire for the spiritual growth and vitality of the student body. As a part of this mission, regular chapel programs will be provided that aim to spiritually challenge students. Covenant Academy has Chapel programs that are biblically sound, morally and spiritually edifying, and inspirational. Parents are welcome to attend our Chapel programs at any time.

COMMUNITY SERVICE

Community Service opportunities are provided by Covenant Academy each semester. Ministries served include: Samaritan's Purse, local food banks, homeless ministries, and St. Petersburg Free Clinic.

Family service projects are encouraged and highlighted at monthly chapel programs.

EXTRA CURRICULAR ACTIVITIES

Covenant Academy offers various clubs based on the interest and support of students. Clubs may be formed to enhance the academic interest or to provide extracurricular activities. Clubs will be formed when students express interest, are willing to provide guided leadership, and a faculty sponsor is available.

Student Government

Student Government (SG) officers serve an important role in the life of Covenant Academy. Elected each year, the SG plans and executes student activities throughout the year. Candidates for SG submit a purpose statement as well as their Christian testimony. Students holding positions are held to a higher standard. The following criteria are required to run for office:

1. The completed application submitted within the allotted time frame.
2. A minimum average rating of 4.0 (of a 5.0 scale) on teacher recommendations.
3. A minimum of a 3.0 GPA.
4. No more than two conduct slips.
5. Re-enrolled at Covenant Academy for the next school year.
6. Meets administrative approval.
7. Failure to maintain these guidelines throughout the year will result in removal from leadership.

SAFETY PATROL

Students 5th-8th grade may serve as Safety Patrols before and after school when the following requirements are met: completed application, minimum 3.0 GPA, and record of good conduct.

WORSHIP TEAM

A worship team may be formed by middle and high school students who are active in a local church, recommended by their youth pastor, complete the application process, are approved by Covenant staff and Administrator, and have musical talent and leadership abilities (tryouts will be conducted as needed.)

CODE OF CONDUCT

Covenant Academy understands that parents have entrusted the school to maintain order and respect in the classroom, safety and proper supervision, Christ-like courtesy and consideration for others, minimum distractions to the learning environment, proper dress, and academic honesty. The Code of Conduct is designed to communicate clearly to families and students the school's expectations both on and off campus. The enforcement of these policies is motivated by a desire to train the heart. Covenant Academy views a student's misbehavior as a ministry opportunity to address the student's true needs and motivate the student to make better choices in the future. Prayer, a listening ear, and time are essential for this process to occur.

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Covenant Academy's expectations in the area of student behavior. Our standards of behavior are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom.

Discipline can be administered for actions recorded on security cameras which are later discovered by school or church staff.

BEHAVIORIAL EXPECTATIONS

"Even a child is known by his actions, by whether his conduct is pure and right". (Prov. 20:11).

The purpose of Covenant Academy's Code of Conduct is to promote a Christ-like attitude in the learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending Covenant Academy be set. While on campus concerns are primary, Covenant Academy reserves the right to address any off-campus conduct deemed to be significantly affecting on-campus relationships and/or learning environment.

1. Respect for adults: Students should show respect to adults at all times (teachers, staff, volunteers, etc.). A title (Mr., Mrs., Coach, etc.) should be used when addressing an adult.
2. Respect for students: Students should treat each other with respect, kindness, purity and compassion, just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you."
3. Respect for property: If a student accidentally damages the property of the school, a staff member or another student, the student will be required to pay monetary reimbursement to the school, staff member or other student. Deliberate property destruction will require monetary reimbursement and possible suspension or other disciplinary action.
4. Covenant Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of abuse, intimidation, exploitation and harassment, including sexual harassment. Therefore, anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.
5. Faculty respect for students: As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he or she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the Administrator.
6. Integrity: Students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior, etc.) in matters pertaining to any facet of school life – academics, activities, and personal relationships – can result in consequences that lead toward expulsion (see Disciplinary Actions in Response to Major Misconduct).
7. The school facility and grounds should be kept clean, orderly, showing an attitude of gratefulness.
8. There will be no horseplay, running, or rough play before or after school or during and between classes, to include physical or verbal harassment or bullying.
9. Use language that builds up the body of Christ and encourages others. Use of profanity is not permitted.
10. A public display of affection between sexes (handholding, kissing, hugging, etc.) is not permitted. Romantic relationships are not encouraged.
11. Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any Covenant Academy sponsored event.
12. Prolonged or unauthorized use of an area (loitering in halls, cafeteria or restrooms) is not permitted.
13. Resolve conflicts and disagreements without fighting or any type of aggressive behavior.

14. Obedience to the dress code and school policies is expected.
15. The following is a list of “No Tolerance Issues” that may result in a suspension or expulsion:
 - Blatant disrespect and disobedience
 - Bullying or threatening a student/teacher/volunteer or staff member inside or outside of school, on or off campus
 - Cell Phone use in bathrooms-Failure to abide by this “No Tolerance” rule will result in confiscating the cell phone for the year upon the first offense and may result in additional disciplinary action.
 - Cheating, lying, stealing
 - Discriminatory comments; racism
 - Fighting; general threats of violence
 - Illegal activities
 - Possession of any type of weapon on campus or Covenant Academy sponsored event
 - Profanity
 - Sexual teasing/harassment
 - Skipping class
 - Vandalism
16. Students will not slander staff, teachers, or other students nor will they gossip by spreading false or true information about others. This applies to comments made on social networks and the like.
17. Conduct on School-Sponsored Trips: The same standard of conduct required of students at school is also required of students on school-sponsored activities.
18. Conduct during after school activities (on and off campus):
Students are expected to conform to the rules and regulations of Covenant Academy. After school programs are a continuation of the classroom process and uncooperative students will be disciplined according to our policies. No radios, hand-held video games, skateboards or any other toys are to be brought to after school activities unless requested by the instructor.

BIBLE STUDY

The Bible is the inspired Word of God and makes the claim “and you will seek me and find Me, when you search for Me with all your heart” (Jer. 29:13). Students are encouraged to study the Bible as a means of seeking God. The Bible is “a lamp to my feet and a light to my path” (Ps.119:105), offering students guidance for all facets of life.

CLASSROOM EXPECTATIONS

1. Students will be punctual (seated in the classroom when the bell rings)
2. Students will come to class prepared
3. Students will be respectful and follow class rules
4. Students will be attentive and not distract others
5. Each class will open with prayer and begin immediately
6. Every class will have rules as the standard governing procedure
7. All electronic devices, including iPads, eReaders, iPods, players with head phones or ear plugs, cell phones, pagers, laser pointers, hand-held video games, skate boards, and other items or toys which might cause distractions are not permitted at school or on school trips unless approved by administration. Such items will be taken from students and stored in the school office until appropriate arrangements can be made. The only exception to this policy is with reference to an announced “Show-N-Tell” day.

COVENANT ACADEMY UNITY

School personnel at every level are committed to resolving problems one on one in a spirit of Christian love and respect. Unity among our students, staff and families will demonstrate the reality of the gospel to our children along with the way conflict is handled when it occurs. Whether parent to parent, parent to child, parent

to staff, staff to student, or student to student, we must seek to be unified and supportive of the standards set by scripture.

Phil 2:2-8 “Make my joy complete by being of the same mind, maintaining the same love united in spirit intent on one purpose. Do nothing from selfishness or empty conceit but with humility of mind let each of you regard one another as more important than himself.”

Action to Communicate Unity -We ask that parents, students, and staff follow these guidelines to ensure unity.

1. Avoid Slander and Gossip:

Do not enter into a conversation of slander and gossip. Slander is speaking about someone (whether true or false) in such a way that their reputation is in question and the words spoken cause the hearer to think less of that person.

Gossip is the spreading of someone else’s business that you do not have permission to share. Be careful not to disguise slander and gossip as a prayer request (Eph. 4:29-32).

Phil 2:14 “Do all things without grumbling or complaining.... “

Slander and gossip have devastating effects on individuals and to a ministry. Slander and divisive spirits will serve to undermine the work we are called to do and bring shame to the gospel of Christ. One person can poison the spirit of the school. Please don’t be a party to the poison.

2. Follow the Matthew 18 principle:

Speaking with the individual directly involved in a conflict

Avoid speaking with persons who are not directly involved or who cannot affect change.

If there is something the teacher does that you do not like, DO NOT discuss it with your child or another parent but go directly to the teacher. It is possible that your child relayed information incorrectly or you misunderstood the intent of something.

3. Recognize and Support the Authority Structure of Covenant Academy:

Romans 13:1 “For there is no authority except from God, and those which exist are established by God”.

a. Teacher - The teacher is the first line of discipline in any classroom setting. In case of a disagreement, parents and students are to follow the Matthew 18:15-16 principle.

b. Administrator - The Administrator is responsible for all disciplinary actions and classroom management programs. The Administrator is responsible for the discipline of students in all non-classroom settings where a student has been referred to the office by a teacher. The Administrator has the right to utilize parental conference, work assignments, detentions, suspensions and other appropriate measures as outlined in the Covenant Academy Handbook.

c. Administrative Team – The Administrative Team consists of administrative staff members, to include the Administrator.

Action to Conference

In order to effectively resolve differences that parents may have with school staff, the following rules must be adhered to in conferences or interaction with school personnel.

1. Mutual respect for everyone in the conference is expected.
2. The conference or discussion will be about your student only.
3. Unfounded or absurd allegations are not to be made.
4. Due to the confidential nature of each student’s records, including discipline, information about another student will not be released.
5. Communication with staff must be within their normal working hours.

According to our Matthew 18 policy of conflict resolution, you must first go to the teacher or staff member and talk to him/her and work to resolve the difference before involving school administration. If these rules are not adhered to by a parent, the conference or discussion will end and the action taken by school personnel will stand.

Action to Resolve Conflict

Complaints or problems will be considered in no other way than described below, unless they involve a specific disciplinary action taken by the Board itself:

1. First, all questions, problems, or complaints regarding a teacher or other school personnel should be discussed in private with the person involved before anyone else is consulted.
2. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Administrator, if the Administrator is not the person with whom the problem exists. This will result in an Administrator/Parent/Teacher conference.
3. If it still is not resolved at this level, it should then be presented in writing to the Board.
4. The Board will review the issue and a written response from Board will be sent as a follow-up.
5. If the issue involves the Administrator, the person must discuss the problem privately with the Administrator to seek resolution. If it is not resolved, the issue must be presented in writing to the board, who will review and respond in writing.

Parent Covenant of Cooperation

During the enrollment process parents must sign a Parent Covenant of Cooperation confirming their commitment to abide and have their children abide by the policies and procedures of this handbook and to settle offenses and disputes according to Matthew 18.

