



# **PARENT – STUDENT HANDBOOK**

## **2025-26**

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# Covenant Parent-Student Handbook

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## **Disclaimer**

This Parent-Student Handbook shall serve as a reliable guide to help parents, students, and teachers understand Covenant's Administrative Policies so that we may cultivate a peaceful and well-ordered school. This handbook is not exhaustive and does not cover every situation that may arise. The handbook may be revised by the school's administration at any time.

## **Acknowledgements**

Covenant gratefully acknowledges that this handbook was influenced by handbooks from other classical Christian schools. In some instances we have built upon or copied passages from the *Veritas Standard* from *Veritas School* in Richmond, VA.

# TABLE OF CONTENTS

|            |                                                                         |
|------------|-------------------------------------------------------------------------|
| <b>1.0</b> | <b><a href="#"><u>FOUNDING PRINCIPLES AND ORGANIZATION</u></a></b>      |
| 1.1        | SCHOOL HISTORY                                                          |
| 1.2        | MISSION                                                                 |
| 1.3        | CLASSICAL EDUCATION                                                     |
| 1.4        | BOARD AND ADMINISTRATIVE POLICIES                                       |
| 1.5        | STATEMENT OF FAITH                                                      |
| 1.6        | CORE VALUES                                                             |
| 1.7        | SCHOOL MASCOT, COLORS, AND LOGO                                         |
| 1.8        | BOARD OF DIRECTORS                                                      |
| 1.9        | SCHOOL ADMINISTRATION                                                   |
| 1.10       | ACCREDITATION                                                           |
| 1.11       | PARENT TEACHER FELLOWSHIP (PTF)                                         |
| 1.12       | RESPONSIBILITIES OF PARENTS                                             |
| <br>       |                                                                         |
| <b>2.0</b> | <b><a href="#"><u>ACADEMIC PROGRAM AND CLASSROOM MANAGEMENT</u></a></b> |
| 2.1        | CHEATING AND PLAGIARISM                                                 |
| 2.2        | GRADE PLACEMENT                                                         |
| 2.3        | GRADING SYSTEM                                                          |
| 2.4        | GUIDELINES FOR WORK MISSED DURING AN ABSENCE                            |
| 2.5        | HOMEWORK                                                                |
| 2.6        | STANDARDIZED TESTS                                                      |
| 2.7        | VALEDICTORIAN/SALUTATORIAN                                              |
| 2.8        | CURRICULAR RESOURCES OWNED BY COVENANT PARENTS                          |
| 2.9        | ATTENDANCE GUIDELINES                                                   |
| 2.10       | PROMOTION POLICIES                                                      |
| 2.11       | THE EXCELLENT STUDENT                                                   |
| 2.12       | LEARNING SUPPORT AT COVENANT                                            |
| <br>       |                                                                         |
| <b>3.0</b> | <b><a href="#"><u>ARRIVAL AND DEPARTURE RULES</u></a></b>               |
| 3.1        | SCHOOL HOURS                                                            |
| 3.2        | K-12 DROP-OFF/PICK-UP PROCEDURES                                        |
| 3.3        | PRE-K DROP-OFF/PICK-UP PROCEDURES                                       |
| 3.4        | BUS RULES                                                               |
| 3.5        | STUDENT DRIVERS                                                         |
| 3.6        | CHANGES IN TRANSPORTATION                                               |
| <br>       |                                                                         |
| <b>4.0</b> | <b><a href="#"><u>ATHLETIC PROGRAM POLICIES</u></a></b>                 |
| 4.1        | MISSION AND PHILOSOPHY                                                  |
| 4.2        | MIDDLE SCHOOL GOALS                                                     |
| 4.3        | JUNIOR VARSITY/VARSITY GOALS                                            |
| 4.4        | AFFILIATIONS AND ATHLETIC TEAMS                                         |
| 4.5        | ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES                       |
| 4.6        | PARTICIPATION                                                           |
| 4.7        | ATHLETE AND PARENT CODE-OF-CONDUCT                                      |
| 4.8        | CONDUCT OF PARENTS AND FANS                                             |
| 4.9        | AWARDS                                                                  |
| 4.10       | TRANSPORTATION AND PUNCTUAL PICK-UP                                     |
| 4.11       | UNIFORMS AND EQUIPMENT                                                  |
| <br>       |                                                                         |
| <b>5.0</b> | <b><a href="#"><u>COMMUNICATION</u></a></b>                             |
| 5.1        | GENERAL CONTACT INFORMATION                                             |
| 5.2        | RENWEB, PHONE TREE, AND PILLAR PRESS                                    |
| 5.3        | BACK-TO-SCHOOL NIGHTS                                                   |
| 5.4        | RELEASE OF INFORMATION                                                  |
| 5.5        | EMERGENCY CLOSING                                                       |
| <br>       |                                                                         |
| <b>6.0</b> | <b><a href="#"><u>CONDUCT CODE AND STANDARDS</u></a></b>                |
| 6.1        | STUDENT CONDUCT AND EXPECTATIONS                                        |
| 6.2        | SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES                           |

