

COVENANT HANDBOOK

PARENT

"EDUCATING THE MIND WITHOUT
EDUCATING THE HEART IS
NO EDUCATION AT ALL."
-- ARISTOTLE

2022-2023 SCHOOL YEAR



COVENANT

CLASSICAL SCHOOL

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COVENANT
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Mission and Vision

OUR MISSION

The mission of Covenant Classical School is to provide an exceptional education in the classical tradition that honors Jesus Christ as the beginning and end of all truth, goodness, and beauty.

OUR VISION

Our vision is for students to discover the joy of learning and the grace of Jesus Christ.

OUR COMMON CONVICTIONS

At Covenant Classical School, we are committed to:

- Keeping Christ at the center of all we do, the source and ultimate purpose of our lives and educational endeavors.
- Establishing a vibrant community rooted in love and grace, fostering a culture of mutual respect and encouragement.
- Forming an authentic partnership with parents, working together for the education and discipleship of their children.
- Providing an exceptional academic program, utilizing classical methods that equip students to read, write, and reason well.
- Inspiring wonder, joy, and curiosity in our students, sparking in them a lifelong love for learning.
- Implementing a rich, distinctive curriculum that reflects the interconnectedness of truth and anchors students in the ongoing story of humanity.
- Engaging gifted and passionate teachers who model a life of Christian discipleship, exhibit wisdom, and faithfully pursue the good, true, and beautiful.
- Maintaining small class sizes and a well-ordered and warm environment that nurtures the mind, body, and soul of each student.
- Shepherding students' hearts towards Christ through grace-filled and restorative discipline.
- Developing a posture of service and humility among all members of our community, honoring one another above ourselves and exemplifying a life lived for others.

CLASSICAL AND CHRISTIAN SCHOOLING IN A COMMUNITY OF GRACE



COVENANT
CLASSICAL

Statement of Faith

Covenant Classical School is governed by an independent board of trustees and is not part of the ministry of a specific church or officially associated with any particular Christian denomination. Our school community welcomes families from a wide variety of traditions within the historic Christian faith including Protestant, Catholic, and Orthodox. *Our statement of faith reflects the beliefs held in common by all Covenant faculty and staff and are taught to students throughout all aspects of our program.*

The Trinity

We believe in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the Heavens and the earth out of nothing by His spoken word.

The Bible

We believe that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say.

The Church

We believe that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people.

Jesus Christ

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and was true God and true man, existing in one person and without sin; and we believe in the resurrection of the crucified body of our Lord, in His ascension into heaven.

Sin

We believe that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.

Salvation

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins.

Faith

We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

Jesus' Return

We believe in the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead bodily, to judge the nations, and to bring His Kingdom to fulfillment.

Community Standards

Education is one of the most life-shaping influences in the life of a child, and parents have a choice of where to send their child/children to school. A parent's ability to choose a school is only meaningful when presented with differing school options from which to choose.

Since its inception in 2010, Covenant Classical School has been working to intentionally design and implement a very distinctive private school option for parents in Chicago's western suburbs. The distinctive nature of Covenant's philosophy of schooling is captured in our statements of Vision and Mission below:

Covenant's **vision** is for students to discover the joy of learning and the grace of Jesus Christ.

Covenant's **mission** is to provide our students with an excellent education in the classical tradition that honors Jesus Christ as the beginning and end of all truth, goodness, and beauty.

The life-shaping nature of the student experience at Covenant is inextricably linked to this vision of what it means for our students to flourish, and our mission defines what we do day-in-and-day-out in an effort to accomplish this vision.

Preserving and promoting our distinctive vision and mission

As a private school, Covenant is governed by a board of trustees who are quite literally entrusted with the task of preserving the distinctive vision of the school's founders while promoting or facilitating its expression throughout all aspects of our program. The trustees accomplish this essential task by establishing policies by which the school operates and defining general standards for the various stakeholders in the school community including faculty, parents, and students. As a Christian school, we exercise and express our Christian beliefs in part through our community standards which are grounded in the teaching of the Bible.

The trustees set certain standards for community members who represent the mission of the school, such as the trustees and all employees, and other standards for those who participate in the mission of the school including students, parents, and all visitors to the school.

What standards does Covenant set for school representatives?

Because trustees and employees work to advance our vision and mission by defining, cultivating, leading, and/or representing our Christian community, they are asked to align with our essential beliefs and not subscribe to or promote any religious beliefs that are inconsistent with those held by Covenant. The school's beliefs and standards are defined in its Statement of Beliefs as well as other statements of beliefs such the Statement on Marriage, Sexuality, and Gender Identity. Even as we communicate these deeply held beliefs and standards, Covenant recognizes there are many other beliefs and behaviors which fall within the circle of Christian liberty and about

Community Standards

which Christians have differing personal convictions. Finally, the general policies and procedures by which the school operates, and additional expectations for all school trustees and employees, are outlined in such documents as the Board Policy Manual and the Faculty Handbook.

What standards does Covenant set for students, parents, and guests of the school?

Although students and parents generally do not represent Covenant in any official capacity, they do contribute to our community, to the experiences of other students, and ultimately to the accomplishment of Covenant's mission. Covenant finds great joy in educating and equipping students, and in many respects their families, who have agreed to learn and participate in the life of our community. Accordingly, we expect students and parents participating in our educational programs and activities, as well as anyone who uses our facilities, to understand our beliefs and acknowledge that their decision to enroll at the school or use our facility is accompanied by a responsibility to respect our beliefs by supporting and cooperating with all school policies and procedures.

We ask all school families to identify in the admissions process any community standard with which they are unable to comply. These expectations are expressed in Covenant's Parent/Student Agreement which is signed each year by school parents and logic school students (grades 5-8). The general policies and procedures by which the school operates, and additional expectations for parents and students, are outlined in such documents as the Parent/Student Handbook.

What does it matter? Why do we go through the trouble of defining these community standards?

The answer to this question is the same place we began above. Since its founding in 2010, Covenant Classical School has been working to provide parents with a distinctive private school option. The trustees of the school believe these community standards are an essential part of their effort to preserve and promote our distinctive vision, mission, and school community. We hope clarifying these expectations will help facilitate long term employment with faculty and staff, and a strong alignment with new families that leads to students flourishing at Covenant year after year.

What if I am unsure about what all this means for me, or even about what I believe?

We are aware that many members of the school community, both representatives and participants, may be unfamiliar with some of the topics addressed in these policies and/or uncertain of their personal beliefs or the implications of these standards. As a community of grace, we invite and encourage all members to engage in conversations with school leaders to raise questions and express their concerns. Our hope is that collaborative and honest engagement with the issues will deepen understanding and strengthen relationships for all involved.

Overview of Classical Christian Education

Classical education belongs to the traditional and enduring stream of education started by the Greeks and Romans, developed by the Church through the centuries, and renewed by contemporary educators. Infused with the liberal arts and sciences, classical education includes the language arts of the trivium – grammar, logic, and rhetoric – and the quantitative arts of the quadrivium – mathematics, science, music, and visual arts. Students study great works of literature and art, both old and new, by methods best suited to their developmental stages. As participants in the great conversation of history's finest thinkers, students acquire more than vocational skills; they prepare for their roles as informed citizens, thinking Christians, and virtuous shapers of culture.

The classical method has an ancient pedigree and is based on a three-stage model, which organizes learning around the maturing capacity of a child's mind. In the Grammar stage, the focus is on acquiring the building blocks of information; students begin to think more analytically in the Logic stage; and learn to write and speak with force and originality in the Rhetoric stage. Although there are elements of Grammar, Logic, and Rhetoric in all of the stages, the primary focus of each stage is shown below.

Grammar Stage (K-4)

Students learn the grammar – the fundamental rules and data – of each subject area. They learn how to read and write well, master basic mathematics, explore history chronologically from ancient to modern times, and marvel at God's design of life. Naturally drawn to chants, songs, and rhythmic verse, students at this level can learn an enormous amount of information, much of which is retained for a lifetime. Learning opportunities are enhanced by taking advantage of the natural ability of young children to absorb information. In third grade, students begin their study of Latin, which is essential to a fundamental understanding of English, history, and great literature.

Logic Stage (5-8)

Early adolescent children have a tendency to contradict and argue. Their ability to draw conclusions on the basis of facts begins to develop. Building on these abilities, Socratic methods of teaching foster inquiry, discussion, and debate, with an emphasis on reason and analysis. During these years, students study formal logic and begin to apply logic to all subject areas. Students learn to think clearly, to synthesize information across all subject areas, and to debate in a respectful manner.

Rhetoric Stage (9-12)

Building on their need for independence and self-expression, students excel in effectively communicating their knowledge and understanding of a subject. Students study classical rhetoric – the art of using language effectively and persuasively – and apply their rhetorical skills to all subject areas. Rhetorical training gives students the ability to frame logical arguments and speak with passion and integrity.

Throughout all stages, we strive to inspire a genuine love for learning and instill habits of life-long learning. We are committed to helping students learn to live as vibrant Christians in their various callings. All subjects are integrated and taught in light of a Christian worldview, the lens through which all of life's experiences are seen and understood.

We believe that an educational approach which confines faith to Bible class and chapel has already given up what lies at the heart of a Christian worldview. Through the integration of life and faith, Covenant students develop a thorough Christian worldview and prepare to be tomorrow's leaders, engaging the culture for Christ.

Board of Trustees

The governance of Covenant Classical School is vested in the Board of Trustees.

The Board of Trustees is responsible to:

- Define the policies needed to effectively govern the school.
- Establish strategic goals for the school and lead the school to achieve the goals.
- Establish the qualifications and compensation for the head of school, administrators, teachers, and other employees of the school.
- Hire the head of school, empower him/her to carry out the daily operations of the school, and provide him/her with formal evaluations.
- Provide financial oversight for the school.
- Develop long-term financial plans, review and approve annual operating budgets, and review and approve monthly financial statements.
- Ensure that an annual review of the financial records is made by a Certified Public Accountant who is not associated with the school or related to any of its members, and provide the findings of the review to members of the school upon request.
- Enter into contracts or other agreements for the benefit of the school, and prescribe the duties of any person or entity entering into such contract.
- Oversee marketing and fundraising efforts for the school, and actively promote and support the school in the community.
- Communicate with all members of the school in a timely and effective manner.