DRESS CODE

A dress code exists for the purpose of uniformity, neatness, modesty and cost effectiveness. The dress code is enforceable by staff on school days, on and off campus as well as other school-sponsored events on off days. For beach or swimming activities we ask that girls wear modest one-piece bathing suits, or modest tankini suits and boys wear modest swim suits.

Please be familiar with what is acceptable dress and inform your child of all guidelines.

Backpacks/Bookbags

Avoid images or patches that could be considered offensive or inappropriate (i.e. skull and cross bones). If in doubt-avoid.

Roll around backpacks are requested for grades K-6th.

Clothing

Students may choose from any of the uniform items below. Dress code will be enforced from the first day of school. Logo Polo Shirts can be purchased through FrenchToast.com. Items purchased locally must have the school logo. Friday t-shirts can be purchased directly from Covenant Academy.

Link can also be found on the *Registration Checklist* under Admissions or by calling the school office.

Upper body:

Polo shirt, long or short sleeve **with logo** (navy or gold)

Gold shirts should be washed separately from dark clothes to maintain color. Washing with fabric softener or navy shirts will dull the gold shirts.

Peter Pan polo, ruffled or plain, long or short sleeve for wearing under logoed jumper.

Upper body outerwear (over approved school shirt):

Navy fleece zippered hoodie (logo optional but encouraged)

Navy button up sweater

Lower body:

Pants (tan-khaki or navy)

Shorts (tan-khaki or navy)

Girl options:

Solid skirt, skort, or pants (tan-khaki or navy)

Uniform polo dress long or short sleeve (tan-khaki or navy)

Girls may choose solid bike shorts, tights or leggings to wear under a skirt or jumper (tan-khaki, navy or white)

Footwear:

Shoes: closed toe & closed heel shoes (mostly solid brown/black/khaki/white/gray/navy), no more than a 2" heel

Athletic: mostly white or black or gray or navy w/ white or black or navy shoelaces, no boots

Solid color socks are required (black, khaki, gray, navy or white)

PE Uniform (Elementary)

School uniform

Navy fleece zippered hoodie logo (optional but encouraged)

Dress Code Guidelines

Clothing:

Shirts must be long enough to cover the top of pants whether seated, bending over, or standing with arms raised without bare midriff or underwear showing.

Layering of shirts for **cold weather** must be solid white, navy or black undershirts, otherwise wear long sleeve logo polo or navy zippered hoodie in cooler weather.

Pants, shorts, skirts, or jumpers must be solid **tan-khaki**, or navy and may be purchased at the store of your choice. Pants and shorts should not be excessively baggy or tight fitting, decorated, or torn/frayed, with holes. Hemlines should be no shorter than 3" above the back of the knee.

Friday Dress:

All students are free to wear **blue** jeans on Friday with the yearly Covenant Academy T-shirt or logo polo shirt. Jeans must be 4/5 pocket blue jeans, that are not excessively baggy or tight fitting (no skinny jeans), not decorated, and free of rips, fraying and holes.

Students are free to wear any color athletic or closed toe/heel shoe on Friday.

Hair:

Extreme or distracting hairstyles are to be avoided and hair color must be a naturally occurring hair color.

Boys' cut: hair should be off the eyes and shoulders, no pony tails or buns, no facial hair

Girls' style: not to obstruct vision or hinder participation in the learning process

Accessory hair items should match/compliment uniform and not be distracting

Jewelry, Tattoos, etc.:

Boys –no earrings, visible tattoos, gauges, bars, tongue piercings or additional visible piercings

Girls –two modest earrings per ear, no visible tattoos, gauges, bars, tongue piercings or additional visible piercings

Girls (and girls only) may wear nail polish, but should not be distracting

Teachers and Parents:

Adults must dress neatly and modestly to reflect Christian character and professionalism. Ladies must take special care to avoid low necklines, short skirts, and tight pants. Dresses, blouses, and tops must cover the shoulder area adequately so that underwear does not show. These guidelines should be followed any time you are on campus or attending a Covenant Academy function.

Winter Attire

Navy fleece zippered hoodie

Navy button up sweater

Properly fitted heavy jackets may be worn in severe weather but must be removed in the classroom.

DRESS CODE ENFORCEMENT

In an effort to enforce the Covenant Academy Student Dress Code in an impartial manner, the following outlined process will be followed. Each student is expected to read the dress code each school year. This will remind students of the expectations and help to motivate students to avoid the pitfalls that come with non-compliance.

When a student is observed by a teacher or the Administrator to be in violation of the dress code, the parents or legal guardian will be notified. If a student is found to be noncompliant, complaints or arguments based on what other students wear or how they appear will not be acceptable. The student in repeated dress code violations will be taken out of class until the dress code violation has been remedied. Parents are urged to monitor their child's dress and hair on a daily basis. It is the student alone and his/her parents or guardians who are responsible for proper dress consistent with the spirit and written description of the dress code.

Violation

Student will call home or return home for appropriate uniform wear. Student will return to class with proper attire. A Conduct Slip will be given for each violation of the dress code (which includes hair.)

Fifth Violation

Upon the fifth violation the student will be suspended with no opportunity to make up work or tests until a parent conference can be held. Additionally, the student will be blocked from registering for the upcoming semester. If this occurs when registration has already occurred, the student's registration will be considered void. Both the parents and the Covenant Academy board will be notified.

ELECTRONIC DEVICES

With the convenience of electronic devices comes a special set of challenges for a Christian school. Following is a list of Covenant Academy policies for their use by Covenant Academy students. Parents are highly encouraged to discuss these policies with their children. Parents also need to understand that **students who bring electronic devices to school do so at their own risk**. Covenant Academy is not responsible for electronic devices that are lost, stolen, or broken at school or at school events.

Calculators

Upper-level math classes require the use of graphing calculators. Many of these calculators are capable of storing information other than math content and may not be out unless instructed to do so by the teacher.

Cameras

1. Cameras and cell phone cameras should not be used by students during the school day without permission.
2. Cameras on any electronic device, used in the bathrooms or for inappropriate means will be confiscated on the first offense and may result in additional disciplinary action.

Cell Phones

Cell phones and other communication devices (watches, beepers, text messaging, etc.) must be turned off and stored **in backpacks** from the time students arrive in the morning and must not be taken out during the school day. Any device (iPad, iPod, phone, etc.) out during the school day will be taken from the student.

This policy eliminates cell phone use for potential cheating and classroom distractions. Upon the first offense, the item is kept for the day. Upon the second offense, the item is kept for the week. If any device is confiscated a third time, the device will not be returned until the end of the school year. Parents assume the responsibility for the expense associated with the cell phone or other device. All student communications with parties outside the school should go through the school office while a student is on campus. Only the school Administrator may grant a variance to this policy.

Cell phones with inappropriate pictures, music or text messages will be confiscated and appropriate discipline will be administered.

Cell phones may be used on campus AFTER 3:20 p.m.

Internet Use

While the Internet brings a world of knowledge to our students, we recognize that not all information on the Internet is good or desirable and that not all behavior is appropriate. We cannot filter undesirable material if students stray from the student portal.

Misuse of the internet by a student, whether on or off campus, is punishable by the guidelines in the handbook. This includes but is not limited to chat rooms, email, and web sites. Students will be disciplined according to the content of ANY social-networking websites (e.g., Instagram, Snap Chat, TikTok, Facebook, YouTube, etc.)

To this end, we expect our students to follow these guidelines:

1. Students are not to access personal email accounts, chat rooms, or ANY social networking site from school computers or personal laptops while at school.
2. Students will not attempt to access any school program or database for the purpose of changing or altering any type of information.
3. Students will not purposely seek any Internet site promoting sexuality immorality (Romans 1:18-32) including (but not limited to) pornography, violence, hate, gambling, harassment, or any entertainment sites concerning people or activities that promote these things.
4. If a student accidentally opens a questionable site, he will immediately turn off the computer monitor and report the firewall break to the supervising staff member.
5. Misuse of the Internet, email, chat rooms, message boards, online journals, personal or public websites [and like items] for the purposes of harassing or defaming a student or any individual, the school or staff member, whether on or off campus, will be dealt with by the guidelines of this handbook.
6. Students will not attempt to attach any type of any electronic device (i.e. cell phones, iPods, MP3's, tablet, etc.) for the purpose of accessing information, downloading from the Internet, or uploading to a computer. Students will not change the settings (including but not limited to Desktops, themes, homepages, etc.) on any school computer.
7. Internet and social media harassment (email, Facebook, Instagram, Twitter, website, etc.) will be treated the same as verbal harassment and applies to all students all of the time whether done at school or elsewhere.
8. Posting of pictures or videos taken at school is forbidden without permission. Unapproved postings are subject to discipline.

By signing the Parent Covenant of Cooperation, parents are confirming that their student is fully aware of the Internet/Computer use policies and will abide by them.

Laser Pointers

Students are not permitted to have or use laser pointers at school.

Portable Music Devices

Portable music devices are not permitted to be used on campus during school hours or the device will be confiscated.

- a. Students will be disciplined according to the content of the music they bring on campus. Music with profanity, pornographic content, or racial slurs are subject to disciplinary action.
- b. Teachers and / or coaches have the discretion as to whether or not portable music devices are allowed on field trips or at games.

FACILITIES

All school facilities are multi-use facilities. It is absolutely critical that the buildings, grounds, and parking areas be maintained in constant readiness. Students are expected to keep their areas neat and clean at all times.

1. Students are not to use the elevator without permission from the administrative staff.
2. The building will be locked each day at 4:00 pm. Items left behind may not be retrieved until the next school day.

GUM CHEWING

Gum chewing is not allowed due to the damage it causes to carpets, plumbing, and clothing. Teachers will not permit gum chewing as a privilege or reward.

HALL PASSES

All students are expected to be in an assigned classroom and under teacher supervision at all times during the school day. Middle or high school students moving through the halls at any time of the day without permission from a staff member is subject to disciplinary action.

LUNCHROOM

Behavior should always be orderly in the lunchroom area. Students must maintain good, courteous behavior and acceptable table manners. Throwing and/or playing with food will not be allowed. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE LUNCHROOM.**

STUDENT DISCIPLINE

“Train up a child in the way he should go, even when he is old he will not depart from it” (Prov. 22:6).

Covenant Academy discipline exists to train students to recognize and identify their offense to God and others, to motivate students to avoid poor behavior/attitude, and to be reconciled to God and those who may have been affected by the student’s poor behavior/attitude.

In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students

Classroom Discipline

The discipline program for elementary is classroom specific. Teachers are responsible to have and implement their own classroom management plan in accordance with administration-approved guidelines. To ensure proper communication between the classroom, administration, and parents, these discipline procedures will be maintained.

Classroom Steps and Procedures:

Teacher maintains a visible display of their classroom rules and discipline plan.