- 6.3 THE GOAL OF DISCIPLINE
- 6.4 COVENANT BEST UNIFORM
- 6.5 STUDENT APPEARANCE GUIDELINES

**7.0** [GENERAL SCHOOL LIFE](#)

- 7.1 LOCKERS
- 7.2 LOST AND FOUND
- 7.3 PLAYGROUND RULES
- 7.4 CELL PHONE REGULATIONS
- 7.5 CHILD PROTECTION, VISITORS, AND VOLUNTEERS
- 7.6 AFTER-SCHOOL CARE
- 7.7 LUNCH
- 7.8 SCHOOL ACTIVITIES
- 7.9 GRAMMAR SCHOOL CELEBRATIONS

**8.0** [INTERNATIONAL STUDENTS](#)

- 8.1 ADMISSIONS REQUIREMENTS
- 8.2 ACADEMICS
- 8.3 COVENANT SCHOOL CULTURE

**9.0** [FINANCIAL POLICIES](#)

- 9.1 TUITION PAYMENT PLANS
- 9.2 CALCULATING PARTIAL TUITION
- 9.3 OUTSTANDING TUITION
- 9.4 CONTINUOUS ENROLLMENT
- 9.5 TUITION RESPONSIBILITIES FOR OPTING OUT OF CONTINUOUS ENROLLMENT OR WITHDRAWING A STUDENT
- 9.6 OPT OUT AND STUDENT WITHDRAWAL PROCEDURES

**10.0** [HEALTH REGULATIONS AND SERVICES](#)

- 10.1 STUDENT HEALTH REQUIREMENTS
- 10.2 LEGAL REQUIREMENTS

# FOUNDING PRINCIPLES AND ORGANIZATION

## 1.1 SCHOOL HISTORY

**Covenant Christian Academy** is a Pre-K to 12 classical Christian school founded in 1997 by parents interested in giving their children an excellent education based on the medieval model of the *trivium*. Covenant maintains membership in the *Association of Classical and Christian Schools* and is accredited by *Middle States Association of Colleges and Schools*. The student body comprises students from Harrisburg and the surrounding suburban and rural areas.

Covenant Christian Academy opened its doors on September 2, 1997 to twenty-three students in grades K-5. Over the next ten years, founding Headmaster Dr. Christopher Perrin hired new faculty as Covenant added a grade each year and grew to an enrollment of almost 200 students. Dr. Perrin left in 2007 to pursue other ventures in the renewal of classical, Christian education. His legacy remains strong in our community today.

Covenant's growth led to the purchase of the former WITF building at 1982 Locust Lane in Harrisburg in the summer of 2008. The Covenant community began construction in 2009, returning the building to its original purpose of education. Parents, students, faculty, and staff met at the school regularly, logging thousands of hours in demolition, yard care, recycling; evidence of the overwhelming support and dedication of our community to the new building project.

Covenant hired Joseph Sanelli in 2008 to serve as the school's second headmaster. On September 9, 2009, Covenant celebrated its first day of school in the new building. At the ribbon cutting ceremony and dedication Mr. Sanelli shared plans to build a field-house/fine arts center, allowing the school to continue to expand enrollment as well as athletic and fine arts programs. This addition is now called the Dunlap Center, named for long-time supporters and contributors to the school.

Covenant's current Head of School, David Sonju, succeeded Mr. Sanelli in July of 2014. His leadership and long-term commitment to the school has enriched and grown the community in new and exciting ways.

Over 25 years later, Covenant remains a place where students are taught to love learning in a peaceful environment. The faculty strives to maintain classroom dynamics that are both warm and well-ordered, and the students and teachers exude joy throughout the school day.