The Covenant Classical School bylaws specify the governance of the school in greater detail. If you have questions on school governance, please contact the head of school or any member of the board of trustees.

2022-2023 Board of Trustees

Mitch Backes (Chairperson)
Tim Bealert
Vincent Bacote

Caroline Jones
Ashley Wu
Rebecca Larson

Please visit our website for bios and contact information for our board members.

covenantclassicalschool.org/about/ourteam

Covenant Life

Phone and Email Communication

Faculty and staff members may be reached by leaving a message in the office or emailing them directly. The teacher emails are as follows: first initial, last name, covenantclassicalschoo.org (e.g. rsmith@covenantclassicalschoo.org). It is our goal to respond within 24 hours during the work week. All messages regarding dismissal changes should be left with the office staff at (630) 983-7500 or office@covenantclassicalschoo.org by 2:00 p.m. on the day of the change.

Office Hours:

Monday through Friday,
8:00 a.m. – 4:00 p.m.

(630) 983-7500



Social Media Policy

In order to maintain a professional boundary between the staff and community at Covenant, we request that staff members and current students/parents refrain from establishing contact on all social media venues.

Change of Information

If your address; home, cell, or work telephone number; email; or any other contact information changes, please inform the office immediately at office@covenantclassicalschoo.org. In case of emergencies, it is essential that we are able to get in touch with all parents.

Publications and Communication

Information about Covenant is disseminated to the school community primarily through four publications.

- Covenant Website: Our school website (www.covenantclassicalschoo.org) serves as both a vital representation of our school to the public and a source of information for our families.
- “Covenant Communications”: This weekly newsletter includes administrative notices, updates of school events and activities, and a detailed calendar of upcoming events. The newsletter is distributed electronically to the entire Covenant community each Tuesday.
- Facebook: Announcements for upcoming events and photos of school activities are posted regularly on our Facebook page (facebook.com/CovenantClassicalSchool).
- Annual Report: A summary of finances and board-related updates are provided annually.

Visiting the School

Parents are welcome to visit and observe classrooms. All visits should be scheduled in advance by contacting the school office. During school hours, everyone who enters the school must be escorted or must sign in to obtain a visitor's pass.

All visitors must be escorted in the hallways with the exception of parents who are volunteering their time for a school function or activity. All visitors must wear their pass visibly during their time at the school. Children under the age of 15 must be escorted by an adult or, if they are evaluating the school, by their designated host student.

Lunch and Recesses

Grammar School lunch is scheduled from 11:40am-12:05pm. Logic School lunch is scheduled from 12:20-12:50pm. Students bring their lunches to school and have a 25-minute lunch break under the supervision of a teacher and parent lunch monitors. Refrigeration and microwaves are not available.

Grammar School students have a 15-minute recess mid-morning and another 20-minute recess after lunch. Logic School students have a 15-minute supervised morning break.

Chapel Services

Covenant holds one chapel service every Friday for students K-8 from 8:25-8:55am. Parents are welcome to join these special times of worship with our community.

Volunteer Opportunities

Covenant relies on the volunteer efforts of parents to carry out its mission. We strongly encourage parents to serve in at least one volunteer position each year through our PAWS (Parents at Work in the School) organization. The available volunteer positions are provided to parents at the beginning of each school year so that they may sign up.

Service Opportunities

The school's philosophy encourages all members of the Covenant community to become involved with service activities. Covenant sponsors all-school projects such as service at Feed My Starving Children and World Relief. All students are provided with volunteer opportunities to expand their involvement in serving others.

Uniform Policy

We uphold standards in dress and personal care because we seek to cultivate an atmosphere of order and unity that is conducive to learning. We believe that genuine diversity comes not from clothes and appearance, but from the cultivation of each student's unique mind and character.

Our uniform policy encourages standards of dress and appearance that reflect the appropriate tone of school life. Uniforms are beneficial for many reasons, including:

- Uniforms encourage modesty and neatness.
- Uniforms are cost-effective. (A uniform exchange is held at the end of each school year.)
- Uniforms help parents by eliminating any disagreements over what to wear to school, and promoting time efficiency and organization through simplicity.
- Students in uniform focus more on their studies than on their clothes.
- When uniforms are worn, the atmosphere in the classroom is calmer, more polite, and more attentive.
- When uniforms are worn, students find ways to express themselves creatively through the arts, music, personality, and academic achievement, rather than through their clothes.
- Uniforms minimize economic differences.
- Uniforms help to make students easily identifiable when off campus.

Students should present their physical appearance in a way that does not draw undue attention to themselves and is characterized as clean, modest, and professional.

The uniform options for every day wear are shown under the “Resources” tab on our website. Please note that items not specifically designated as Lands End items may be purchased from other stores; however, they need to be consistent with Lands End uniform styles.

Uniform Share

There is an opportunity to trade uniform items at the end of each school year.

Spirit Wear

Students are occasionally invited to show their school spirit by wearing jeans and a shirt with a Covenant logo. Guidelines are as follows:

Spirit Wear

See appendix for ordering instructions.

Spirit Wear for Girls

- Any t-shirt or sweatshirt with Covenant logo
- Blue or black jeans, jean capris, or jean skirts
- Any shoes except flip flops
- No ripped pants, leggings, jeggings, yoga pants, or lounge pants

Spirit Wear for Boys

- Any t-shirt or sweatshirt with Covenant logo
- Blue or black jeans or jean shorts
- Any shoes except flip flops
- No ripped pants or sweatpants

Dress Code Enforcement in Grammar School

If a student is out of uniform during the normal school day, the classroom teacher will notify the parents via email or in person. If there are repeated occurrences, the classroom teacher will send home an out-of-uniform notice which will be kept on record in the student's file. If the problem persists further, the principal will be notified and disciplinary action may be taken.

Dress Code Enforcement in Logic School

If a student is out of uniform during the normal school day, including off-campus activities, the homeroom teacher will notify the student. If there are repeated occurrences, the teacher will notify the parents via email. If the student continues to be out of uniform after parents have been notified, the principal will be notified and a lunchtime detention may be issued.

On Spirit Days students will be expected to follow the stated guidelines for appropriate dress. Students who come to school inappropriately dressed may be detained in the office until appropriate clothing is provided from home, or they may be required to wear Covenant clothing over their own.

Lost and Found

The Lost and Found is located in the School Office. Parents are urged to check it regularly. All student clothing should be clearly labeled. The Lost and Found will be emptied on the last day of each semester and clothing will be donated to local charities. Uniform clothing will be added to our Uniform Share event. Found money and items such as keys, watches, and eyeglasses, are turned in to the school office.

Admissions

Overview

At Covenant, we believe that students are best served when the school and home share a common educational philosophy and common educational goals. This is why we attempt to give prospective parents a full understanding of who we are, what we believe, and what we do. Our admission process is designed to help parents learn more about Covenant and to help Covenant learn more about prospective families so that a determination can be made as to whether Covenant is a good fit. The detailed steps of the admissions process are available on our school website under the "Admissions" tab.

Non Discrimination Policy

Covenant admits students of any gender, race, color, nationality, or ethnic origin to all student rights, privileges, programs, and activities. Covenant does not discriminate on the basis of gender, race, color, nationality or ethnic origin in administration of its educational policies, admissions policies, and other programs.

Considerations for the Student and Family

Our environment is largely a product of the values held by our families. For this reason, we seek committed Christian families who share our biblical values. Families are expected to 1) support Covenant's ethic of discipline; 2) fully support Covenant teaching children in matters of faith, according to Covenant's Statement of Faith; and 3) support the cultural values of the school by observing the standards Covenant sets for behavior, speech, and attitude.

Acceptance Priority

Priority for acceptance is as follows: 1) continuing students; 2) siblings of continuing students; and 3) all other applicants.

Admissions Schedule

Families may apply at any time for the next school year. We do not accept students on a first-come, first-served basis; however, date of application is one factor considered in our determination. Thus, prospective parents have a clear advantage by applying early. When classes are full, qualified applicants are placed on a waiting list.

Admissions Policy for Those with Learning Disabilities

Covenant is unable to admit children with learning disabilities that would require a separate classroom, program, or staff member, due to the lack of adequate staff, funding, and facilities. All children admitted to Covenant will be required to meet the same academic standards as other students in their grade level. If students struggle in the classroom, the teacher will utilize techniques and strategies that help students in completing school or work tasks. These strategies will not alter the requirements of the assignments and tests, and cannot significantly increase the workload of an individual teacher.

Attendance & Procedures

School Hours

On days that school is in session, hours are:

Grammar School: 8:10 AM to 3:05 PM

Logic School: 8:10 AM to 3:15 PM

The school building is open to parents from 8:00 a.m. to 4:00 p.m. Monday through Friday. We ask parents to be considerate of our teachers' preparation time. Parents who wish to speak to a teacher should schedule a meeting or phone call via email. After 4:00 p.m. parents are not permitted access to classrooms or the office.

Morning Drop Off

Arrival time will continue to be 7:50-8:10 AM for all students. Wednesday is Late Start Day. Drop off is from 8:20-8:40am on Wednesdays only. Students are dropped off at the front door. Doors will be propped open, and administration will be present to welcome your children. Drivers are asked to remain in their cars during drop off. Please maintain a speed of less than 10 mph on school property.

Students will go directly to the gym for Walking Club to exercise and visit with friends until it is time to go to their classrooms to start the school day. A staff member will supervise this time for socialization before the school day begins.

Parents who arrive after 8:10 am must park in the parking lot and escort their children into the building.