Teacher is to maintain and administer the classroom discipline plan.

Teacher is to keep parents informed of discipline concerns and improvements.

Teacher is to notify Administrator when additional help is needed beyond the teacher established discipline plan.

Disciplinary Action

A) Correction

Teachers and staff may use the following punitive measures to correct a student’s behavior:

1. Assignment of Consequences - In unusual circumstances, administration reserves the right to assign consequences which may deviate from the normal consequences of an infraction.

2. Conduct Slip

- Students will be issued a discipline slip from the teacher indicating the offense.
 - Parents will enforce a disciplinary action at home in keeping with the offense, to prevent recurrence.
 - Parents will sign and return the slip the following school day.
 - For reoccurring offenses, students will be immediately removed from class for a conference with the school Administrator or designee. The student may sit out a class or be sent home.
 - Parents will be notified of the results of the conference on the slip and will return the slip signed the following school day.
3. Corporal Punishment – No agent of the school will use any form of corporal punishment as a disciplinary measure.
4. Fulfilling of Disciplinary Actions – All disciplinary actions, including returning discipline notices with a parent’s signature, and suspensions must be served before a student can receive his/her report card and be promoted to the next grade.
5. Suspensions/Expulsions - When a fifth violation occurs for the same or similar offense, the student will be suspended one day from school during which the student will receive a “zero” for all graded assignments due that day. The sixth violation will result in a two day suspension. Any violation after that may result in expulsion.

Covenant Academy reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While Covenant Academy has no control or supervision over off campus activities which are not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion.

Suspensions will generally take place the school day following notification to the student and parents.

The school Administrator or other staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. The administrative staff shall exercise a broad range of personal authority to act in such cases, including but not necessarily limited to suspension of the student from regular school activities.

The school reserves the right to question students (without their parents being present) who are suspected in or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant.

6. Verbal correction – Instructing a child as to what is expected and offering suggestions. Students are given warnings and are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

Students who refuse to submit to authority or comply with disciplinary actions will be sent home and not allowed to return to school until they are ready to comply.

Disciplinary Actions to Major Misconduct

Suspension:

1. Either the Covenant Academy school Administrator or the Covenant Academy board can administer suspension.
2. Suspension from all classes and activities with no permission to make up work.
3. Durations: determined by the Administrator or board
4. Suspensions may carry with them any number of requirements that the school Administrator and/or Covenant Academy board deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

Expulsion:

1. Expulsion without permission to appeal. Expulsion must appear on the student's permanent record.
2. Expulsion with permission to appeal to the Covenant board for reconsideration.
 - a. Student is suspended immediately from all classes and activities, a conference will be held with the Administration or designee, the student, and the parent(s) to discuss the reasons for the expulsion. If necessary, in lieu of a conference, written notification will be sent to the parent(s). Parent(s) are responsible to pay the full tuition in keeping with the Financial Agreement.
 - b. The family's admission agreement with the school is declared null and void for that student.
 - c. If the family does not wish to appeal, then the student is officially no longer a Covenant Academy student and the record of expulsion will appear on the student's transcript.
 - d. If the family wishes to appeal, they must submit their formal request for readmission in writing stating their reasons for wanting to negotiate a new and more restricted admission agreement with the school.
 - e. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear before the Covenant board to discuss the appeal.
 - f. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with the Covenant Academy board's required corrective actions, restrictive measures, and future accountability. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.
 - g. If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from his or her permanent record at the end of that school year or at a time later than that if the Covenant Academy board deems it appropriate to the situation.

Disciplinary Definitions

A. Cheating-All work is to be done by the student, from daily homework to major research papers.

Cheating shall be defined as: Taking information from some source other than the student's own mind and presenting it as if it came from his/her own thinking. It involves the components of stealing and lying. The following are major categories of cheating as defined by Covenant Academy policies. Both the student providing the information and the student receiving the information will receive penalties. Students will receive a zero (0) grade on any assignment or test on which they cheated. **Cheating on homework is the same penalty as cheating on a test.**

Assignments-The use of someone else's work instead of completing the assignment individually. This would include anything from daily homework to major research papers. Unless specified by the teacher, it is to be assumed that all work is to be completed individually.

Copying someone else's answers: Students "helping" each other should not be giving answers. If there is any doubt about the propriety of working together, the teacher should be consulted in advance to determine the policy.

Having another student's homework, test, quiz or workbook without permission from the teacher of that subject is cheating.

Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on the student's paper or on someone else's.

Obtaining a test or quiz questions and/or answers in advance through unauthorized means is cheating. The person who provides access to these is also guilty of cheating.

Giving answers during a quiz or test, either orally or by intentionally allowing another student to copy them.

Receiving answers during or before a quiz or test in any way, i.e., copying from another student, looking at any source containing answers, soliciting help during a test, sharing of information during class or the sharing of information about the test with students who have not yet taken the test. It also includes using the answer key.

Looking on another student's paper or at any other source of information for that subject during a testing time is considered cheating whether the student changes answers or not.

Plagiarism – submitting as yours, a work that in actuality was either fully or partially produced by another source including individuals, internet, books, or any verbal/or printed word and when a student uses the works of others in writing, he should identify the source in a proper citation.

B. Class Disruption – Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent that the learning process of other students is hampered.

C. Direct Disobedience – The act of not carrying out a directive when specifically given by a teacher or staff member.

D. Harassment – Any form of unwanted touching, suggestive speech, sexual mannerisms or literature, physical or verbal conduct that make another student or staff member uncomfortable, demeaned, degraded, fearful or that causes actual physical pain to another person.

E. Horseplay – Play fighting, pushing, foolishness, or any act that may cause injury to any student or property.

F. Lying – Deliberate deception by not telling the truth or withholding any part of the truth in any given situation.

G. Stealing – Taking items of clothing, personal possessions, or material that does not belong to you; this includes taking items left behind in classrooms, hallways, or other areas and hiding them from the rightful owner.

H. Vandalism – Malicious or ignorant destruction or defacing of private property or the property of Covenant Academy.

Disciplinary Philosophy

Covenant Academy does not seek to assume a task that God has given to parents to discipline their children. However, to serve in a limited way as the parents' appointed and authorized representatives in the child's training process, Covenant Academy attempts to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency in training the child at home and at school. In that spirit, the school likewise assumes parents will direct and discipline their children accordingly.

Failure to maintain a biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action that is appropriate for the violation. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the action of the school.

Covenant Academy has at its foundation, the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, any use of, or involvement with illegal substances, unwholesome language/entertainment/behavior, gambling, cheating, fighting, stealing, lying, disrespect, immorality (Romans 1:18-32), possession of a weapon, or repeated conduct violations of school rules, may result in the student's immediate suspension or expulsion from Covenant Academy. Other types of behavior, including (but not limited

to) defacing school or personal property or leaving school without permission, may also be grounds for suspension or expulsion.

A Christian lifestyle simply cannot confine itself to the school day. It must be a consistent life in practice. Because student lifestyles reflect on the reputation of the school, as well as the home, the school will not hesitate to assert discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the Statement of Faith, policies, goals, and character of the school. Disciplinary action may be taken regardless of where the event occurs when it impacts the school, its students or Christian reputation. Standards of conduct and character extend to all school activities and events.

Covenant Academy may withdraw any student at any time, who, in the opinion of the school demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

Probation

Probation gives a student an opportunity to understand and correct a problem before that student is expelled from school or asked to withdraw from the school.

A. Reasons for Probation

Attitude: a rebellious spirit which is unchanged after an effort by the teachers to curb the rebellion, or a continued negative or uncooperative attitude and negative influence upon other students.

Misconduct: continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the student's or school's Christian testimony.

An excessive number of suspensions or repeated conduct violations.

A serious breach of conduct inside or outside of school.

Academic concerns identified by the school. Period of time provided to measure improvements or determine the school's ability to meet the academic needs of the student.

Probation would be considered after a written evaluation of that student is given to the administration by a faculty member or staff member.

B. Probation Procedures

A meeting with the Administrator or designee, student, and parents will be scheduled to discuss their responsibilities during the probation period and determine the length of the probationary period. The Administrative Team will recommend to the Administrator that the student either be fully reinstated or dismissed from the school based upon the progress or lack thereof.

The Administrator will make all final decisions on student probation. Intervention Plans are invoked by the administration when it becomes apparent that a student has or may be headed toward a serious problem.

The plan is intended to give the parent and student an opportunity to correct the student's behavior or academics.

Safety-Related Discipline Issues

Any threat of the safety and security of the students, teachers, or staff of the school in any way will be taken seriously. Students must consider the safety of others at all times. For this reason, the use of heeled shoes and skateboards is forbidden on campus at any time. In addition, possession of any type of weapon, any item that resembles a weapon, or any item that could be used as a weapon on campus is forbidden. When any type of behavior or action could result in a threat to the safety of other students, teachers, or school staff, the school may bring in law enforcement to assist in dealing with the situation

ELIGIBILITY POLICIES

As much as Covenant Academy values students' involvement in extracurricular activities, these activities should not be gained at the expense of an individual student's academic welfare.

ACADEMIC PERFORMANCE STANDARDS

All secondary students grades 7-up must meet academic performance standards, as determined by the Covenant Academy board in all courses taken at the school in order to continue participating in school-sponsored extra-curricular activities, including athletics, performance-based courses, student clubs or organizations, programs, student leadership, etc. In order to remain eligible for the activities, students must maintain a cumulative 2.0 GPA in courses taken at Covenant Academy. Participants in Student Government must maintain a 3.0 GPA. Students in any activity, who do not meet these standards for all courses in any given semester will not be allowed to participate in affected activities during the subsequent semester. Students dropping a course after receiving a failing grade will not be allowed to participate during the subsequent semester. No refunds, partial or otherwise, may be given to students temporarily barred from participation due to academic or disciplinary problems.

Student Government Representatives: Ineligible students on the Student Government will be temporarily suspended from their Student Government responsibilities until the subsequent semester. If grades have improved to a level permitting eligibility the student may be reinstated. Ineligible students may still attend sponsored activities but only as a Covenant Academy student and not in the capacity as a Student Government Representative or Council Leader.

FINANCIAL POLICIES

1. **Delinquent Accounts**

For Installment Method accounts, if more than (two) payments are delinquent, class attendance will not be permitted and access to the parent portal will be denied until arrangements have been made to have the account brought to a current status. Delinquent accounts on the invoice option may be required to setup an ACH payment account.

2. **Drop/Add Fee**

Changes to a student's schedule after the course registration forms have been given to the office for processing will result in an administrative fee of \$15.00 per form/change. A separate form must be used for each student. This fee does not apply to scheduling changes initiated by the school.

3. **Fines**

From time to time, fines or debts may be incurred. Fines or debts include, but are not limited to, overdue or lost library books, damaged or lost textbooks, before and after school drop-in charges, or damage to school property.