## 1.2 MISSION

The mission of Covenant Christian Academy is to provide students with a classical education that:

- Imparts an excellent academic foundation and a love for learning
- Trains them to see and submit to the Lordship of Christ in every sphere of life
- Prepares them to effectively serve God and thoughtfully engage the world with a distinctly Christian worldview

### 1.3 CLASSICAL EDUCATION

Classical education belongs to the authoritative, traditional, and enduring stream of education begun 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* (arithmetic, astronomy, geometry, and music). Students study great works of art and literature, 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.

### 1.4 BOARD AND ADMINISTRATIVE POLICIES

Covenant is governed by two forms of policy. Policies that govern the school as a whole are reviewed and maintained by the Covenant Board of Directors and are written out in Covenant's Board Policy Manual. Policies that govern the "day to day" activities and procedures of the school are Administrative Policies and are represented in this Parent-Student Handbook.

### 1.5 STATEMENT OF FAITH

The following statement of faith expresses key elements of the Christian faith by which Covenant families, faculty, and staff are united in our pursuit of classical education. At least one parent of each student must agree to partner with Covenant in support of our Statement of Faith. Covenant board members, faculty, and administration are also required to affirm an expanded statement of faith found in the Covenant bylaws. This expanded statement represents the primary doctrine that we unapologetically teach through all grade levels. Secondary doctrinal issues will not be presented as primary doctrine. While all Covenant staff members seek to infuse these primary doctrines into the life of the school at every level, students will also be referred to their own family and local church for final authority in all doctrinal matters (see *Board Policy Manual 2.5 and 2.6*).

- a) We believe the Bible is the Word of God, verbally inspired and inerrant and the supreme and final authority in faith and in life.
- b) We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- c) We believe that God is the creator of all things, visible and invisible. We believe that God created mankind as male and female, and that these two distinct and complementary sexes together reflect the image and nature of God. Rejection of the gender that corresponds to one's biological sex is a rejection of God's authority over creation.

- d) We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- e) We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- f) We believe that salvation is by grace through faith alone, that faith without works is dead, and through the present ministry of the Holy Spirit, the Christian is enabled to live a godly life. In pursuit of a godly life, we believe that Christians are called to flee from ungodly and sexually immoral behavior (which includes all forms of sexual activity – whether heterosexual, homosexual, or anything else – outside of a marriage between one man and one woman).
- g) We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- h) We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## 1.6 OUR CORE VALUES

In the pursuit of our mission, we hold to the following core values:

1. We embrace historic Christianity as represented in the tradition of the Protestant Reformation with the major tenets of the following:
  - a. ***Sola Scriptura***: We reaffirm the inerrant Scripture to be the sole source of written divine revelation, which alone can bind the conscience. The Bible alone teaches all that is necessary for our salvation from sin and is the standard by which all Christian behavior must be measured.<sup>1</sup>
  - b. ***Solus Christus***: We reaffirm that our salvation is accomplished by the mediatorial work of the historical Christ alone. His sinless life and substitutionary atonement alone are sufficient for our justification and reconciliation to the Father.<sup>1</sup>
  - c. ***Sola Gratia***: We reaffirm that in salvation we are rescued from God's wrath by his grace alone. It is the supernatural work of the Holy Spirit that brings us to Christ by releasing us from our bondage to sin and raising us from spiritual death to spiritual life.<sup>1</sup>
  - d. ***Sola Fide***: We reaffirm that justification is by grace alone through faith alone because of Christ alone. In justification Christ's righteousness is imputed to us as the only possible satisfaction of God's perfect justice.<sup>1</sup>

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<sup>1</sup> These five tenets are drawn from *The Cambridge Declaration of the Alliance of Confessing Evangelicals* which can be accessed at [www.alliancenet.org/cambridge-declaration](http://www.alliancenet.org/cambridge-declaration)

- e. *Soli Deo Gloria*: We reaffirm that because salvation is of God and has been accomplished by God, it is for God's glory and that we must glorify him always. We must live our entire lives before the face of God, under the authority of God and for his glory alone.<sup>1</sup>
- 2. While we hold to a distinctly Reformed doctrinal tradition as expressed in our bylaws, we welcome and respect other Christian perspectives into the school community provided they are consistent with our community Statement of Faith.
- 3. The responsibility to train and educate children belongs to parents. Covenant serves "in loco parentis" to assist parents in fulfilling this biblical charge.
- 4. A home life that embodies biblical principles of lifelong learning and child-raising provides a strong foundation for a Covenant education. Active parental involvement, in age-appropriate ways, is important to a child's education. Parents are welcome in the classroom and are encouraged to participate in the overall life of the school.
- 5. In our common pursuit of lives that please God and honor one another, we value mutual respect, edifying speech, humble behavior, gentlemanly conduct, modest appearance, and biblical conflict resolution. Seeking to make the best use of our time, we hold high expectations for the conduct and behavior of the entire school community -- students, parents, faculty and staff -- as we challenge one another to live out biblical teaching in our speech and conduct, both in person and online.
- 6. A warm and well-ordered atmosphere facilitates the education of our students. We continually strive for an environment that is joyful, peaceful, and disciplined.
- 7. Gifted teachers with a passion for learning and a love for students are essential. They must model careful thinking while evaluating ideas and philosophies, both historical and contemporary, in light of God's word. Our teachers should cultivate wisdom in our students while building a solid academic foundation.