Homeroom Attendance in Logic School

Logic School students begin each day with their homeroom teachers/advisors. Homeroom consists of attendance, a short devotion or reading, prayer, organizational coaching, and personal encouragement. The teachers/advisors may alter the content of the homeroom routine based on their assessment of the students' collective needs or interests.

The homeroom teachers/advisors for the 2022-2023 school year are:

5th Grade: Mrs. Reyes

6th Grade: Mrs. Combs

7th/8th Grade Boys: Mr. Kelly

7th/8th Grade Girls: Mrs. McArthur

Homerooms begin promptly at 8:10 a.m. Students are expected to be in their seats and prepared for the start of their first period classes at that time.

Afternoon Pick Up

The student dismissal schedule is staggered for Grammar School and Logic School pick up. All students will continue to be picked up from the front doors. The schedule for dismissal is as follows:

3:05-3:20pm: Grades K-4

3:20-3:30pm: Grades 5-8

Please pick up students promptly during these time periods to allow for greatest efficiency. Parents waiting to pick up a second child may park in the lot until the designated time or pick up all children with their Logic School student(s) during second pick up.

Students who need to leave before regular dismissal must be checked out by an adult from the school office.

Drivers should stay in their cars along the south side of the building, moving up as appropriate. Drivers are to display their student's last name on a windshield visor card which will be provided by the school.

Any student not picked up by the end of dismissal will be taken to After School Care (ASC).

In addition, students whose rides are more than 10 minutes late picking up at dismissal time from clubs, tutoring, or other after-school activities will be checked in to ASC for supervision.

Parents will be assessed a fee of \$12 per hour per student for this service.

Alternate Pick-Up Plans

Covenant will not dismiss a student to anyone other than the child's regular adult driver or designated pick-up person. Any changes in the normal routine must be explained in a note to the child's homeroom teacher.

Notes or calls to the school office are also required for students visiting another family after school or staying late to meet with a teacher. All such information will be passed on to the dismissal supervisors.

In cases where someone other than a parent is picking up a child, Covenant staff members reserve the right to request proof of identification.

After-School Parties

Parents frequently schedule birthday parties or other group activities immediately after school. Only parties to which all children in a class (either co-ed or by gender) have been invited may be organized to leave directly from Covenant.

Transportation to gatherings that are not all-inclusive must use an off-campus meeting place. Invitations to non-inclusive student parties or to private gatherings of any sort are not to be distributed on campus.

Early Dismissal

In order to track students properly, early dismissal will be handled through the office.

Teachers will not dismiss any student based on the student's claim, nor will teachers dismiss any student directly to any person—even a parent or guardian—before the end of the school day. All students must report to the office for early dismissal.

The procedure is as follows:

- A parent must call or email the office to request an early dismissal. The office staff will communicate the request with the appropriate teachers.
- The teacher will dismiss the student to the office at the appropriate time.
- The parent or adult picking up the student must come to the office to sign out the student.
- The student will not be released into the custody of anyone except his/her parents or an authorized adult.
- A student who is dismissed early and returns to school the same day is to sign in at the office before returning to class.

After School Care

Covenant offers families of enrolled students supervised after-school care for an additional cost.

The After School Care program is designed to accommodate parent work schedules that require a pick-up time after the standard daily dismissal time or to accommodate the occasional and unanticipated delay in picking up a student.

The school is eager to work with families to accommodate their needs, so families are encouraged to discuss their particular situation with the Office Manager.

The costs for after care are as follows:

- \$12 per hour per child from school dismissal until 5:00 p.m.
- \$1 per minute from 5:00 to 5:30 p.m.
- \$5 per minute after 5:30 p.m.

After school care fees are applied directly to FACTS each quarter.

The school reserves the right to amend the fee schedules at its sole discretion and on a case-by-case basis to accommodate a family's particular needs or to address the use of the After School Care program for a purpose other than which it is intended.

Parents may register in advance for daily care, or for specific days during the week. Parents may also use the service on a per diem basis. In order for us to provide proper supervision, daily ASC drop-ins will be admitted on a sign-up basis only.

If you want your child to stay for ASC, you must call or email the school office by 2:00 p.m. Space is limited.

Tardy Policy

Regular attendance and punctuality are essential if students are to make the most of the educational opportunities that the school offers. Parents are responsible for their children's regular attendance and for getting their children to school on time. One student's lateness affects an entire class; therefore, out of Christian charity and consideration for their classmates and teachers, please make every effort to be punctual. Covenant's tardy policy is shown below.

- The academic day begins at 8:10 a.m. Students should arrive no earlier than 7:50 a.m. and no later than 8:10 a.m.
- The entrance door will be locked at 8:10 a.m. Students arriving after 8:10 a.m. are considered tardy.
- If a student is tardy, parents must park and walk their child to the school office to sign in for the day.
- Students will not be allowed to enter the building without a parent present. The student will be given a late pass and sent to class.
- Tardiness will be excused for reasons mentioned in "Excused Absences" or vehicle breakdown.

Tardy Policy (continued)

Students who miss instruction due to tardiness will be responsible for the work missed.

In the Logic School, students should be seated at their desks and appropriately prepared to begin class or homeroom on time. If a student arrives late to any class, he/she will be responsible for all work that is missed. Logic School students who are tardy or unprepared for class more than eight times in a quarter (at the beginning of the day or for any class) will be issued a lunch detention. After a lunch detention is served or at the beginning of every quarter, the tardy count will start fresh.

From time to time students will forget their lunches or assignments in the car or at home. When this occurs, parents may bring the forgotten supplies to the school office. A staff member will take the items to the student's backpack.

Absences

Since absence from class is detrimental to a student's academic performance, and since students often find it difficult to catch up on missed work, parents should request their children to miss school only for the most worthy reasons.

If a child is absent for any reason, parents are required to call or email the school office before 9:30 a.m. Parents may copy teachers in their email if they deem necessary. Because Covenant's calendar provides for several long breaks, we ask for your cooperation in planning family trips during our scheduled vacations. Parents are also encouraged to arrange medical and dental appointments outside the school day. Regardless of the reason for in absence, students are responsible for the material missed. However, a differentiation is made between excused and unexcused absences.

Excused Absences

Absence from school will be excused for illnesses, emergency family matters, deaths in the family, dental or medical appointments, as well as funerals, graduations, and weddings of family members. Teachers will provide make-up work missed due to an excused absence and provide extra help to the student if needed.

Unexcused Absences

If students miss school due to extended family vacations or other reasons that do not fit the categories outlined above, these absences are recorded as unexcused. Assignments will not be given in advance for unexcused absences unless at least one-week advance notice is given.

In the Grammar School, upon the student's return, the teacher will provide a list of the missed work, and it is the student's responsibility to make up the work by the designated due date. Logic School students are responsible for their missed work and must make it up in a time frame agreed upon with their teachers or credit for the work will not be given.

Academic Program

The academic year is divided into four quarters. A report card is sent home at the end of each quarter. The report card provides an evaluation of a student's developmental and educational growth within his or her grade level. The grading key is shown below.

Parent-Teacher Conferences are held at the end of the first and third quarters. At each conference, parents meet with their child's teacher to discuss academic progress and social development. In the Grammar School, parents meet with their child's classroom teacher. In the Logic School, parents sign up for conferences with teachers of their choice.

Grades are posted on our administrative system (FACTS Renweb) regularly. Written mid-term progress reports are sent home if students have earned academic grades below a C or if there has been a significant change from the previous quarter's performance. More informal communication between teachers and parents occurs throughout the year.

Grading Scale

KINDERGARTEN-2ND GRADE

E+	98-100	
E	93-97	<i>E=Excellent</i>
E-	90-92	<i>S=Satisfactory</i>
S+	85-89	<i>NI=Needs</i>
S	80-84	<i>Improvement</i>
S-	75-79	<i>U=Unsatisfactory</i>
NI	70-74	
U	Below 74	

ATTRIBUTE GRADES

<i>E = Excellent</i>	
<i>S+ = Very Good</i>	<i>S- = Less than satisfactory</i>
<i>S = Satisfactory</i>	<i>NI = Needs Improvement</i>

3RD-12TH GRADES

A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D	60-69
F	59 & Below

Standardized Testing

Standardized tests are given annually in grades 1-8. These tests are used for measurement of student progress and curricular evaluation.

Regular and Advanced Math Levels

Covenant provides both regular and advanced math courses beginning in 5th grade. Advanced-level placement is determined by a 85% or higher math standardized test score (ERB), a grade average of 90% or higher in mathematics classes, and teacher recommendations. Students who do not regularly maintain an 80% average or above in the advanced math class will automatically be moved to the regular level for the following school year.

Homework

Homework is an effective educational activity that can have positive effects on achievement and character development and can serve as a vital link between the school and the family. Homework serves the following purposes:

- Extends learning opportunities
- Improves student achievement
- Helps develop good study habits
- Teaches self-discipline and responsibility
- Promotes greater parental appreciation and involvement in the educational process

For younger children, homework should foster good habits and reinforce the learning of simple skills introduced in class. For older students, homework should facilitate knowledge acquisition in specific subject areas. Homework is not used to teach complex skills and materials, but will instead focus on review and integration of skills and materials already taught. In order to ensure balance in the assignment of homework, we have created guidelines for each grade level. These guidelines align with many other college-preparatory schools across the country, and are based upon the average Covenant student. Homework times will, of course, vary from day-to-day, but a week's worth of work should come close to the average.

<i>Homework</i>		
GRADE	DAILY AVG. TIME	WEEKLY AVG. TIME
K	10 min.	50 min.
1st	10 min.	50 min.
2nd	20 min.	1.5 hours
3rd	30 min.	2 hours
4th	40 min.	2.5 hours
5th	50 min.	3.5 hours
6th	60 min.	4-5 hours
7th	70 min.	5-6 hours
8th	80 min.	6-7 hours

Teachers are responsible for regularly monitoring these times (usually from student and parent feedback) and for making adjustments accordingly.