4. **Late Payment Fee**

Tuition payments made after their scheduled due dates are subject to a late payment fee.

5. **Non-Sufficient Funds (NSF)**

Each returned check or debit will incur a \$30 fee. Returned checks or automatic withdrawals may be re-attempted.

6. **Payment Plans**

Payments are set up as automatic withdraw and managed online. Several payment plans are available. Tuition can be paid in full or in 10 or 12 monthly payments or 20 or 24 biweekly payments as stated on the financial agreement.

7. **Registration Fee**

The registration fee must accompany the Re-enrollment or New Enrollment Application. This fee is non-refundable unless the child is not accepted for enrollment. Re-registration fee will increase March 1st.

8. Tuition and Fees

Please refer to the *Tuition and Fees form* for current prices. A Financial Agreement will be completed during the enrollment process that will establish the contracted financial obligation as well as a payment plan.

9. Withdrawal Policy

Fees paid are non-refundable. If a student withdraws once a semester begins, parents are responsible for all fees-registration, supply fee, book fee, and the full tuition for the semester from which the student withdraws. If a student withdraws after June 1st but before the start of school, parents are responsible for 10 percent of the annual tuition.

Conditions of Withdrawal:

If tuition and fees are not received on or before July 1st, the student may be withdrawn from Covenant Academy by the school and those on the waiting list will be given opportunity to fill the enrollment position. Once two months' tuition becomes past due, the full amount of the remaining balance of tuition and fees will be required for student to remain enrolled at Covenant Academy. Covenant Academy has the right to withhold release of student records and grades pending full compliance with the terms of the Financial Agreement. The school will not release student records to another school or to parent(s) until all financial obligations have been paid in full.

10. Books

If books are purchased through Covenant Academy, they remain the property of Covenant Academy until the book fee is paid in full. Early withdrawal may require that books be returned.

REFUND POLICIES

1. No refunds, partial or otherwise, may be given to students temporarily barred from participation in extra-curricular activities due to academic or disciplinary problems.
2. Registration and Tuition Fees: These fees are non-refundable.
3. School Supplies and Apparel: These fees are non-refundable once the student begins the school year.

Non-Refundable: Registration is a financial commitment to Covenant Academy for the academic year of enrollment. Tuition and fees for each semester are non-refundable except (1) for non-acceptance by Covenant Academy; (2) in the event that the student's family relocates during the academic year more than 50 miles from its location at the time of registration (this refund will be less a fee of ten percent of the remaining balance otherwise due) with the discount for annual payment-in-full forfeited.

Semester Refund: If a student withdraws prior to the second semester, the parent agrees to pay all fees and first semester tuition (see Withdrawal Policy above).

GENERAL INFORMATION

AUDITING OF CLASSES

Covenant Academy does not allow the auditing of classes. Any student enrolled in any class at Covenant Academy will receive a grade reflecting his level of achievement in the class.

CLASS REACH COMMUNICATION

(see PARENT COMMUNICATION PORTAL for more details).

DROP-OFF/PICK-UP

1. **Morning Drop-off**—Students must be supervised.

Students should be dropped off in the morning between 8:15 a.m.-- 8:25 a.m. for that classes can begin at 8:30. Parents will be given specific instructions regarding loading and unloading of students before and

after school. The designated procedure must be followed by everyone to avoid accidents. It is imperative that students be dropped off and picked up at the specified times in order to provide the highest level of safety.

Elementary children are required to remain in the car until the door is opened by a school representative. Please help us prevent classroom interruptions once the day has begun by allowing your child to walk themselves to class. Late students must sign in, in the office.

2. Afternoon Pick-up/Dismissal

Students are required to leave the school building and the school grounds immediately after dismissal unless they have permission to remain. Students who are involved in school-sponsored activities must report to the teacher or coach responsible for the activity immediately following dismissal. Under no circumstance, will students be permitted to remain in the facilities or on the school grounds unless supervised by a teacher or coach. Students who are not in a school-sponsored, supervised activity will be taken to the office. **Parents will be charged for the supervised service.**

3. Elementary Students should be picked up at 3:00. Middle School and High School Students should be picked up at 3:15.

After 3:30 p.m. students will be taken to the office. Parents will be charged \$5.00 for any portion of the first 15 minutes and \$5.00 for any portion of each 15 minutes thereafter. Calling another Covenant Academy parent to pick up your child/ren may help when emergencies arise. Inform the office if this occurs so the carline supervisor is made aware of the change.

FAMILY TRIPS

While we recognize that family trips can be educational, we discourage you from taking them during scheduled weeks of classes. If you plan a trip during the school year, please understand the class work assigned is due when the student returns. Teacher's late policy will apply for work turned in beyond an agreed upon date.

FIELD TRIPS

Good educational experiences can be achieved by learning outside the classroom. Field trips provide an opportunity for students to represent the school in a positive manner. The same policies that apply to school and classroom behavior and dress, apply to students when on a field trip. Parents are encouraged to attend field trips as their schedule allows.

1. Chaperone Guidelines

- All chaperones *and/or parents* are required to have volunteer forms turned into the office two weeks prior to the event.
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only students enrolled in the class or activity may go with the chaperone. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. **The first responsibility of each volunteer is to the students being supervised.**
- Chaperones are responsible for supervising the students assigned to them. In private vehicles, the driver is responsible for the children's behavior.
- Chaperones must remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- Chaperones should know exactly how many students are in their group and count them several times during the trip. They should be sure all students are present before moving from one place to another.
- Students are to return with the same person and vehicle that transported them to the event.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.

2. Driver Chaperone Guidelines

- The supervising teacher will make all vehicle assignments. Drivers will be provided with the names of the children assigned to their vehicle.
- Chaperones will remain with the students assigned to them.
- Chaperones must arrive at school fifteen minutes before departure.
- All chaperones must have an approved Volunteer Screening form on file.
- Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
- Children may not ride in seats with airbags.
- The teacher will provide a map and directions. Please stick to the assigned route to and from the trip.
- It is expected that chaperones/drivers will obey all traffic laws including maintaining acceptable speed limits.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan.
- Drivers should call the school immediately for instructions if they experience car problems or have an emergency arise.
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area.

3. Off-Campus Trip/Activity Privileges Revoked

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or school discipline policies.

4. Special Event Off-Campus Permission Form

The classroom teacher will send this form home each time your child is asked to attend any off-campus activity sponsored by the school. It must be completely filled out, signed, dated and returned prior to the activity.

5. Students Not Attending the Off-Campus Trip/Activity

Parents may choose for their child not to participate in a particular field trip or activity. If this should be the case, the student will not be academically penalized for non-participation. An alternative assignment and/or supervised study time may be provided for the student.

6. Transportation Release Form

These forms will be filled out annually and kept on file in the school office. A copy of the Authorization for Medical Treatment form will accompany each student on every off-campus activity.

7. Volunteer Drivers

In order for drivers to carry school children, the drivers must not have any moving violations on their license in the past three years.

FORMS AND OTHER MAILINGS

Covenant Academy will occasionally send out a mailing to school families, which contains notices of special events, and activities, as well as developmental needs. There are many forms that need signatures and pertinent family information to be filled out by the parents. Please return signed forms in a timely manner. These are sent home with the student throughout the year.

HOLIDAYS

Covenant Academy observes the following Holidays: Labor Day, Thanksgiving, Christmas, Martin Luther King Day and Good Friday Covenant Academy does not observe or celebrate Halloween.

LIBRARY/MEDIA CENTER

Covenant Academy has a library available to students when accompanied by a teacher. Covenant Academy encourages the weekly use of the Pinellas Park library located within blocks of the school. Classes will take a trip to the Pinellas Park Public Library once each quarter. Permission for this trip is given by parents upon the signing of the Parent Covenant of Cooperation at the beginning of the year.

LOST AND FOUND

All students who have lost articles should check Lost and Found in the office periodically for those articles. Any article not claimed after 5 days will be donated to a worthy cause or permanently discarded. To reduce the accumulation of "Lost and Found" articles, we ask that every student have his or her name on ALL articles of clothing and other belongings. School-owned textbooks will be placed in the teacher's mailbox.

The school assumes no responsibility for articles left lying around the building or improperly stored.

LUNCHES/SNACKS

It is the parent's responsibility to provide a nutritious lunch and/or snack for their child. **Please be sure to give lunches to your children before they leave for school. No sodas are allowed during the school day.** Parents will be notified of days when a catered lunch (pizza, subs, etc.) is offered. Students must maintain good, courteous behavior and acceptable table manners. Food is never to be shared and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed.

NO-SOLICITING POLICY

To prevent the Covenant Academy parents, students and teachers from being solicited by multiple people for multiple reasons, we ask that when a parent, student or teacher wishes to promote a personal activity (i.e. missions trip, fund raiser, sports sponsorship, Girl Scout Cookies, sponsor Walk for Life, etc.) or to sell items, that he/she post an announcement on our school bulletin board after receiving authorization from the school Administrator. The announcement will be posted on the bulletin board for two (2) weeks. During this time the student/parent or teacher may not solicit other students, parents or teachers on campus. The individual must understand that Covenant Academy has the right to remove the announcement at an earlier time if and when deemed necessary.

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution, by students and parents either in the school building or school grounds, of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

PARTIES AT SCHOOL

Elementary

With the approval of the teacher, classes may observe five parties during the year as they relate to seasonal holidays and events. These will be Thanksgiving, Christmas, Valentine's Day, Easter and End-of-School. These parties will be planned by the Class Coordinator and teacher. The students may help with the decorating and have responsibilities for clean-up following the party.

Birthday Parties are limited to the sharing of purchased cupcakes, or other suitable purchased snacks. Parents are to ensure that there is enough for each child in the class. Due to Health Department regulations, no homemade items may be shared.

Middle and High School students do not typically have individual classroom, seasonal, or birthday parties. Celebrations of significant days in the history of the Christian faith and American History are planned throughout the year. Celebration of birthdays may be done in Homeroom with teacher approval or during lunch.

All

Invitations to off-campus parties or events should be distributed privately to avoid misrepresenting a non-school sponsored event.

PHYSICAL EDUCATION PROGRAM

The philosophical position of Covenant Academy is that every child preparing for adulthood should be provided with opportunities to grow spiritually, mentally emotionally, and physically. We believe that our physical education program is an excellent step in achieving this goal. All elementary students who are assigned to PE classes will be expected to participate in the class. A child may be excused from PE for up to two consecutive days with a parent's note. Being excused for more than two consecutive days will require a doctor's note.

PLEDGES

As a demonstration of an individual's love and appreciation for our country, our Savior and the Bible, Covenant Academy begins each day with the recitation of the following pledges:

1. Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

2. Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, One Savior, crucified, buried, risen and coming again, with life and liberty for all who believe.

3. Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and light unto my path. I will hide its word in my heart that I might not sin against God.

PRAYER

Prayer is talking to God to praise Him, to thank Him, and to petition Him. It is always appropriate, and classes are encouraged to engage in prayer and to lead others in prayer. All classes will begin the day with prayer.

SCHOOL CALENDAR

Please refer to the website for a current calendar: www.covenantacademyfl.org

SCHOOL SCHEDULE

The school year includes 36 weeks of instruction. In addition, during the summer and winter break, assignments are given in reading and math, and evaluated once school resumes.

As a University-Model® school, Covenant Academy is a five-day program of study with classes Monday, Wednesday, and Friday from 8:30 a.m. – 3:00 p.m. for Elementary students and from 8:30 a.m. – 3:15 p.m. for Middle School and High School students. Tuesday and Thursday schedule will vary based on grade, from 3-6 hours to meet the required FLDOE instructional hours.

STUDENT PICTURES

Each fall the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student's picture will be used in the school yearbook. Every student will have his picture taken regardless of whether the parent purchases any pictures. In the springtime, classroom groups, kindergarten graduation and individual pictures may be taken of our students. Parents may once again purchase these pictures and will be furnished information detailing prices.

STUDENT PUBLICATIONS

The Covenant Connection is a school newsletter sent electronically on the parent portal. This newsletter highlights school events, student achievements, community events and family learning.

The Administrative Team has the right to review and edit any academic or non-academic publication submissions or part thereof, or other forms of written expression, prior to its publication and/or distribution on campus. Publications by students not produced through credit classes (journalism, yearbook, English, etc.)

shall be considered non-academic publications and must be submitted to the Administrator for approval. Grounds for denial or approval to publish and distribute non-academic publications shall include, but not be limited to: violation of school policy, staff availability, conflict with established calendar events, obscenity, gross profanity, vulgarity, anything not compatible with the normal activity associated with a Christian school, as well as other forms of unprotected expression.

TEACHER CONFERENCES

If a conference is deemed necessary, one may be initiated by the teacher or parent via email. Parents who wish to initiate a conference with *more than one teacher* should coordinate with the teachers involved.

Out of respect for our teachers' private lives and other ministries, their home/cell phone numbers generally will not be given out without their permission. If the teacher does not reply within a two-day period, parents are to call the Administrator's office.

Conference forms must be completed by the teacher and signed by the parent and the teacher for every conference. A copy will be provided for the teacher, the parent, and the Administrator.

TELEPHONES

The school office telephones are intended for business use only but may be used in an emergency. Classes will not be interrupted to call a student to the telephone, except in the case of an emergency.

TRANSPORTATION

Covenant Academy does not provide bus transportation to and from school. We encourage parents to form car pools.

YEARBOOK

A. Editorial Policy

The yearbook is a publication created for a memory book of the year for students; a historical document for the school; a public relations document for the school, administration, and the community; and is a record book for location of students for the school administration, guidance and local community agencies such as the police department.

The publication is produced annually for the students and distributed through the process the yearbook staff has chosen.

The Yearbook Advisor and yearbook staff reserve the right to determine the topics covered in the publication with consideration of administrative policies.

The publication is student generated and may have errors and/or omissions which are unavoidable. No malice is intended and apologies go out to those individuals affected.

The following are yearbook editorial policies for individual areas of the publication:

B. General Content

The yearbook staff must comply with the Covenant Academy Code of Conduct.

Permission to use photos in any school publication is given at the time of registration (see Covenant Academy Application).

The school photographer and the yearbook staff wish to emphasize that your portrait must be taken on the original date or on picture re-take day. To ensure that your child appears in the yearbook their picture must be taken at the school on the dates provided. Students, who do not wish to appear in the yearbook or have a name, appear such as in a non-pictured area, must notify the staff in writing at the beginning of a school year. Students not having an individual portrait taken by the school photographer will not appear in the class sections of the yearbook. Students may choose not to have a portrait taken for any reason.

Upon the event of a death of a student during the school year, it is the policy of the yearbook staff, if deadlines allow, to list the birth and death date of such student with his/her class photo in the student section. All other pages or memorials dedicated to the student are at the discretion of the Advisor and/or administration if the time and page availability exists.

C. Student's portraits for all grades

Students will have portraits taken at the school on assigned days. Only students wearing appropriate attire, in accordance with school dress code, will appear in the yearbook. If the original day is missed, retakes or missed photos can be taken at the studio.

Photographs only from the school photographer may be used. Exceptions to the rule are at the discretion of the advisor in consideration of photo size, background, pose and deadlines. If a photo does not conform to the specifications of the class sections, a photo will not be used.

No hats, sunglasses or costumes of any kind may be worn for photographs. School photographers will not take any photo of a student who insists on wearing any of such items and will immediately contact the advisor or an Administrator.

Students behaving inappropriately will not have their photo taken or appear in the yearbook. Students are subject to disciplinary action by the administration for any behavior problems while class photos are being taken.

Students who use false names on any documents related to the class photographs will not appear in the yearbook publication.

Retakes may be taken if a photograph has a defect. Such retakes must be requested within two days of receiving the original photos or of any other date published by the school photographer prior to the retake day. There is no guarantee that the retake is the photo that will appear in the yearbook.

D. Yearbook Sales

Yearbooks are ordered in the spring. Prices are provided prior to ordering. A former student for that school year may purchase a book, if any are available, three days after the initial distribution. Distribution date and procedure are at the discretion of the Yearbook Advisor.

HEALTH & SAFETY

Emergency notification including close of school for inclement weather will be communicated by:

Parent portal

Phone chain may be used for immediate notification

Covenant Academy follows the closure notification for Pinellas County schools.

Emergency Drills

Fire, tornado, and other emergency drills will be conducted throughout the school year in accordance with city, county, and state regulations.

Fire Drill

Exit the classroom in an orderly, quiet manner. Line up outside at the designated area for the teacher to check attendance.

Security Drill

Security drills will be conducted periodically by the Administrator or designee.

Tornado Drill

Do not leave the room. No talking. Students are to sit on the floor along a designated wall with heads in laps. Do this as soon as possible after the warning is given. This drill is to be done in a serious, orderly and quiet manner.

GENERAL FIRST AID PROCEDURES

The front office staff will serve as the primary avenue for general first aid assistance during the school day. The front office will maintain the first aid supplies. Arrangements for sick children waiting for their parents will also be made by the front office.

The front office staff will also have records of on-campus personnel who are equipped to provide first aid assistance beyond the ability of the front office staff. Within the front office will also be all medical records for the students as well as general first aid information and a list of available school contacts with medical/nursing background.

HEALTH POLICIES

A. Anaphylaxis

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen. The most common causes in school age children are eggs, peanuts, nuts, cow's milk, bee stings and some drugs. Covenant Academy advises parents that these allergens do in fact exist on campus and that their child could be exposed.

B. Animals in Classrooms/on Campus

Covenant Academy policy does not permit live animals in classrooms. Administrative approval is required to have live animals visit on campus.

C. Clinic

The school does not employ a trained nurse. Students who become ill at school will report to the school office. The student may rest until a parent or other specified adult can pick them up. Sick students cannot be cared for at school. If the student is judged to be ill, parents will be called. All students who leave school for any reason must sign out on the sign in/sign out book in the office.

D. Communicable Diseases

Covenant Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal on to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Covenant Academy may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Covenant Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

E. Emergency Phone Number Required

We require at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number, cell phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem. **Notify the school office immediately if any of these numbers change.**

F. First Aid

Emergency medical treatment will be sought for students whose medical needs warrant such action.

G. Head Lice Policy

Parents are asked to notify the school if they find head lice or nits on their child at home to prevent the spread of head lice at school. Students need to be treated with medication and must be nit free before returning to school. Office personnel must clear students before they are allowed to return to the classroom.

H. Healthcare Appointments

Whenever possible, all health care (medical, dental, etc.) appointments must be made outside of regular school hours. Academic problems often develop when students continually leave school for medical purposes.

I. Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under eighteen without parental consent. A school official will use this form only when a parent or guardian cannot be contacted.

J. Medication Policy

Students are not permitted to carry medication (either over the counter or prescription) on their person or store them in their desks, lockers, or backpacks. Designated school staff must administer all medications. Prescription and over-the-counter drugs must be in the original pharmacy or manufacturer's labeled container **and the doctor's instructions must be included**. A signed/notarized consent form must be on file for those students. *Parents must sign a permission slip granting the office permission to give their child/children Advil/Tylenol in the event a student asks for either.*

K. Physical Examination

Every child entering school in the State of Florida must submit proof of a medical examination performed by a Florida physician. This information must be submitted to the school on the gold form (DH 3040) from the Florida Department of Health.

L. Required Immunizations

The record of these immunizations must appear on the blue form (DH 680) from the Florida Department of Health. Students entering or transferring into the 7th grade and up are required to have a Hepatitis B (series of three doses), a second dose of measles (MMR preferred), and a tetanus-diphtheria (td) booster before they are allowed to attend school. A certificate of exemption is accepted.

M. Self-Medicating

Parents or guardians must request in writing on an annual basis that the school allow their child to self-medicate for a particular ongoing medical condition of asthma, diabetes and anaphylaxis. Allowance shall be made for asthmatic students to possess inhalers or other appropriate medication, diabetic students to check their blood sugar levels and take insulin if needed, and students who might experience anaphylactic shock to possess and use an Epi-pen or other shot-like device. Students under this self-medication protocol must be warned to not allow other students to use these medications or, in the case of diabetics, not to use their blood-testing device on other students. Any disregard to this warning will cancel the self-medication agreement. Parents must be notified immediately if there are problems or if the self-medication agreement is cancelled for infractions.

The family physician must provide on an annual basis, a letter stating that the student has been diagnosed with the particular condition and that the physician believes that the student has demonstrated the understanding and ability to self-administer the medication. Usually this letter must contain the name, purpose, appropriate usage and dosage of the student's medication, and the time or times at which, or the special circumstances under which, the medication is to be administered.

Parents understand and agree that the school is absolved from liability for any and all medical or health results if their child self-medicates. The school, school board, school employees and agents are exempt from any liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student, the parents or guardians, and they indemnify and hold harmless the school, school board, and school employees and agents against any claims arising out of the self-administration of the medication by the student.

The above three documents must be signed and provided to the school each year that the family requests the student be allowed to self-medicate. Such documents will be filed in the school office.

Permission to self-medicate shall be revoked if student's technique of self-administration and understanding of the use of the medication is not appropriate or is willfully disregarded.

Students who have met the requirements outlined above may possess and use their medication in school, on school-provided transportation, at school-sponsored activities, or before or after normal school activities. Medication and devices shall be kept in the main office with parental approval.