## **1.7 SCHOOL MASCOT, COLORS, AND LOGO**

The mascot of Covenant Christian Academy is a Falcon. Covenant Christian Academy's colors are Navy Blue, White and Gold. The official school logo looks like this:



In order to preserve and protect Covenant’s brand integrity, no clothing or gear may be made with Covenant’s name or logo without the prior approval of the Head of School. The school shall be known as “Covenant” or “Covenant Christian Academy,” not “CCA.”

## **1.8 BOARD OF DIRECTORS**

A Board of Directors consisting of Five-Year and Three-Year members is responsible to ensure the school maintains its mission and viability into the future.

The Board of Directors is responsible for hiring and evaluating the Head of School and for creating the school’s governing policies and ensuring its fiscal integrity. The Board has historically met monthly but is in the process of moving to a Committee based structure that operates on a quarterly meeting schedule. Because of the corporate nature of the Board, no single member of the board has any authority over the school as an individual.

## **1.9 SCHOOL ADMINISTRATION**

The school is administered by the Head of School who works with an administrative team in divisional administration. The Upper School Dean and the Grammar School Dean are responsible to direct the faculty and staff in their respective areas. In the absence of the Head of School another member of the administrative team takes on chief administration.

## **1.10 ACCREDITATION**

Covenant Christian Academy is a member of the *Association of Classical Christian Schools* (ACCS). After a rigorous multi-year accreditation process, Covenant received accreditation from the *Middle States Association of Colleges and Schools* in December 2015 and was re-accredited in 2023.

## **1.11 PARENT-TEACHER FELLOWSHIP (PTF)**

The Covenant Christian Academy Parent Teacher Fellowship (PTF) is an organization dedicated to building and maintaining strong ties between parents, teachers, and staff because of one special common commitment—our students. Throughout the year there are many opportunities to bless our students, faculty, and staff in a big way for a relatively small

investment of time. These include the school picnic, spirit nights, teacher appreciation luncheons, and more.

The PTF was established for the purpose of furthering the interests of the school, promoting fellowship among the parents and teachers, and assisting the school at social and other functions as needed. All parents, guardians, and teachers are members of the PTF.

All funds raised by the Parent-Teacher Fellowship will be deemed “designated” and therefore only used for the specific purpose determined by the Covenant Administration and the PTF leadership.

## 1.12 RESPONSIBILITIES OF PARENTS

It is our duty and privilege at Covenant to work together with our parents to help our students mature academically, socially, and spiritually. We are grateful to experience a great deal of alignment with families on our mission and methods as a classical, Christian school. We ask parents to keep in mind our unity on “the main things,” and to show support to our common mission by exercising humility and forbearance in areas of disagreement. We always welcome your thoughts on ways that we can better serve our mission through our rules and guidelines, so please let us know if you have an idea that could improve our school. Attention to the following items will help our community to grow strong together:

**Church Attendance:** Regular attendance and fellowship with a Bible-believing church is essential to our mission together and is therefore required for students and the parents or guardians with whom they live.

**Cooperation:** Parents should seek to understand and cooperate fully with all of Covenant’s written policies. This is particularly important in the areas of discipline and schoolwork standards where open and gracious communication with teacher(s) and administration is especially important to school harmony.

**Discipline:** Covenant recognizes the great responsibility we have to discipline students toward godliness while at Covenant. In accordance with our discipline policy and the Word of God, our teachers and administrators will use their discretion to teach, rebuke, correct, and train students. Regular and healthy communication between parents and the school is an essential aspect of our partnering well together during times of discipline. (Please see section *5.0 on Communication* and sections *6.1-6.3 on Discipline* for more information on how we handle discipline at Covenant).