Parents who are convinced that their student is regularly exceeding these levels should keep a record of time spent (actual diligent study time, not dawdling, daydreaming, etc.) for a two-week period and contact the teacher to discuss the situation. While Covenant teachers do not offer individualized learning/homework plans, every attempt will be made to offer study habit suggestions to improve efficiency.

Students are expected to budget their homework time and plan their family and church activities accordingly. Many Logic School assignments are spread over more than one night, since older students are able to plan and manage their workload more effectively than Grammar School students. Long-term assignments will require students to develop and exercise pre-planning and time management skills so that daily obligations are not sacrificed when deadlines approach.

Homework in all grades is the student's responsibility. To develop student responsibility and independence, homework assignments should not typically require parental involvement for completion.

Regardless of students' ages, the formal role of parents should be minimal. In Grammar School, "home projects," which require the involvement of parents, may be required. These projects are distinct from homework that should be completed independently. In the Logic School, all projects and assignments should be completed solely by the student.

To support the homework process, parents should:

- Create a home environment that facilitates their child's study. This includes setting up a suitable place for homework and clearly supporting the importance of homework.
- Provide general oversight of the homework process.
- Limit the time spent watching TV, playing video games, and using the computer so that homework comes first.
- Plan their child's out-of-school activities so that homework is given priority.

Typically, Grammar School students will not be given homework on Friday evenings or any of the major school breaks (i.e. Thanksgiving, Christmas, Spring Break, Easter, etc.).

Logic School students are expected to keep track of their assignments in the Assignment Notebook provided to them by the school.

Teachers do occasional checks to ensure that the Assignment Notebook is being used effectively by the student and to give instruction and encouragement as necessary to assist in developing good organizational habits.

Late Homework

Students are expected to complete their assignments on time and turn them in at the beginning of the period or school day.

Assignments will be considered late if they are turned in any time after the work has been collected by the teacher. Work turned in later during the class period or later in the day is considered late.

Students handing in late assignments:

- 1st - 2nd-grade students will have a responsibility note sent home.
- 3rd-grade students will have a responsibility note sent home and a 5% grade reduction for each day the assignment is late, up to a maximum of 50%.
- 4th - 5th-grade students will have a responsibility note sent home and a 10% grade reduction for each day the assignment is late, up to a maximum of 50%.
- 6th-7th-grade students will receive a 20% grade reduction for the first day the assignment is late, and a 10% reduction for each subsequent day up to a maximum of 50%. Students must fill out a late slip for themselves on the date that the assignment was due. If the student does not turn in the assignment by the 2nd day, teachers will notify parents by email.
- 8th-grade students will receive a 20% grade reduction for the first day the assignment is late, and a 10% reduction for each subsequent day up to a maximum of 50%. Students must fill out a late slip for themselves on the date that the assignment was due. Teachers will notify parents if the student has not turned in the assignment within a week.
- If there is a major incident or family emergency, a commitment to making up work may be arranged.

Organizational System for Logic School Students

In the Logic School, a basic organizational system is used consistently in all core academic courses (math, science, history, English, Latin, logic, and Bible). The system consists of two binders - one for permanent resources and one for current work.

Teachers for each course will spend a significant portion of the first week's classes training students regarding organization of binders.

Lockers

At Covenant, we endeavor to instill in our students a solid sense of mutual trust and respect for others; therefore, we encourage students not to use locks during the school day.

The students may lock their lockers nightly prior to departing school for the day. If it is necessary for your child to bring to school cash or anything of special value, please leave it with the homeroom teacher for safekeeping.

Controversial Subjects

Covenant seeks to respect the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview. There are some subjects that Christian families and churches commonly consider divisive, and which faithful Christians disagree on. When such a subject comes up in class, and discussion of it is not part of the goals of the class, the teacher will not allow class time for discussion of the topic. However, in the event that discussing the controversial topic is a part of the goals for the class, the teacher will guide the discussion by exhibiting and expecting students to exhibit charity and respect to others, by instructing students to respect the teaching from their parents and church, and by directing students to examine each perspective on the issue. The goal is to teach students to be knowledgeable of their own positions as well as of other widely held views, without engaging in adversarial relationships in class.

Secondary Doctrine

For doctrinal issues that are not addressed in the Covenant Statement of Faith, our faculty members adhere to the following guidelines:

- Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers will seek to be careful to speak in a manner that is respectful of the secondary doctrinal positions of parents.
- During a discussion of secondary doctrinal issues, presentation of various perspectives is expected. Teachers are encouraged to engage an active biblical dialogue on these issues but are discouraged from advocating their own personal convictions.
- In summary, teachers and staff are expected to communicate on theological matters, as in all matters, with respect and charity.

Sex Education

We believe that the best place for children to learn how to treat the opposite sex and how to care for their bodies is in the home. It is within the context of family that children understand what it means to love others as you would love yourself. It is primarily the parents who have the kind of relationship with a child that would allow them to know the best time to discuss such delicate issues. Parents can decide what their children need to know and when they need to know it. There are some great resources to use when discussing how to talk with children about these matters. We are happy to share those with parents upon request. If sensitive topics need to be covered in certain classes (e.g. Bible, biology), information will be sent in advance to parents.

Academic Probation Policy

Academic probation is a means of warning students and parents of seriously inadequate performance in the classroom. It is intended to convey that unless significant improvement occurs, they will fall behind their grade level and may be unable to continue their enrollment at Covenant.

Academic Probation (continued)

A student in grade 4 or higher is placed on academic probation if he or she earns a “D” in any two subjects in a quarter or an “F” in any one subject in a quarter.

Any student in the Rhetoric School who receives a “F” as a semester average will not receive credit for that course. If this causes the student to fall short of the required number of credits to graduate, he or she will be responsible for making up the credits outside of Covenant.

Students on academic probation are not allowed to participate in any Covenant extracurricular activities (including sports) while on probation. Probation will last for a minimum of 4 weeks and will continue until grades are brought to an adequate level. Once the student is removed from academic probation, eligibility for extracurricular activities is regained.

Students in advanced math classes who remain on academic probation for 2 or more consecutive quarters will be moved to the regular-level math section. If a student is placed on academic probation, the parents will be informed in writing by the administration and may be required to attend a conference with an administrator.

If a student remains on academic probation for multiple quarters in a year, this may be an indication of a serious academic problem, one that the school may not be equipped to help. Under such circumstances, the student is often better served in another academic setting. Decisions about possible future enrollment are made after the conclusion of the school year.

Each case is handled individually, but in considering continuance in the program, the administration will evaluate the student’s ability, motivation, attitude, work habits, behavior and effort. The school administration reserves the right to make all final decisions regarding a student’s future enrollment.

Field Trips

The Covenant experience extends beyond the classroom through a number of field trips each year. Faculty members and parent volunteers supervise these excursions. Transportation is provided in private cars or special group transportation.

To participate in any off-campus activity, a student must have on file a current field trip permission form/medical release. In addition, to ensure that parents are fully aware of field trip plans and activities, parents are also asked to sign and return permission slips the day prior to the trip.

Teachers leading trips will take a first aid kit and a copy of students’ emergency care forms.

Field Trips (continued)

Safety:

- The supervising teacher will bring along a copy of all student emergency care forms.
- The supervising teacher will have a record of the cell phone numbers of all chaperones.
- Each car will be provided with a basic first aid kit.
- Each car will be provided with an emergency cell phone charger.

Drivers:

- All drivers must be at least 21 years of age and must provide a copy of their driver's license and proof of insurance to the school.
- All passengers must wear fastened seatbelts at all times while the vehicle is in motion.
- Drivers must never leave students unattended in or near a vehicle.
- Drivers must observe posted speed limits and stay within the pre-planned route.
- Drivers may not stop for food, coffee or drinks while en route.
- Drivers should refrain from playing DVDs/movies in the vehicle.
- Drivers should not allow horseplay or other distracting activities in a vehicle or on a field trip.
- In case of an unplanned delay (car problems, traffic, etc.) chaperones must notify the supervising teacher immediately.
- In the event of a car accident or other health emergency, chaperones should contact emergency services (911) and call the supervising teacher immediately.
- Drivers in this situation must act to ensure the safety and medical care of the students as a first priority.
- Students should never be left alone in or near a vehicle.
- Drivers must never pick up hitchhikers or assist another motorist while transporting students.
- Drivers assume full legal and financial responsibility for the operation of their vehicles and the safety of their passengers.

Chaperones:

- All Covenant field trip chaperones must be either Covenant staff members or Covenant parents/guardians. Extended family members and friends of families are not permitted to attend Covenant field trips.
- Students must never be left unattended during the field trip for any reason.
- Faculty members are the leaders of the trip. Parents should not alter the plans in any way unless prearranged with the staff.
- Siblings (and any other children not enrolled in the given class) are not able to attend Covenant field trips.
- Chaperones are responsible for the safety and decorum of students in their care at all times. A heightened level of attention is necessary.
- Chaperones should refrain from taking personal or business calls during the trip.

Field Trips (continued)

Decorum:

- Electronics such as personal music devices, electronic games, or DVDs are not allowed.
- Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey the instructions of teachers, parent chaperones, and tour leaders promptly and cheerfully.
- Chaperones are expected to assist the teacher in holding students to this standard of behavior. Unless otherwise instructed by the teacher, students and chaperones are to remain with the class at all times during the field trip.
- Parents should not provide snacks, gifts, or souvenirs for students.

In summary, while on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves for the glory of God which is in harmony with the standards and policies of Covenant Classical School.

Field trips play an important role in enhancing and expanding our students' understanding of important concepts and moments in history. For the 2022-2023 school year, we are currently seeking out safe ways to incorporate field trips into our program, working closely with the educational coordinators at various museums and other field trip locations to ensure the health and safety of our students.

Co-Curricular Programs

For enrichment, the school sponsors a variety of fee-based co-curricular activities after school. The list of activities is available under the "Covenant Life" tab of the school website.

Students may be in After School Care (ASC) until their extracurricular activity begins without an additional fee. Siblings of students in a co-curricular activity may also be in ASC during the co-curricular activity, but regular ASC fees apply.