N. Sickness

In the interest of every child's well-being, parents must keep their child home if the child exhibits any of the following symptoms within 24 hours prior to attending school: elevated temperature of 100 degrees or more, without fever reducing medicine, excessive nasal discharge and/or coughing, rash, vomiting, or diarrhea. If your child develops symptoms at school, the student will be sent to the office and the parents will be notified to pick up the child as soon as possible.

O. Student Accident Insurance

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. No student accident insurance is provided by Covenant Academy. Parents are advised to have adequate health and accident insurance for themselves and their children.

P. Tylenol and Advil type medication

For a student to receive Tylenol or Advil, parents must sign a permission slip in the Main Office.

STUDENT SAFETY

School personnel work diligently to maintain a safe and healthy environment for all students. Safety rules are discussed with students for the health and safety of all concerned. Students are required to report any unsafe conditions or talk of potentially hazardous conditions to the teacher or Administrator.

Students may not leave the Covenant Academy building without permission. When moving from one building to another on the campus, all students must stay with the teacher/supervisor and move directly to their designated location and return in the same manner.

Desks and computers are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion involves a substance or object that may injure the student, staff, or other students, the search may include a more extensive body search of the student in the presence of an appropriate adult or the student's parent, and, if necessary, law enforcement may be involved.

All staff are mandatory reporters for suspected child abuse. This is in accordance to the laws of the state of Florida.

Surveillance cameras may be installed in the building to assist in monitoring unauthorized entering of buildings and/or rooms and to monitor hallways for safety and security of lockers. These surveillance cameras will record acts of vandalism and/or inappropriate conduct in the buildings.

OFFICE PROCEDURES

ATTENDANCE

Attendance Policy

Florida state law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law."

All school days on the calendar are considered full days unless otherwise specified through notification of special events. All minimum days and activity days are considered compulsory attendance days. Attendance at school becomes a permanent part of the student's record. Students are marked present for the days in attendance and for Tuesday and Thursday when work is completed and turned in on Wednesday and Friday.

Every student must attend school the entire day to participate in after school extracurricular activities that day. Exceptions will be made for medical appointments and/or a death in the family.

Excessive absences or tardiness (more than 10 per semester) may place a student's promotion in jeopardy or lend to other disciplinary actions. Such cases are dealt with on an individual basis by administration.

Excused Absences

When a child is going to be absent, parents are to notify the office by 8:45 am. Please state your name, the name of the child who will be absent, and the reason for the absence. The call needs to be made by the student's parent or legal guardian. Sickness resulting in five or more days of absence will require a doctor's excuse for readmission.

Make-Up Work

Students who are absent must complete the work that is missed. The teacher will communicate the time allotted to complete the work without penalty. Delayed submission of work may result in loss of credit.

Middle and high school students are expected to take the initiative to determine what assignments have been missed and how they are to be made up. When it becomes evident that the student is not displaying a responsible effort in this regard, the teacher is no longer obligated to assist the student in making up the missed work.

When a student will be absent from class due to participation in a Covenant Academy sponsored activity, notice is usually given in advance in memo form. In such cases, teachers may expect homework due that day to be turned in either in advance or on the due date through the teacher boxes in the main office.

If a family takes a trip that is deemed educational by the Covenant Academy Administrator, teachers may make adjustments or combine assignments that would integrate what the student is learning in class and experiencing on his/her trip (i.e., keeping a journal of the trip instead of class writing assignment).

Tardiness

Promptness and preparation are important disciplines and communicate respect for teachers and classmates. Promptness denotes that students are in their proper places on time, and preparation denotes that students are ready for class each day with the necessary materials and completed assignment(s). A series or pattern of tardiness or lack of preparedness for class will jeopardize a student's success at school.

Tardiness and/or early dismissal is discouraged except for student medical appointments that cannot be scheduled during the non-school hours. In these cases, a note is requested at least one day in advance of the tardy/early release. A student is tardy if he or she is not present in class by 8:35 a.m. If a student is not in the building by 8:30, a parent must come to the office to sign him/her in before going to class.

Illness or medical appointment verified by a note from the doctor or dentist are accepted reasons for tardiness or other reasons deemed acceptable by the Administrator.

Tardies or being unprepared in each class (or to school if arriving between periods) will result in a conduct slip for each offense. The fifth offense may result in a suspension.

Truancy

Truancy is a violation of state law. Skipping school for any part of a school day is considered truancy. Truancy will be treated as an unexcused absence; in addition, parents will be notified and disciplinary action will be taken. If truancy on the part of the student becomes habitual, the appropriate authorities will be notified.

Unexcused Absences

An unexcused absence occurs when a student has been suspended from school or excessive absences have not been approved by the Administrator. Class work missed must be made up. However, tests missed may not be made up and a zero will be recorded for that test. The Administrator may also take additional disciplinary action as is deemed appropriate to the case and occasion.

OPEN CAMPUS

Part-time middle and high school students may come and go for classes during the day necessitating an Open Campus policy defined as follows:

1. Students coming and leaving the building for any reason during the school day must sign in and out of the office in the presence of a school employee at the time of parent pick up. Detailed records for students will be kept in the office regarding signing in and out.
2. If a parent is late, the same charge for late pick up will apply for part-time students (see Drop off/Pick Up).
3. Students are to be physically present in the class or study hall for which they are registered whenever they are on campus. Being present on campus but not in the class or study hall for which he or she is registered, or present on campus at a time when the student does not have a schedule class or study hall may result in disciplinary action.
4. No student will be allowed to walk off the campus without the written permission of the parent.
5. It is considered a discourtesy to the teacher and a disruptive influence to the learning environment for a student to leave a class or study hall in session before that class has been dismissed. Therefore, unless prior arrangements have been made or the teacher grants permission, leaving a class early will be considered a breach of good conduct and treated as a discipline issue.

Visitors on Campus

Covenant Academy has adopted the following guidelines governing the presence of visitors on the campus during regular school operating hours (8:00 a.m.- 4:00 p.m. on school days) to enhance safety and operational efficiency. For the purposes of this policy, "visitors" are defined as all individuals other than staff or students (on their respective class days) present in any part of the building other than the front foyer, or on the grounds other than the normal student loading area (i.e., the front walk). All visitors, including students not enrolled in Covenant Academy, must report to the school office. Their request to be on campus must be approved by an Administrator. If approval is given, identification will be given to the visitor to be worn throughout the day. The visitor will be directed to the appropriate staff member.

- All visitors must sign in with the office staff upon arriving at the campus. At a minimum, visitors must identify themselves, explain their intended business, and indicate how long they expect to be on campus. A written record of this information will be kept.
- All visitors must be willing to comply with all rules and regulations governing student and/or staff conduct, including the appropriate dress regulations (variances for legitimate and honorable reasons may be granted).
- Prospective students may spend the day or part of the day on campus after signing in at the office with a parent. These students must wear a solid polo shirt and khaki pants or dark blue jeans.
- An adult must sign in any student who is not a current or former Covenant Academy student (who left or graduated in good standing).
- Anyone failing to abide by these provisions may be denied access to any and all restricted areas or be required to leave the campus. Persons having no legitimate connection with the school or reason for being present on the school campus will be expected to leave immediately.
- If approval to be on campus is denied, the student(s) or the visitors are to leave the campus immediately. Failure to do so will result in notification to a local law enforcement agency, and a request will be made for the agency to come to the campus to issue a trespass warning. If the said student or other visitors continue to remain on school property, a local law enforcement agency will take necessary action to arrest violators for trespassing.

STUDENT RECORDS

The school maintains a permanent cumulative file on all students who attend Covenant Academy. Records of health, grades, standardized test scores, etc. make up most of the content of these records.

Release of Records

- Covenant Academy will release student grades, standardized test scores and medical information upon written request from another school system provided the student's tuition account, fees and fines are current.
- No cumulative school records will be released to a student's parents or a legal guardian, or any agency other than another school.
- The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Administrator.
- Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current. If the family of a graduating student is not current in tuition fee payments, or if fines are owed to the school, the report card, transcript and diploma will be withheld until the delinquencies are satisfied.

PARENT AND STUDENT RESPONSIBILITIES

Covenant Academy is a University Model® School and requires both parent involvement and student cooperation to successfully fulfill its mission- a mission that includes a vital spiritual element. Therefore, as a condition of admission, parents must support and agree to the school's use of its statement of faith as the foundation of all the school's teaching methods. Communication between home and school is vital. The primary means of communication is the Class Reach (see below).

FUNDRAISER AGREEMENT

One key factor that allows Covenant Academy to offer a reasonable tuition rate is parent participation in fundraising. Covenant Academy holds two major fundraising events each year—a Read to Lead Marathon event and an Auction. The success of these events directly impacts the tuition rate and the ability to make program improvements. Parent participation is necessary to develop the school's maximum potential. As a 501(C)(3) organization, any donations (but not tuition and fees) are tax deductible. Parent participation means actively working towards raising funds. In lieu of fundraising, a \$200 donation per student, per fundraiser can be made to cover the expected fundraiser revenue for each child. Parents of part-time students or students entering in January are only required to participate in one fundraiser.

PARENT COMMUNICATION PORTAL

Class Reach is Covenant Academy's internal communication system for communication between the school, teachers, and parents. Assignment sheets, lesson plans, grades, booklists, schedules, teacher comments, school announcements, directory, changes and updates are all provided on Class Reach. For this reason, it is critical that parents check the parent portal daily. Every Friday, elementary teachers will post the assignment sheet (AS) for the upcoming week. Secondary teachers post a monthly assignment sheet (MAS) at the beginning of each month.

Written instructions for accessing the portal are provided at the time of registration and training is available at the start of school.

PARENT GUIDELINES

In order to experience success with the program, cooperation between the school and the home is necessary. Therefore, although this handbook applies primarily to students, parents and/or guardians need to recognize their responsibilities to their children and to the school community.

Parents should help ensure proper attitudes toward the culture desired at Covenant Academy by reading, understanding and supporting the policies of this handbook and discussing it with their students. Parent responsibilities are as follows:

1. Parents must be in agreement with the school's purpose and spiritual objectives and be willing to abide by the school's rules and regulations.
2. Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law.
3. Parents must be willing to provide Covenant Academy with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or home school.
4. Parents must agree with, and supportive of, the school's procedures for handling student discipline.
5. Parents must be willing to provide continually updated immunization records for each child.
6. Parents must acknowledge that each child understands the Covenant Academy Dress Code and Code of Conduct policy and is willing to abide by the policies given in the Covenant Academy Handbook.
7. Parents sign a statement each year indicating that they accept the primary responsibility for their children's behavior at school and student supervision at home. The statement should include acknowledgement of their responsibility to be familiar with the policies of the school as published in the current school handbook and other official means of communication. In addition, parents shall be willing to participate in any parent-education requirements offered by the school administration.
8. Parents will attend an initial Information Meeting, a yearly Parent Orientation and at least four Parent Meetings scheduled during the year. In case of absence, parents are responsible for all information provided during those meetings.
9. Parents must provide the school with the appropriate documents in cases of special custodial issues.
10. Parents should help ensure proper attitudes toward the culture desired at Covenant Academy.
11. Parents should demonstrate a positive attitude toward their child's education by showing interest in their child's work.
12. Parents will participate in a series of classes, "Culture of Grace" facilitated by Covenant Academy staff or representatives during the Parent Meetings scheduled throughout the year.