**Emergency Contact Information:** Each Covenant family must provide at least two local contacts that can be available to care for their child if they are not available.

**Faith Agreement:** Parents should have a clear understanding of Covenant’s biblical philosophy, mission, and purpose. This understanding includes a willingness to have your child presented with the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program. At least one parent or guardian of each student must sign the Statement of Faith.

**Prayer:** Praying with and for the members of the school community is invaluable in carrying out the school's mission. We encourage parents to participate in the PTF's weekly prayer group whenever possible!

**School Functions:** Attending school events is a great way to become connected and to experience what is special about Covenant. Because of the high value we place on partnering well with our families, we ask that ***at least one parent attend Back to School Night and Annual Meeting each year.***

**Special Gifts and Fundraising Events:** Tuition does not cover all the costs of educating our students. The school relies on tax-deductible gifts to bridge the gap. We are so grateful to our parents, grandparents, and friends who support the school through fundraisers, tax credit donations (*EITC, OSTC, SPE, etc.*), and other gifts. The school annually holds several school-wide fundraising events such as our *Evening of Gratitude Banquet* and *Covenant Classic Golf Tournament*.

**Volunteering:** We rely on the volunteer assistance of parents to accomplish a myriad of tasks within our school. Volunteer opportunities include: field trip chaperone, lunchroom aide, office clerical aide, grounds and facilities maintenance, and committee service. Contact the school office or the PTF to find a place to serve! Please see section 7.5 for information on the necessary background clearances and training we require for child protection.

# ACADEMIC PROGRAM AND CLASSROOM MANAGEMENT

## 2.1 CHEATING AND PLAGIARISM

As cheating becomes a greater problem in society, it is important that we set high standards in dealing with this issue both as an educational institution and as a Christian community. We believe that honesty and trustworthiness are extremely important – and that their neglect will lead to serious problems in one's life – so there are severe consequences for those caught cheating at Covenant.

**Definition:** On all schoolwork (homework, class work, projects, quizzes, tests) cheating is

1. Acquiring answers from another student, person, or source (other than for legitimate research purposes), and/or using artificial intelligence (AI) to complete any type of coursework.
2. Providing answers to another student.
3. Changing grades.
4. Plagiarism – using someone else's writing or ideas and trying to pass them off as your own. This includes copying word-for-word from a source without giving credit, rephrasing a few words from a source without giving credit, or using a source's key words, phrases, or ideas as one's own without proper citation.
5. Any other behavior that might result in altering a student's grade in a manner that could be considered cheating.
6. Parent-generated work turned in as student-generated.
7. Forging parental signatures.

### **Consequences:**

1. Cheating may result in a disciplinary action. If such behavior continues, the student may be suspended or expelled at the discretion of the Head of School.
2. Cheating will result in no credit on the assignment.
3. Exceptions may be granted when the teacher and/or the Dean determines that the student's actions were done unwittingly and for younger students (K-5th grades). Students may be required to redo the assignment for partial credit.
4. Covenant teachers will provide age-appropriate training in proper citation and avoiding plagiarism.

It is assumed that all assignments require individual effort, unless specifically designated otherwise by the teacher. Note: *Both the student giving and the student receiving inappropriate assistance will receive disciplinary and academic penalties.*

## 2.2 GRADE PLACEMENT

Covenant desires that each student be placed where they will have the best opportunity to flourish as a student. The school has full discretion for the grade placement of each student. All new students are given an entrance test to help determine grade placement and to determine if they fit the educational capabilities of the school. ***All grade placement is provisional for a student's first trimester at Covenant.***

## 2.3 GRADING SYSTEM

Report cards are issued three times a year as noted on the school calendar. Parents access and print report cards through FACTS Family Portal. Beginning in 6th grade weekly reports are emailed to parents.

A grading system is used for grades K-12. Each letter grade has a numerical equivalent. A student will receive an incomplete ("INC") grade if he/she needs to complete make-up work due to excused absences. Arrangements for handling or changing an incomplete grade will be made by the Dean or the Head of School.

**Upper School:** (5.0 grade point weighted system. Only courses taken at Covenant are included)

|     |              |            |
|-----|--------------|------------|
| A:  | 93-100       | 5 points   |
| A-: | 91-92        | 4.7 points |
| B+: | 89-90        | 4.3 points |
| B:  | 83-88        | 4 points   |
| B-: | 81-82        | 3.7 points |
| C+: | 79-80        | 3.3 points |
| C:  | 73-78        | 3 points   |
| C-: | 71-72        | 2.7 points |
| D:  | 66-70        | 2 point    |
| F:  | 65 and below | 0 points   |

### **Grading Scale Grammar School:**

|    |              |
|----|--------------|
| A: | 93-100       |
| B: | 85-92        |
| C: | 77-84        |
| D: | 70-76        |
| F: | 69 and below |

**MCL – Magna Cum Laude – “With Great Praise”**

The student exceeds expectations for mastery. The student excels in understanding and integration.