All children remaining on campus after regular pick-up time will be sent to After School Care (ASC) unless they are under the direct supervision of a faculty member.

In addition, students whose rides are more than 15 minutes late picking up at dismissal time from clubs, sports, tutoring, or other after-school activities will also be checked into ASC for supervision.

In both cases, parents will be assessed a fee of \$10 per hour per student for this service.

Conduct & Discipline

As an institution that seeks to honor Christ in all ways, our interactions in the community are a way that we love each other as Christ has loved us. Covenant students represent not only the school but also Christ. Discipline is an important part of nurturing faith in children. To follow Jesus is to obey and submit to His authority. Cultivating an obedient spirit in children and teaching them to yield to God-given authorities helps prepare them to obey Christ and bend their will to His.

Guiding Principles

True obedience flows from a heart that is responsive to the Lord. It is not merely conformity to an external set of rules. The most important thing that parents and faculty can do is to seek God's help in nurturing hearts of faith out of which acts of righteousness will flow. We maintain high standards of behavior, but are also committed to being fair and gracious about our expectations of children.

Expectations for Students

1. **Respect for God:** In all areas of instruction, teachers and students will give God's character proper respect and consideration. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord God must be consistent with biblical principles. Examples of things to avoid are silly or trite references to Jesus Christ and His work on the cross or mockery of angelic powers, demonic or heavenly.
2. **Respect for adults:** We want the students at Covenant to honor the adults in the school with respectful speech and behavior. Defying instruction or correction of an adult is unacceptable.
3. **Respect for others:** Students are encouraged to think before they speak and to find encouraging things to say to others. Mean, crude, or unkind speech is not tolerated. Students are expected to pay attention to those around them. Pushing past adults or other students, overpowering others vocally, or exhibiting a general disregard for others is discouraged.
4. **Respect for property:** Students are expected to show respect for our host church by caring for our facility.

Re-Enrollment

Enrollment in the school during one school year does not ensure completion of the school year or re-enrollment in subsequent school years. The school reserves the right to withdraw a student at any time and for any reason, at its sole discretion, and when the conduct or progress of a student, or the conduct of a parent or care-giver warrants such action.

Honor Code

At the heart of Covenant's mission is the desire to help students enjoy and reflect God's wisdom and beauty. We recognize that a life that truly embodies joy in the nature of God's character, is a life entirely submitted to His authority and guidance. Every student in grades 6-8 will be asked to sign Covenant's honor code pledge. Our goal is that the honor code will provide support and accountability to our students as they seek to walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God. (Colossians 1:10) Scripture reveals that all Christians have an obligation to stir one another up to good works and to gently restore those who have gone astray (Heb. 10:24, Gal. 6:1-2, Matt. 18:15).

Out of a desire to adhere to these principles, it is our expectation that students will seek to encourage one another to adhere to the honor code, through example, word and deed. Students who witness any major pattern of violation of the honor code, should bring it to the attention of the offender(s) in humility, gentleness, and love. If the issue persists, the student should seek the assistance of another peer or staff member in addressing the offender in the spirit of Matthew 18. Students also have the responsibility and obligation to report (directly or anonymously) any significant incidents involving physical or emotional harm to others.

HONOR CODE PLEDGE

I acknowledge that the pursuit of Truth and wisdom requires a commitment to high character, and I pledge to honor my family and friends, my school and community, and myself as an image bearer of God, in all of my actions. I commit to pursuing a lifestyle that does not condone lying, cheating, stealing, and other ignoble acts. I will strive to uphold the standards of this Honor Code and to help my peers be accountable for upholding them. I agree to accept the consequences should I fail to uphold these standards. Committing to this code demonstrates my desire to participate in the Covenant community in seeking to bring honor and glory to the Lord Jesus Christ.

Discipline

Discipline is based on biblical principles and administered with love and consistency in light of the student's behavior and attitude. In all of these steps, love and forgiveness are integral parts of the discipline of a student.

The majority of discipline problems are handled at the classroom level through correction and training. Teachers spend time at the start of the school year teaching, training, and practicing what is expected of students.

Young students thrive in a structured environment. Therefore, when we maintain order, discipline issues tend to remain minor. The rules of the classroom and school are relatively few and are in keeping with standards of integrity, honesty, and regard for the well-being of others.

Understanding children's ages and stages allows our teachers to practice the most effective disciplinary measures. When behavior incidents occur, the teacher's or staff member's focus will be on helping the child learn through the situation. When incidents are of a nature that goes beyond these kinds of "teachable moments," a consequence that is restorative in nature will be implemented and a parent will be notified with a discipline note (see below). A child might be asked to restore property, to work towards restoring trust, or, most importantly, to work towards restoring a relationship. If the issue is repetitive, the teacher will send the child to the administration for an office visit.

Disciplinary Notes

- Disciplinary Notes (yellow) are sent home in cases of serious misconduct (see below). Each disciplinary note will list the issue of concern and a brief description of the incident. If a student receives multiple disciplinary notes in a given school year, it may lead to a suspension (see Formal Disciplinary Process).
- Responsibility Forms (blue) are sent home to indicate that homework is missing or has not been completed properly. These are generally not considered "discipline," but rather a way to communicate with parents. However, if a student repeatedly receives blue notes, then a yellow note may be issued (to indicate there may be an issue of diligence that needs to be addressed) and a meeting with the parents will be required in order to help the student in this area.
- Out-of-Uniform Notes (green) are given to students for uniform violations. They are informational and are not considered discipline. If a student receives repeated green notes, then a call home may be warranted.

Office Visits

If a student does not seem to be responding to the classroom steps or if the student commits a more serious violation (see list below), the student will be sent to the school office.

- The first two times a student is disciplined with a formal office visit, the administration and/or teacher will contact the student's parents and relate the details of the visit. The parents' assistance and support in averting further problems are necessary to establish a partnership to bring change in the heart of the child.
- If a student needs to visit the office a third time, the head of school will meet with the student's parents. Either removal from certain activities or a suspension may be required.
- Should the student require a fourth office visit, a two-day suspension may be imposed on the student. Expulsion may also be required.
- If a fifth office visit is required, the student may be expelled from the school.

Serious Misconduct

The following behaviors qualify for automatic and immediate visits to the principal:

- Disrespect shown to a teacher or any adult
- Excessive rudeness, insolence, disobedience, or disruptive behavior
- Dishonesty in any situation while at school, including lying, cheating, and stealing
- Rebellion or outright disobedience in response to instructions
- Fighting (striking, kicking, or pushing in anger with the intention to harm another student)
- Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain
- Bringing weapons or illegal substances onto campus
- Endangering the lives of other students or faculty members
- Violence/vandalism to the school facilities
- Violations of criminal law
- Skipping class or leaving campus without permission
- Academic dishonesty – including cheating, plagiarism (see definition below), giving and/or receiving unacknowledged assistance in the preparation of class work, homework, or work for credit
- Bullying (see definition below)
- Misuse of electronic communication
- Sexual misconduct, including sexual harassment (see definition below)
- Any other act in clear contradiction of scriptural commands

If a student commits a serious act, suspension or expulsion may be imposed immediately. The student may also be subject to school discipline, including expulsion, for serious misconduct that occurs outside of school hours.

Expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his or her parents not be able to eliminate behavioral problems, the student will be dismissed.

Students who have been victims of serious behavioral incidents have the right to be cared for in every way (physically, emotionally) and to feel assured that their concerns are heard. They have the right to expect that the school will do everything in its power to prevent repeated offenses.

Students who commit, or have been alleged to commit, serious acts have the right to a full investigation of the incident, and they have the right to privacy. The school cannot reveal to school community members anything about the child that violates this right to privacy.

Re-Admittance

Should the expelled student desire to be re-admitted to Covenant at a later date, the Head of School will make the admittance decision based on the student's attitude, demonstration of repentance, and circumstances at the time of re-application.

Disciplinary Measures

- *Full Day In-School Suspension (ISS)*

Students are expected to do school assignments in a quiet area. On the day the ISS is assigned, the student will not attend his or her regular classes but will be assigned to one supervised room.

If the student is absent on the day it is assigned, he or she will serve it on the first day after returning. If the student's behavior is poor while serving an in-school suspension, they may be subject to disciplinary action appropriate for their misbehavior.

- *Out of School Suspension (OSS)*

Students are not allowed on school grounds for any function without the consent of the Head of School. Students will be allowed to make up missed work for full credit, on the grounds that the work is done within an acceptable time frame consistent with the suspension.

- *Probation*

Probation periods typically range from one academic semester to twelve months. A student on probation may be ineligible to participate in extra-curriculars such as athletics or performing groups, at the sole discretion of the School.

Consequences for behavioral infractions may be more severe for a student already on probation. At the conclusion of the probationary period, the student will either be asked to reapply for admission, be considered for expulsion, or be withdrawn if the behavior or academic performance has not been remedied.

Sexual Harassment

Sexual harassment of students by other members of the Covenant community is contrary to Biblical teaching, violates the law, and will not be tolerated.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment.

Any student who engages in sexual harassment on campus at any time, during extra-curricular activities, and/or during school-sponsored activities off campus, will be subject to appropriate discipline, including suspension from classes and expulsion from the school.

Any student who becomes a victim of sexual harassment should immediately report the incident to a school leader and to their parents or guardian. School authorities will investigate all such reports immediately. Criminal charges will be handled by civil authorities.

Sexual Harassment (continued)

Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students. All such reports will be handled confidentially in order to protect the student making the report. The school will follow state agency guidelines in reference to sexual harassment.

If a student has concerns about the nature of any conduct or physical contact by a fellow student or other Covenant member, the student is encouraged to report this conduct to a school leader as well as discuss the concern with his or her parents or guardian. The report will be treated in a professional and sensitive manner. The school will maintain reasonable confidentiality while investigating the accusations and seeking resolution. No adverse action of any type will be taken against any individual who makes a report of sexual harassment under this policy.