Copy Policy

Teachers will regularly ask for something to be printed at home and brought to school for completion in the classroom. It is necessary for students to be prepared each day in order for the teacher to maximize class time and for the students to succeed. Students requesting copies from the office will be charged 25 cents per copy. Parents will be notified when the fees exceed \$2.00.

Open House

At Open House, parents will be informed of the material being covered in the classroom and view some of their child's work. This is the time for children to meet their teachers and see their classroom. Nursery will not be provided.

Parent Orientation

This very important meeting is held for all parents prior to the beginning of the school year, and attendance is required. This is the time to receive helpful, necessary information from the Administrator and teachers pertaining to the new school year.

PARENT ROLES AND INSTRUCTIONAL HOURS

Parent Roles

Parents are uniquely positioned to instruct their children as they possess knowledge through experience and observation regarding their child's learning strengths and weaknesses and capability as well as the relational experience to deliver private instruction in a relaxed environment. The following are definitions used in the course descriptions to explain the parent role in the teaching process.

- **Primary Teacher**
 - The parent must be available to teach the lessons on the days the student is home. Instruction must be given in order for the student to receive adequate training and the best possible education. This is needed primarily at the K-3rd grade level.
- **Co-Teachers**
 - The parent must go over the assignments given by the classroom teacher and provide instruction for the lessons as needed by the students. They will encourage and supervise the completion of all work and help facilitate special projects. Co-teachers are needed primarily at the 4th-6th grade level.
- **Private Tutor**
 - Parents will give one-on-one instruction for extra help as needed by the student or provide a tutor as needed.
- **Course Monitor**
 - Parent will monitor the success and completion of work at home and by their signature on assignment sheets verify that the work completed is the student's. The role of parent as monitor will be done at the 7-8th grade level to varying degrees.
- **Guide to Independent Study**
 - Parents of high school students will help their child develop academic independence through the high school years in preparation for college. By the time a student is in 11th grade they should be relatively independent, though parent interaction, encouragement and support remain crucial.
- **Interactive Discussion/Disciplineship**
 - In courses utilizing this role, parents are expected to interact with their student on teacher-directed topics throughout the semester. Students will then reflect on those interactions through class discussions and written assignments. These courses are designed in such a way as to place emphasis on the parent-student relationship by emphasizing and reinforcing the values parents are teaching within their home, especially issues that are of importance during the teen years, 7th grade and up.

Instructional Hours (based on 170 days)

Kindergarten

Students have 6 hours of instruction including 30 minutes of Physical Education, on campus Monday, Wednesday, and Friday.

Students have a *minimum* of 2.5 instructional hours off campus Tuesday and Thursday.

M/W/F 612 hrs.

T/Th 170 hrs.

Total minimum number of net instructional hours= 782 (540 required by FLDOE)

1st- 3rd Grade

Students have 6 hours of instruction including 30 minutes of Physical Education, on campus Monday, Wednesday, and Friday.

Students have a *minimum* of 3 to 3.5 instructional hours off campus Tuesday and Thursday.

M/W/F 612 hrs.

T/Th 204-238 hrs.

Total minimum number of net instructional hours=816+hrs. (720 required by FLDOE)

4th- 6th Grade

Students have 6 hours of instruction including 30 minutes of Physical Education, on campus Monday, Wednesday, and Friday.

Students have a *minimum* of 4.5 instructional hours off campus Tuesday and Thursday.

Twenty hours of summer Florida History instruction is included in the T/Th hours.

M/W/F 612 hrs.

T/Th 306 hrs.

Total minimum number of net instructional hours= 918 hrs. (900 required by FLDOE)

7th- Up

Students have 6 hours of instruction on campus Monday/Wednesday/Friday.

Students will have a *minimum* of 5.5 instructional hours off campus Tuesday and Thursday.

Hours do not include the additional days/hours for summer and winter assignments.

M/W/F 612 hrs.

T/Th 374 hrs.

Total minimum number of net instructional hours= 986 hrs. (900 required by FLDOE)

VOLUNTEER AGREEMENT

Helping with the operations of the school is a meaningful way to plug into the culture of Covenant Academy and participate in the parent-school partnership. Volunteers are asked to complete a Background Screening form to ensure the safety of all students. Parent Service Teams provide opportunity for parents to serve "according to the grace given to each of us..." (Romans 12:6-8).

Parents are required to sign and have notarized the Parent Covenant of Cooperation which states they have read the Covenant Academy Handbook and will abide by and have their children abide by all the policies, procedures and standards set by Covenant Academy stated in the Covenant Academy Handbook.

The following additional policies are applicable for Middle and High School students.

MIDDLE SCHOOL and HIGH SCHOOL

ACADEMIC ADVISING

Middle school students who are ready for high school courses must meet with an advisor through the Director of Educational Services to discuss a course of action and class schedule.

All high school students are required to undergo academic advising to confirm the completion of diploma requirements, gaining scholarship information, and receive general high school guidance. Parents and students must provide copies of all high school grade reports, transcripts, and their dual enrollment status (if applicable) for this meeting. Transfer credits will be assessed by an advisor. Contact the office for more information.

ADDING AND DROPPING COURSES

Parents who wish to modify schedules for their Middle or High School students must complete a Drop/Add form, pay a \$15 administration fee and receive approval from the Director of Educational Services. A separate form must be used for each student. The administration fee does not apply to scheduling changes initiated by the school.

Courses may be added to a student's initial registration before the end of the first full week of classes, provided that the student is in good standing with the school and that space is available in the desired course(s). A student may drop a course as late as one week following the issuance of the first progress report in any given semester without having the dropped course affect his or her grade point average ("GPA") or appear on his or her transcript. Should he or she drop a course after this time but before one week following the issuance of the second progress report, a record of his or her enrollment will appear on the transcript and he or she will receive a grade of "WP" (withdrew passing) or "WF" (withdrew failing); this grade will have no impact on the student's GPA. All students who remain enrolled in a course following the first week after the issuance of the second progress report will receive a grade for the course in accordance with the standard course grading system.

CLASS REACH

Class Reach is Covenant Academy's internal communication system for communication between the school, teachers, and parents. Secondary teachers post a monthly assignment sheet (MAS) at the beginning of each month.

Middle and high school students will receive their own login for Class Reach and are not to use their parent's account. Messages from the teacher and office are intended for parent viewing only.

Class Reach messaging is preferred for a more timely response (see PARENT COMMUNICATION PORTAL for more details).

COMMUNITY SERVICE

All high school students are required to complete 20 hours of community service hours each year of high school, equaling 80 hours by the end of their senior year (20 x 4 years).

All community service hours must be documented on a form provided by the school and turned in to an Advisor for approval. This documentation must contain correct participation dates and supervisor signatures for each semester the hours were served. Unverifiable hours will not be accepted.

Students who earn community service hours on the campus of Covenant Academy may only count 10 of the hours toward the graduation requirement. The remaining 10 hours are to be completed off campus. Students are strongly encouraged to exceed the 80 hrs. of required service.

COMPETITIVE SPORTS ELIGIBILITY (see Activities for Students)

COMPUTER USE

Students must have written permission from the Director of Educational Services for computer use and the computer must be used for the purpose of completing schoolwork only. All policies under Electronic Devices in the Covenant Academy Handbook apply. Violation of this policy will result in restriction of use. Students may request permission to bring a laptop if they are taking an online class. Covenant Academy is not responsible for the loss or damage of any electronic devices, including laptops brought to school by a student or parent.

CREDITS

When a student enrolls in a class, full credit is given only if the course is completed. Credit is not given if a student receives a "D" in a prerequisite course. The course must be repeated to advance to the next level.

DAILY PLANNER

Middle and High School students are provided a planner by Covenant Academy which is to be used as an organizational tool for documenting classroom assignments, tests, special projects and events. Lost planners may be purchased in the office for a \$10.00 replacement fee while supplies last.

DUAL ENROLLMENT

Students who dual enroll at St. Petersburg College or another institution must be concurrently registered for a minimum of two classes at Covenant Academy to maintain their status as a Covenant Academy high school student. This status will allow the student to receive a Covenant Academy transcript reflecting the additional college course work. Otherwise, students must be registered as home educated and parents assume the responsibility for all transcripts for the high school years in which the dual enrollment took place.

Dual Credit classes are recommended primarily for 11th and 12th grade students who register apart from Covenant Academy. Students who qualify can begin dual enrollment in 10th grade. Students must meet specific guidelines required by the college or university to be considered for the program. Dual Credit courses are offered at St. Petersburg College (SPC) and other institutions.

SPC Dual Credit Program Guidelines

The following requirements are necessary to participate in the Dual Enrollment program at SPC.

1. The student has attained at least a 3.0 cumulative unweighted grade point average, or the student has demonstrated prior academic achievement in a specific field by attaining at least a 3.0 cumulative grade point average within that field.
2. The student has taken the SPC placement test and meets the required test scores for each class (specific college SAT/ACT scores may be used for placement in all areas except in math).
3. Earning a "C" or better in their SPC classes.
Providing parental consent.
Obtaining administrative approval.

Students must go to an SPC campus to take the Placement Test prior to enrolling in Dual Credit courses. Covenant Academy does not participate in SPC's Fast Track BA program or the Early Admission Program. Parents interested in another college or university must request information and guidelines from that institution and review the process with the Director of Educational Services.

ELECTIVES

Electives are offered for middle and high school students and vary from year to year. Elective may include Speech, Debate, Logic, Geography, Health, Art, and others.

FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

Bright Futures is a state scholarship program for high school graduates. Covenant Academy provides the following information for parents to help students begin to plan for the Bright Futures requirements at the start of High School. The application process begins early in their senior year.

1. General Eligibility Requirements

Each of the scholarship awards within the Bright Futures Scholarship Program has specific criteria that must be met. However, to be eligible for an initial award from any of the scholarships, a student must:

- Apply on-line for the Bright Futures Scholarship Program by the second semester of their senior year.
- Have a current FAFSA (Free Application for Federal Student Aid) on file.
- Be a Florida resident.
- Earn a Florida standard high school diploma or its equivalent.
- Be enrolled in an eligible Florida public or independent post-secondary education institution.
- Enroll in a post-secondary institution in Florida for at least six semester credit hours or the equivalent.
- Not have been found guilty of, or plead no contest to, a felony charge.
- Use the award within five years of graduation.