Plagiarism

Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person's ideas and expressions and presents them as his or her own. Plagiarism is intellectual theft. It is a moral offense that directly reflects the character and moral condition of the student. Any student who uses borrowed material of any kind and does not provide documentation for that material has committed plagiarism.

In the internet age, students are much more prone to misuse sources. Therefore, the principal will discuss plagiarism with the students at the beginning of the school year and the faculty will spend intentional class time explaining the nature of plagiarism.

For a definition of plagiarism and examples of it, the Head of School and faculty will consult the current edition of the MLA (Modern Language Association) Handbook. If a student commits plagiarism, the automatic penalty will be a grade of zero for that assignment. There are no exceptions to this rule.

Computers

The computer network at Covenant School, including our connection to the internet, has been established for the educational and professional use of students and staff.

The use of the network is a privilege, not a right. Students must conduct themselves in an appropriate manner when using the computer network in order to maintain this privilege.

Appropriate behavior for using computers, computer-related technology, and the internet follows the same guidelines that govern all other behavior at Covenant School.

Technology develops so quickly that Covenant feels it is appropriate to highlight some specific rules to help students see how the more general expectations apply to the Covenant computer network and the internet.

Computers (continued)

Covenant asks parents to review these examples with their children.

The school requires parents and students in grades 6–8 to read and sign an agreement stating their compliance with Covenant’s technology policies prior to the start of school.

1. Computers and the internet are to be used for educational purposes; that is, as a tool to gather information for classroom projects.
 - Teacher approval must be granted.
 - A teacher must be present throughout the student’s time on the Internet.
 - Teacher approval must be granted prior to downloading programs, graphics, or audio files.
 - Students must visit only sites that are appropriate for children.
 - If a student accidentally enters a site with inappropriate language or graphics, the student must leave that site immediately and inform the supervising teacher.
 - If a site is labeled for adults only, or the link to that site implies that it is inappropriate, the student must not enter that site.
 - Students should not attempt to bypass the school’s Internet filter.
 - Students should never be in possession of inappropriate files or printed material.
 - Students should never give someone on the Internet their name, address, phone number, photograph, or any other personal information.
2. Respect the property of others.
 - Any information, media, or other material that are taken from an electronic source (the Internet, an electronic encyclopedia, audio music files, etc.) falls under copyright laws.
 - All sources of information must be cited if used in a project or paper, even if paraphrased.
 - All copyrighted media should be purchased or used by permission from the owner.
 - Files of other individuals should not be altered or deleted.
 - Covenant’s computer equipment should be treated with care.
3. All individual user accounts, email accounts, and files are private and should be treated as such.
 - Passwords should remain private. Students should not share their passwords with anyone, including their friends.
 - Students should log off when finished using a computer.
 - If a student finds a computer that is not logged off, he or she should log that user off and report this to the appropriate teacher or administrator.
4. Students should report any misuse of the network to a teacher or administrator. Violating the rules could result in any of the following:
 - Restriction or loss of all computer privileges
 - Other disciplinary action including an office visit with the principal

Electronic Devices

Grammar School children should not bring cell phones or electronic music devices to school. If for any reason parents wish for their children to have a cell phone at school, they should contact the head of school to discuss the request, but should also be aware that under no circumstances can that phone be used during the course of the school day or during dismissal. The phone will be immediately confiscated if seen in use.

Logic School students must keep these devices in their lockers and turned off between 8:10 a.m. and 3:15 p.m. Any device used during these times will be confiscated and returned at the end of the school day. If repeated incidents occur, parents will be notified and additional disciplinary measures may be taken.

Toys and Collectibles

Toys, electronic games, and collectibles should not be brought to school unless specific permission is granted. Trading or selling of collectible items is prohibited.

Books

Students often desire to bring books from home to share with the class or read during the school day. We encourage students to make these connections between home and school and welcome them to bring books that meet our standards for excellence.

However, there may be times when a student brings a book containing questionable content such as mature themes, low quality of writing, non-redemptive themes, disrespectful tones, etc. Therefore, teachers reserve the right to request that a child remove a book from the classroom and return it to his or her home.

We recognize that standards and opinions for what parents find acceptable can vary greatly and, out of respect for all families, we take a conservative approach in assessing all material that may fall into one of these gray areas. Our concern with this type of literature may be for the individual student, or for classmates who may be exposed to the literature through that student.

Relational Aggression or “Bullying”

At Covenant, we affirm that every person bears the image of God; therefore, we recognize our calling to treat one another with dignity and respect. Administrators and teachers should work together to create and maintain a culture of mutual kindness, respect, and advocacy among students. We also recognize the fallen nature of mankind and the reality of sin in our daily lives.

Therefore, we have developed the following guidelines for responding to incidents of disrespect or unkindness. The behavior expectations and list of unacceptable behaviors will be fully explained to all students at the beginning of the year and reminders will be given throughout the year. Aggressive behaviors that are not allowed at Covenant include, but are not limited to:

Aggressive behaviors that are not allowed at Covenant include, but are not limited to:

Overt Aggression –

“The intent to do physical or emotional harm to another using direct means.”

- Name-calling, repeated taunting, belittling, or using demeaning humor, including the use of racially or ethnically insensitive language or depictions. We avoid references to race and gender identity, and instead have our faculty speak into these conversations.
- Derogatory remarks (written or verbal) or gestures
- Stealing or defacing personal possessions
- Blocking access to school property or facilities
- Injurious physical contact that is unwanted and uninvited
- “Hazing” - harmful behavior relating to the admission of a student into a school-related organization or a school team, whether on or off school property.

Indirect or Relational Aggression –

“The intent to do social harm using relationships to inflict the damage.”

- Ignoring and ostracizing
- Building alliances
- Teasing and put-downs
- Spreading rumors and gossip
- Forming exclusive cliques or clubs
- Eye rolling or aggressive looks
- Laughing in a mocking way

Reporting Aggressive Behavior

Students or parents who become aware of any of these forms of aggression are obligated to report it immediately to a teacher or administrator. Anything that could adversely affect the community requires action on our part.

Once an incident has been reported, the teacher or administrator will investigate the matter by talking to students and relevant members of the community. The results of the investigation will be communicated back to the person reporting.

The utmost care will be taken by the teacher/administrator to keep the identity of the reporter anonymous. If the occurrence of aggressive behavior is substantiated by multiple witnesses, the student(s) at fault will be subject to disciplinary action ranging from a meeting with a teacher or administrator to suspension.

If there is no substantiation by witnesses, the school will withhold judgment and no disciplinary action will be taken; however, staff members will maintain a heightened awareness and continue to monitor the situation.

Disciplinary Action

Teachers are responsible to be alert to any signs of relational aggression in the community and to intervene when such aggression is evident. Modes of intervention may include: discussions with the students, regular “check-in” meetings with students, and strategic plans to guide students toward correcting these behaviors in the future. The foremost goal of all disciplinary measures must always be to promote repentance and restoration of all broken relationships. However, as the safety of the entire student community is paramount, if a student should demonstrate an unwillingness to repent through the occurrence of continued infractions, increased disciplinary measures will be warranted and expulsion may be necessary.

School Safety & Security

Student Threat of Violence

If a student threatens violence or bodily harm to him/herself or another person, or threatens serious harm to school property or the property of another, he or she will be subject to disciplinary action that may include suspension or expulsion. When any potential threat is reported to any member of the school community, the incident will be immediately reviewed by the School Safety Committee.

The committee will be comprised of Covenant faculty from the Grammar, Logic, and Rhetoric schools, the principal, and the Head of School. The intent of the Committee is to be a resource to advise the school in disciplinary matters. Members of the School Safety Committee will receive training, in addition to the training provided to all faculty and staff, to use best practice protocols for school safety. In dealing with threats of violence, the School Safety Committee will be trained to assess risk and to intervene in crises. The committee is advisory to the school administration, and particularly the Head of School, who has responsibility for the implementation of all school discipline. The committee is able to act on behalf of the school in the event that the Head of School is not reachable.

Due to the serious nature of threats and the fact that the full context of a threat can only be identified by a complete investigation, Covenant Classical School will proactively contact the local authorities for recommendations and investigation unless the committee determines the threat is an example of clearly childish behavior. The committee will maintain a low threshold for including the authorities and will consider other factors such as the age of the student, the context and intent of the threat, and any known history of disciplinary action. In the case of clearly childish behavior the committee will recommend appropriate follow-up or discipline.

In addition to meeting to respond to actual threats or other disciplinary action, the School Safety Committee will meet regularly to coordinate an ongoing training program for all stakeholders in the school community.

What constitutes a threat?

A threat includes any statement, verbal or written, that could reasonably be interpreted as a desire or intent to cause harm to one's self, an individual member or group in the community, or school property, and may include a joke, a prank, or a hypothetical or conditional statement. Covenant faculty and staff will educate students on what constitutes a threat as well as what NOT to say, both on and off of school property. There are no circumstances under which a student may appropriately speak of using violence.

When will the school involve local authorities/law enforcement?

The Naperville Police Department has a School Resource Unit with officers trained to respond to and assess student threats. Therefore, Covenant will include this resource in the process of assessing whether a particular situation rises to the level of taking action to ensure the safety of people in our community.

When and how is a threat reported?

Students and parents must understand what types of behavior or messages to report to the school. Should a student be alerted to a threat while at school, they should notify their teacher or another faculty member immediately and in private. Students are encouraged to speak with any teacher and may also simply leave a note on a teacher's desk. Students and parents may contact Covenant's anonymous tip-line with any information or concerns. All Covenant faculty and staff will receive annual training on how to respond to threats of violence at school, including a situation with an active shooter. The Naperville Police Department is a trusted resource and provides ongoing training to schools.

How will the school respond to a threat?

Due to the serious nature of such threats, students and parents must expect that the school will take the following actions immediately:

1. The parents of the student will be notified.
2. The student will be removed from school until an evaluation is complete.
3. The school will contact the local authorities/law enforcement.
4. The school will request a professional evaluation by an independent, trained, and licensed psychologist, and will review the results in a timely manner.

A parent and the student must sign an authorization releasing the evaluation report to the school. The school reserves the right, at its sole discretion, to request an additional evaluation by a psychologist of its own choosing. If the student or his or her parent/s refuse to obtain a psychological evaluation or refuse to authorize the release of the information described above, the student will be expelled.

When and how will a student be restored to the school community?

If the student is not expelled, the school will seek to restore the student to the community in keeping with its philosophy of discipline. A student will be restored to the community as soon as the following criteria are met:

- The professional evaluation indicates the student is not a threat to him/herself or others.
- The result of the investigation by the local authorities indicates the student is not a threat to him/her self or others.

When will a student be restored to the school community? (continued)

- The school identifies and implements a plan by which every member of the class can be restored to meet our stated behavioral expectations. This may include but may not be limited to continued private counseling and ongoing periodic psychological reports.
- The school staff and/or outside professionals may address the class before the student returns, emphasizing the importance of school safety and the need for reconciliation.

When will a student be restored to the school community? (continued)

Covenant has relationships with Christian counselors who specialize in school dynamics. The school office also has a list of referrals for families who may choose private counseling.

How will Covenant handle parental notification and privacy rights?

Students involved in discipline have a right to privacy. The school will not reveal to school community members anything about such a child that violates his or her right to privacy.

In the case of a student threat, the school must use discretion about when to report a potential threat and to whom. The best practice in this regard is informed by two related factors:

1. The nature of the threat. A public threat may be more likely to require a public statement.
2. The degree to which the threat is contained to a specific number of people. If a threat is made via a post online, the school's response must be wider in scope. If a threat is made in conversation, the school will respond in a manner appropriate to the number of individuals involved.

Covenant Classical School seeks to protect both parties involved. The school will communicate immediately to the school community only after considering the nature of the threat and the degree to which it is contained.

Violations of School Safety

Possession of Weapons

Students may not possess weapons (e.g. firearms, knives, explosives) or any other potentially dangerous items (i.e. lighters, combustible materials, electro-shock weapons) at school, at any school event/trip, or at any time on school property. If a student is found to possess a weapon, the school will respond to the situation as it does with any threat. A weapon refers to any object that may be intended to inflict harm or damage to the bearer or another person.

Application of Conduct Rules

A student is subject to disciplinary action when behavior is in violation of this policy, and whenever the student's conduct is reasonably related to school or school activities. This includes, but is not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any function that bears a reasonable relationship to the school
3. Traveling to or from school or a school activity, function or event

Anywhere, if the conduct interferes with or adversely affects the school environment, school operations, or educational function of the school. This may include threats or intimidation of a staff member, or the endangerment of the health or safety of students, staff or school property.

School Lockers and Searches

Lockers are assigned to students for personal use and students are responsible for keeping their locker in good condition. Lockers should be cleaned regularly and at the end of the school year, the interiors of lockers should be easily wiped down and sanitized. The school reserves the right to fine a student should lockers require extraordinary cleaning due to intentional damage or defacement. Any locker damage or malfunction should be reported promptly. The lockers are the property of Covenant Classical School, and may and will be inspected at any time for any reason. No student should give his or her locker combination to anyone. When there is reasonable suspicion of any serious violation of the student handbook, Covenant Classical School reserves the right to search any student and his or her personal belongings, including their locker and any vehicle used by the student, whether at school or any school-related event. Students who refuse to cooperate with such a search may be expelled.

Internet Acceptable Use Policy

The use of network resources for non-educational pursuits, or for activities not consistent with our school's mission, is prohibited. Covenant Classical School considers it the joint responsibility of students, teachers, parents and employees of the school to set standards for their students' internet use and encourages them to monitor their student's activity on social networking sites such as Facebook®, Snapchat®, Instagram®, and Twitter®. All use of these sites must be lawful, non-commercial, and consistent with Covenant's mission and goals. Students may only access resources they are permitted to use and must use only their own username and password. Students are not permitted to breach the school's filtering software and must report illegal or otherwise unacceptable use of computers to the teacher or school administrator. All online interactions with peers, parents, teachers, and staff must be appropriate and respectful. When mobile phones or web technology are used to harass or intimidate, it is called "cyberbullying." Students and parents should be aware that a threat made by text or post on social media may receive the same response from the school as a verbal or physical threat.

School Safety Resources

Professionals

Covenant Classical School has a relationship with the authorities within the Naperville Police Department, including the School Resource Unit Supervisor, and the detectives assigned to this unit.

Publications

The following resources have been helpful in shaping our policy on school safety: Enhancing School Safety Using a Threat Assessment Model:

An Operational Guide for Presenting Targeting School Violence.

This resource was published in July 2018 by the U.S. Secret Service and the U.S. Department of Homeland Security.

Protecting America's Schools: A U.S. Secret Service Analysis of Targeted School Violence

Published in 2019 by the U.S. Secret Service and the U.S. Department of Homeland Security.

Training

Covenant Classical School will provide various community stakeholders with training to better respond to threats. We have identified the following:

1. School Safety Committee

- Instituting best practices of threat assessment
- Formulating the elements of a comprehensive training program

2. Faculty

- Receives ALICE* active shooter training (with students) and administers active shooter drill in keeping with Public Act 100-996 *Alert-Lockdown-Inform-Counter-Evacuate
- Receives training in how to identify indicators of challenges related to mental health or concerning behavior
- Informs school policy

3. Students and Parents

- School has set procedures for addressing threats of violence or other potential threats to the safety of the school.

Disclaimer Statement

The Head of School reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause and at his or her discretion. Parents will be given prompt notification of any such changes. Together with the Head of School, the Board will communicate proactively about school safety and periodically review the school's strategies to ensure they are consistent with recognized best practices.

Student Health and Safety

Emergency Closing

Should it be necessary to cancel classes due to bad weather, to delay the opening of school due to hazardous road conditions, or to close school due to some other circumstance, the school will use emergencyclosingcenter.com, which broadcasts this information to the major area news networks. Also, the information will be posted on Covenant's website, covenantclassicalschool.org, and families will be notified via phone call/text by the school's automated message system. Once the school day has begun, classes will generally not be suspended before regular dismissal time, although after-school activities and After School Care (ASC) may be canceled. We will, however, be responsive to the pace of a storm or of extreme conditions that might compromise safety. Parents who are uncomfortable with changing weather conditions in the middle of the day may, of course, pick up their children.

Emergency Management Plan

Covenant has developed a comprehensive Emergency Management Plan to coordinate the response of school employees to an emergency situation on campus. Covenant's plan will be reviewed annually.

When to Keep Your Child Home

- Fever: A child should be free of fever for 24 hours, without the use of fever-reducing medicine, before returning to school.
- Vomiting and diarrhea: It should be 24 hours since the last episode.
- Infectious disease: Infectious diseases, such as but not limited to, chicken pox, MRSA, flu, and strep infections, must be reported to the school office.

When to Keep Your Child Home

DISEASE	STAY HOME	DURATION
Chicken Pox	Yes	24 hours after last pox scabs over
Fifth Disease	Yes	Until diagnosed
Hepatitis	Yes	Readmitted with doctor's permit
Impetigo	Yes	Readmitted with doctor's permit
Measles	Yes	4 days after appearance of rash
Meningitis	Yes	Readmitted with doctor's permit
Mononucleosis	No	Diagnosis from physician needed
Ringworm	Yes	Readmitted with doctor's permit
Scarlet Fever	Yes	Readmitted with doctor's permit
Strep Infections	Yes	24 hours after start of medication
COVID-19	Yes	See online resources for more details.

- *Conjunctivitis (Pink Eye)*: All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems the child is non-contagious or the child has been on medication for 24 hours.
- *Fever*: The most common cause of fever in children is infection. Children with fevers over 100°F will be considered contagious and should be kept at home.
- *Lice*: Children with lice, nits, or egg cases will be sent home. If lice is contracted outside of school, the office must be notified to prevent an outbreak.
- *Rash*: All children with undiagnosed rashes will be sent home until the rash is diagnosed and a physician deems the child is non-contagious.
- *COVID-19 Symptoms*: Please see our "Return to School" chart online under "Resources" for your reference regarding school attendance and COVID-19 symptoms.

Picking Up an Ill Child

If a child becomes ill during the school day, the office will contact the parents. Parents should pick up the child as promptly as possible. In case parents are not readily available, a back-up plan for picking up an ill child, such as a neighbor or relative is recommended.

Health Forms

All health forms can be found in FACTS/ParentsWeb.

Health Policies and Requirements

Our staff and faculty have basic first aid training. Minor injuries are cared for at school. For more severe illness or injuries, the office will notify parents to have the child taken to the doctor, or, in emergency cases, the child will be taken to Edward Hospital. Parents will always be notified of a serious problem. It is, therefore, essential that parents keep the school notified of any change in address, home/work phone numbers, or emergency contacts.

Immunizations

Illinois State Law requires parents to furnish a complete record of all immunizations or a waiver before a child may enter school. The immunization requirement may be waived for clinical or religious reasons. Immunization waivers must be stated annually and submitted to the school office. Students who are not immunized may be excluded from school during outbreaks of communicable diseases.

Medical Examinations

Each student must have a medical report on file. New reports are required for students entering Kindergarten and 6th grade, and for any transfer students. Medical examination forms are available from the school office.

Dental Examinations

Each student in Kindergarten, 2nd grade, and 6th grade must have proof of a dental examination or a waiver on file. Forms are available in the school office.

Vision Examinations

All students entering Kindergarten, entering school for the first time from homeschooling, or entering school for the first time from out of state should have an eye examination before October 15 of the school year.

Emergency/Permission Forms

An Emergency and Permission Form for each student must be filed each year. Any special dietary or health concerns should be clearly stated in writing on the form. The information on this form is used to contact a parent and/or initiate medical care in the event of an emergency. Please notify the school if any insurance or medical changes take place.