2. Specific Eligibility Requirements-See website for yearly updates and requirements for:

- Florida Merit Scholars Award (FMS)**
- Florida Academic Scholars Award (FAS)**

For more details and current information logon to [SAPBFMAIN - Florida Student Scholarship & Grant Programs \(floridastudentfinancialaidsg.org\)](http://SAPBFMAIN - Florida Student Scholarship & Grant Programs (floridastudentfinancialaidsg.org)) or call 1-888-827-2004.

FULL TIME STATUS

A student who is taking four or more classes at Covenant Academy **or** dual enrolled at St. Petersburg College or other institution, through Covenant Academy, and earning all needed credits through Covenant Academy or other institution, and is not registered as a student with any other school organization (i.e. Pinellas County Home school status, Florida Virtual School or a home school umbrella school) is considered a Full Time Covenant Academy Student

GENERAL POLICIES for MIDDLE AND HIGH SCHOOL

Drug Testing/Random Drug Checking

Covenant Academy desires to maintain a drug-free campus at all times. Random checks will be done by the School Administration and/or local law enforcement with their canine unit checking lockers, cars and other campus areas.

The school reserves the right to require random or selective drug testing on students. Testing will be administered by a certified lab of the school's choosing. The type of drug tests may be one of, but not limited to, the following methods: Urine Test or Hair Test. Random or selective drug testing may be administered without parental consent. If drug use is verified, then the student will be disciplined in accordance to the school policy. The school will pay the cost of the drug test if drug use is unconfirmed. The parent will be responsible for the cost if drug use is confirmed.

Pregnancy Policy

It is expected that each student maintains a positive moral lifestyle. Failure to do so will result in disciplinary action. The pregnancy policy provides the means whereby the student or students (boy and/or girl) may complete the year off campus with the support of the teachers under the following conditions.

- a) A truly repentant spirit
- b) Both parties involved would be identified to allow the school to minister to their spiritual needs and seek Christian counseling.
- c) Involvement in extra-curricular or leadership activities would be suspended for the remainder of the year, e.g. sports, student government, etc., and may extend to future years.
- d) If deemed appropriate, guidance will be provided regarding decisions that would need to be made for the benefit of the newborn. It is the position of Covenant Academy that abortion is not an acceptable alternative in dealing with pregnancy situations.
- e) Parents of both parties must be supportive of this policy and cooperate with the school in assisting the student/s to complete their educational goals.

Failure on the part of the student/s involved and their parents to abide by the above-stated conditions would jeopardize the students' status at Covenant Academy.

GRADE POINT AVERAGE CALCULATION (GPA)

Grades for Regular and Honors courses are assigned the following point values when calculating GPA
Regular A= 4, B= 3, C= 2, D=1, F=0

Weighted Grade Point Average

Grades for Honors and Dual Credit courses are assigned the following point values when calculating a weighted GPA. Both weighted and regular GPA should be calculated for the Honors student.

Honors A= 4.5, B= 3.5, C= 2.5, D=1, F=0
Dual Credit A=5, B=4, C=3, D=2 F=0

HIGH SCHOOL ASSIGNMENT- CHANGE PROCEDURES

Teachers are required to post changes on their assignment sheets as “assignments or changes to previously posted assignments”. Modified due dates listed in posted-assignments will supersede due dates listed in the previous assignment sheet. Teachers are also required to post messages to parents/students informing them of the change in the assignment section. Teachers will give at least a one-week notice, for any changes to assignments or due dates. A four-day minimum is required for all assessed work.

HIGH SCHOOL GRADUATION REQUIREMENTS

Covenant Academy does not award High School diplomas. The information listed here is to help parents and students make an academic plan that includes all of the State of Florida requirements for graduation. The following options are available for earning a high school diploma. Both require a total of 24 credits to be completed before graduation. **In order to stay current on Florida’s standards for graduation you must call the Academic Advisor for specific Math, Science, and other course requirements.**

Standard Diploma

4 English
4 Math (Algebra 1 and Geometry required)
3 Science (2 lab sciences: one must be Biology)
1 World History
1 American History
½ Government
½ Economics
1 Fine Arts
½ Personal Fitness
½ Life Management (Health)
2 Biblical Studies
7 Electives

College Prep Diploma

4 English
4 Math
3 Science
2 Foreign Language
2 World History
1 American History
½ Government
½ Economics
1 Fine Arts
½ Personal Fitness
½ Life Management
3 Worldview or Biblical Studies
2 credits of Elective

Foreign Language must be added as an elective for students with a Standard Diploma to apply for Florida's Bright Future Scholarship.

When a student enrolls in a class, full credit is given only if the course is completed. Credit is not given if a student receives a “D” in a prerequisite course. The course must be repeated to advance to the next level.

HOMEROOM

Homeroom allows teachers to check and record students’ attendance, give school announcements, and complete administrative tasks, and facilitate pledges and prayer.

HOMESCHOOL TRANSFER OF HIGH SCHOOL CREDITS

Credit for homeschool coursework will be considered based on the following:

- Adequate document is provided that supports the completion of the course and grade
- Provide a transcript for courses taken at St. Petersburg College or Florida Virtual
- Provide a Homeschool Transcript with credits earned
- Provide a list of curricula used
- Provide a portfolio of support for core classes-sample writing, sample exams for math and science

When transferring to Covenant Academy, there may be times when an assessment is needed to determine class placement (ex. Math, Spanish).

HONORS PROGRAM

The Honors Program is for high school students interested in completing more challenging coursework in English, Math, and Science. Those electing to participate in the Honors program will receive an Honors credit if they complete all of the Honors requirements listed in the Course Syllabus. To be considered for the Honors

Program a student must have earned an A in their previous English and/or Math course and receive a teacher's recommendation.

The Honors Program is independent study. Classroom time will not be used to cover Honors material or assignments. Help for Honors students is available from their teacher by appointment only.

Honors candidates must submit a signed Honors Course Agreement to the Director of Educational Services or an advisor at the beginning of the school year. This agreement will give students and parents a more detailed explanation of the additional assignments required for the Honors Course.

Any student in an Honors level course who receives a "D" or below at the end of any marking period, will be transferred back into a standard level class at the teacher's discretion. Parents may not override this policy.

ENGLISH 9 HONORS
ENGLISH 10 HONORS

ALGEBRA 1 HONORS
ALGEBRA 2 HONORS
GEOMETRY HONORS

BIOLOGY HONORS
CHEMISTRY HONORS

INDEPENDENT STUDY PROGRAM

Students may earn credit for Fine Art, Physical Education or Work Study through our Independent Study Program. Requirements for earning these credits are available through an advisor.

OFFICIAL TRANSCRIPTS

High school transcripts are provided by Covenant Academy for those students who are registered with Covenant Academy as a private school student and are NOT registered with Pinellas County or other private school as a homeschool student. A high school student registered with Covenant Academy must either be taking a full load at Covenant Academy or be participating in the dual enrollment program under the supervision of an advisor.

Under the Florida law parents are required to keep all records for students registered in a Home Education program. If a student is registered under the Pinellas County Home School Program, progress reports are provided by Covenant Academy for parent record keeping but a transcript is not provided showing work completed outside Covenant Academy.

One transcript of the student's grades will be provided free upon request to the student's parent or guardian or to the student who graduates from Covenant Academy. Additional transcripts will be provided for a fee of \$2.00 each. Transcripts given to a parent or student are unofficial copies.

PART TIME STATUS

High school students may take individual classes as a part-time student. Students are considered part-time if they are enrolled in less than four academic classes at Covenant Academy. Part time students must be registered under the Pinellas County Home School Program unless they are a Covenant Academy student dual enrolled at St. Petersburg College or other higher-level institution.

PHYSICAL EDUCATION/FINE ARTS CREDIT

High School students may earn up to 1 credit in Fine Arts and 1 credit in Physical Education through a Independent Study Program approved by an advisor or Director of Educational Services. The parent must write the syllabus and course description based on the assessment criteria included with the Independent Study Application. Seventy-five (75) applied hours are required for each half credit. An Independent Study fee will be assessed per half credit.

PHYSICAL EDUCATION/COMPETITIVE SPORTS CREDIT

High school students participating in competitive sports within a school year can earn a Physical Education credit needed high school graduation. The credit will be determined by the number of hours required for each sport. In order to earn $\frac{1}{2}$ credit the student will need to log 75 hours in one academic year. To receive 1 credit the student will need to log 150 hours in one academic year. Hour values will be assigned for each sport once the practice and game schedules are posted. Students may need to participate in more than one sport to meet the minimum requirement. The coach of each sport must sign a form for each sport completed, to receive credit. Students seeking PE credit should turn in the completed Independent Study Application and the Competitive Sports Application to an advisor or Director of Educational Services. An Independent Study fee will be assessed per half credit.

RETENTION

Middle school and high school students who fail any core academic course must attend summer school in order to be promoted to the next grade level. Core academic subjects are English, History, Science and Mathematics. Summer school classes and courses taken by correspondence must be approved by the Director of Educational Services. Students may take these types of courses only to remove deficits, not to work ahead. Middle School and High School students who fail two or more major academic courses will not be promoted.

Math Retention Policy

Any student who takes Pre-Algebra or Algebra 1 and receives a "D" average or below for one semester or for the year will be required to repeat that course. A student may repeat a course in an approved summer school program or through an approved online program. Approval by the Director of Educational Services and Math department head must be obtained before beginning the summer course. An exam will be given to verify math level upon returning.

TESTING

Covenant Academy provides a regular program of standardized tests of achievement. Students and parents are notified in advance as to the nature of the test, scheduled time, and the length of testing. These tests provide data that aid in determining student progress. All students participate in annual achievement tests.

TRANSFER CREDIT

High School students transferring from another school must submit an official transcript of the course work taken in high school. Credit is given for any courses that the student received a C grade or higher. Current standardized test scores are also required.

Students transferring from a Home Education program into high school, must submit a portfolio of completed work to include assessments and written work. Students may also be required to take a placement test before being given credit for classes completed at home. Current standardized test scores are required. Assessment of acceptable credits will be determined by the Covenant Academy administration.

YEARBOOK PHOTO POLICY

- Cameras and cell phone cameras should not be used by students during the school day without permission.
- Cameras on any electronic device, used in the bathrooms or for inappropriate means will be confiscated on the first offense and may result in additional disciplinary action.
- Posting of pictures or videos on any social media or digital platform taken at school or any school-sponsored activities is forbidden without permission.