Prescription Medications

If your child receives medication during the school day, a written order from the doctor must accompany the medication. The medication must be in the original container with your child's name and the name of the medication on the bottle. If your child is on medication for a life-threatening illness, such as asthma, diabetes, or severe allergies which require an EpiPen, an action plan from the doctor is also needed.

All medications are to be submitted to the school office. No medications should be left with a child in a locker or lunch box. The only exception is an inhaler, which may be kept with a student with written permission from the doctor for the child to self-administer. The child should inform the office if he or she has self-administered the inhaler during the day. The child must be responsible for having his or her own inhaler for after-school sports.

Over-the-Counter Medications (OCM)

State law requires that no oral medication be given by the staff without permission from the child's doctor and parent. If you wish your child to be able to receive OCM, such as Tylenol, Motrin, cough medicines etc., a form signed by you and your doctor must be submitted each year. This form can be obtained in the school office.

Medication Policy for Field Trips

If possible, medication time will be adjusted slightly for short trips. However, trips that keep your child off-campus during scheduled medication time will be handled one of two ways. If a parent is chaperoning, he or she will administer the child's medication. If a parent is not available, a faculty member will administer the medication with a parent's permission.

If your child requires an EpiPen, he or she will be assigned a trained delegate to administer it in the absence of a school staff member or parent. Appropriate paperwork should be on file with the school office.

Grievance Policy

Conflict Resolution

Since we are a people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world does. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.

Therefore, in response to God's love and in reliance on his grace, we ask all members of the Covenant community to commit themselves to responding to conflict according to the following principles.

- **Glorify God** - Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.
- **Remove the Log from Your Own Eye** - Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.
- **Gently Restore** - Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner.
- **Go and Be Reconciled** - Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience.

Definitions

- **Dispute**: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or that (in the judgment of either disputant) threatens the successful implementation of Covenant objectives and goals.

- **Grievance:** Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.
- **Concern:** The substance and details of the dispute and/or grievance. In general, any concern should be addressed with the person who is most directly involved with the issue. Parents should not discuss concerns with other parents who are not directly involved. It may be tempting to discuss a concern with another parent in the class in an attempt to validate the matter before addressing it with the proper person. This may be done with the best of intentions, but can instead create additional problems. It is therefore always best to address a concern with the person who is most directly involved.
- **Concerns Related to a Specific Class**
 - A concern that is related to a specific class should first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
 - If the concern is not resolved by meeting with the teacher, the parents may bring the concern to the principal.
 - If the concern is not resolved by meeting with the principal, the parents may bring the concern to the head of school. If the concern is not resolved by meeting with the head of school, the parents may make a written request for a meeting with the Board.
- **Concerns About Relationships with Other Students**
 - If parents have a concern about the relationship of their child with another student in the school, the parents should speak directly with the student's parents. If there are circumstances that make this too uncomfortable, the principal may be contacted to provide assistance. **Concerns About Policies, Standards, or Operations of the School.**
 - If parents have a grievance or dispute about the policies, standards, or operations of the school, they should bring their concerns to the principal. (This procedure also applies to Board members who are acting in their capacity as parents and not as representatives of the Board.)
 - If the concern is not resolved by meeting with the principal, the parents may make a written request for a meeting with the Board.
- **Concerns About Volunteer Work**
 - If a volunteer has a concern about the volunteer work, he/she should present the concern to the Covenant employee responsible for his/her oversight.
 - If the concern is not resolved by meeting with the Covenant employee responsible for his/her oversight, the volunteer may bring the concern to the principal.
 - If the concern is not resolved by meeting with the principal, the volunteer may make a written request for a meeting with the Board.

Situations which merit direct communication with the administration:

- Observance of illegal or unethical acts
- Observance of a dangerous situation or a security breach

If the matter is personal and not suited for the teacher to know (For example, a recent divorce filing has upset your child and you do not wish to divulge the situation to teachers.)

Finances

Application Fee

When a family initially applies for enrollment, a non-refundable \$75 application fee will be assessed per student. This fee covers the cost of admissions testing and related administrative processes. This fee is non-refundable, unless administration determines that the student cannot be admitted to Covenant. If a student is admitted, an acceptance letter will be mailed to the parents requesting a non-refundable tuition deposit to secure enrollment.

Tuition Deposits

Tuition deposits for the upcoming school year are due at the time of re-enrollment. The tuition deposit is \$500 per student. Because Covenant makes financial commitments based on enrollment numbers (including hiring of teachers, ordering of curricular material and supplies, and reservations for field trips and other special activities), the tuition deposit is non-refundable. Exceptions to this policy will be made for the following cases:

- A family moves to a location more than fifty miles from the school campus
- A student is asked to withdraw by the school
- A student has a physician-documented medical reason for withdrawing from the school.
- A family who has applied for financial aid determines that the amount of aid awarded by the school is insufficient for enrollment.
- A late fee of \$100 per family will be applied to any re-enrollments submitted after the deadline date.

Tuition Payments

Tuition rates are available on our school website under the “Admissions” tab. We have initiated a small activity fee intended as a convenience to parents to cover the cost of specific items required for all students such as "hard to find" school supplies, field trips, refreshments for the weekly House system, etc.

- Tuition will be paid via FACTS.
- Payment options include:
 - 1 annual payment on June 5 with no administrative fee.
 - 2 semi-annual payments on June 5 and December 5, with a 1% administrative fee, up to \$150 per family.
 - 11 monthly payments (on the 5th of each month from June 5 to April 5) with a 3% administrative fee, up to \$350 per family
- Administrative Fee
 - The administrative fee is assessed as a lump sum in June.
 - Once the administrative fee has been assessed, there will be no refunds or adjustments to the fee for any reason.

- The administrative fee will be charged in full with the first tuition payment in June. up to a maximum of \$300 per family.
- All monthly tuition payments are withdrawn on the 5th of each month. A fee is assessed for any late payment.
- Any family experiencing unique financial difficulties is encouraged to speak with the Head of School to work together toward an individualized solution.
- The school reserves the right, at its sole discretion, to require non-standard payment terms which may include but not be limited to pre-payment of all or a portion of annual tuition.

Mid-Year Enrollment

- If a student enrolls at any time during the 1st quarter, they will be charged full tuition.
- If a student enrolls at any time during the 2nd quarter, they will be charged 3/4 of the full tuition.
- If a student enrolls at any time during the 3rd quarter, they will be charged 1/2 of the full tuition.

Withdrawals

If a family withdraws prior to the first day of school, they forfeit their tuition deposit and any tuition that has already been paid, but do not need to pay for the semester.

If a family withdraws after the first day of school, they forfeit their tuition deposit and any tuition that has already been paid. In addition, the family is responsible to pay tuition through the end of that semester, unless one of the following special circumstances applies:

- A family moves to a location more than fifty miles from the school campus
- A student is expelled or asked to withdraw by the school
- A student has a physician-documented medical reason for withdrawing from the school
- In the above special cases, the parents/guardians will be responsible for the tuition deposit plus the tuition through the end of the quarter in which the student is withdrawn.

Payments made beyond the time that a student is withdrawn are treated as tax-deductible contributions to the school.

Transcripts will not be released for withdrawn students until tuition is paid in full.

Any pre-paid tuition extending beyond the semester in which a student withdraws will be refunded to parents. All tuition payments (whether pre-paid or not) applying to the remainder of the semester after a student withdrawal are treated as tax-deductible contributions to the school. Transcripts will not be released for withdrawn students until tuition has been paid through the end of the required period as described above.

Delinquent Accounts

If an account becomes delinquent, the following will apply:

- The family will meet with the Business Manager to discuss a payment plan that will bring the account current.
- If an account is delinquent at the end of the 1st semester, the family will meet with the administration to make arrangements for payment.
- If an account is delinquent at the end of the 2nd semester, the family will not be allowed to re-enroll until the account has been made current or special arrangements have been made with the administration.

Tuition Discounts

- Multi-Child Discount:

If a family has more than one student enrolled, a discount of 10% is applied to the tuition for the second child, a discount of 15% is applied to the tuition for the third child, and a discount of 20% is applied to the tuition for the fourth child, etc. The student with the highest base tuition is considered the first student; the student with the second highest base tuition is considered the second student, etc.

- Tailored-Tuition Discount:

These discounts are awarded on a case-by-case basis. Families may apply for tailored tuition discounts through FACTS after completing an application to the school. Tailored-tuition discounts are not communicated to families until after a child is accepted into the program.

- In cases in which all children are in school full-time and one parent elects not to work, the committee will recalculate need using an estimated, minimum income for the non-working parent.

2022-2023 Calendar

August

17-19	Wednesday-Friday	Faculty Orientation
22	Monday	Meet & Greet
23	Tuesday	First Day of Classes
30	Tuesday	Primus Vesper (Grammar School)

September

5	Monday	Labor Day (No School)
6	Tuesday	Primus Vesper (Logic School)

October

7	Friday	Faculty Development
10	Monday	Columbus Day (No School)
21	Friday	End of First Quarter
27	Thursday	Parent-Teacher Conferences (Evening)
28	Friday	Parent-Teacher Conferences (Morning)

November

22	Tuesday	Grandfriends Day
23-25	Wednesday-Friday	Thanksgiving Break (No School)

December

13	Tuesday	Christmas Program
19	Monday	Start of Christmas Break (No School)

January

2	Monday	Classes Resume
13	Friday	End of Second Quarter/End of First Semester
16	Monday	Martin Luther King, Jr./National Sanctity of Life Day (No School)

February

17	Friday	Faculty Development
20	Monday	President's Day (No School)

March

17	Friday	End of Third Quarter
23	Thursday	Parent-Teacher Conferences (Evening)
24	Friday	Parent-Teacher Conferences (Morning)
27-31	Monday-Friday	Spring Break (No School)

April

7	Friday	Good Friday (No School)
24-28	Monday-Friday	ERB Standardized Testing

May

5	Friday	Faculty Development
25	Thursday	Summus Vesper
26	Friday	End of 4th Quarter (Last Day of School for Students)
30-31	Tuesday-Wednesday	Faculty Development Days