**CL** – Cum Laude – “With Praise”

The student has demonstrated diligence and has fulfilled expectations for mastery

**NM** – Non Mastery

The student has not mastered required material

**+**      Excellent

**S**      Satisfactory

**–**      Needs Improvement

### **High School Transcripts**

A student’s high school transcript will be sent by the Guidance Office to colleges, scholarship foundations or other outside organizations upon written request. The GPA will be calculated using the grading scale above and the course credits earned.

## **2.4      GUIDELINES FOR WORK MISSED DURING AN ABSENCE**

Students are expected to complete all assignments given to their class during their absences. Students must make up work within the number of days following their return equal to the number of days they were absent. After a sizable absence, teachers have latitude to extend longer make-up period to students for whom the workload seems burdensome, or after discussion with the parents and Dean, to shorten the make-up period for students who are falling behind in the class. (See also 2.9.7)

Assignments should be graded in a manner consistent with the procedure used for the rest of the class. Once adjusted due dates are established, the guidelines for penalizing late assignments will be applied.

A student returning from an absence is expected to be ready to take any tests or quizzes that were given on the first day of his or her absence and is expected to hand in any assignments that were due on that day, unless the teacher deems it a situation where further adjustments are appropriate. For example, if a student felt ill all of Monday evening and Tuesday but returns to school on Wednesday, the teacher may determine that a test given to the class on Tuesday should be postponed for the student.

## **2.5      HOMEWORK**

Homework assignments are a vital way for students to hone their skills and learn complex material. Our teachers strive to give thoughtfully constructed and age-appropriate assignments that will bless students on their journey as lifelong learners. Below are elements of our homework philosophy at Covenant:

1. Students often need extra practice in specific new concepts, skills, or facts. In certain subjects (e.g., math or languages), students may not have enough time in a school day to do as much practice as is necessary for mastery. The teacher therefore may assign homework to provide the necessary practice.

2. Repeated short periods of practice or study of new information is often a better way to learn than one long study period. Homework thus complements and aids what students are learning in school.
3. By their very nature, reading assignments cannot usually be completed during school hours and are therefore often assigned as homework.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. Homework in this situation serves to help students learn to be better stewards of their time (Eph 5:16).
5. Learning to manage one's time well and plan ahead is a very important life skill that few of our students master without struggle along the way. While it is never our intention to overwhelm our students with their homework load we know that, for a variety of reasons, students may experience a "homework meltdown" through the course of a school year. If you see your child struggling in this way, please talk to their teacher as soon as possible so you can discuss together ways to help the situation.
6. We recognize that parents have the authority to decide what is best for their children and we support their authority to set parameters for their child's life. For example, experiencing the painful consequences of staying up late to finish an assignment because of poor planning or laziness can be an extremely valuable lesson in a child's growth. However, enforcing a reasonable bedtime at the expense of a lower homework grade may also be a wise choice at certain stages of your child's career at Covenant.

## **2.6 STANDARDIZED TESTS**

Covenant administers standardized testing to students in various grades each spring. Parents will receive more detailed information about testing dates prior to their occurrence. Covenant receives the testing reports and forwards the individual score reports to families. School administrators are available to help parents interpret test scores.

## **2.7 VALEDICTORIAN / SALUTATORIAN**

Covenant recognizes that academic achievement requires discipline, diligence, and perseverance. While we know it is an imperfect means of holistically discerning a student's academic virtues, Covenant seeks to honor the virtuous character that underlies academic achievement by recognizing a class valedictorian and salutatorian each year. The valedictorian and salutatorian are the graduating seniors with the highest and second highest cumulative GPA, respectively. In order to be considered for either of these titles, a graduating senior must meet the qualifications listed below:

- In the judgment of the faculty and administration, the student must have demonstrated faithfulness in developing his or her academic gifts and must exhibit the qualities of the Excellent Student. (See section 2.11).
- The student must have annually participated in school-sponsored performance groups and/or activities such as choir, orchestra, drama, and sports during their time in the rhetoric school.

- The student must have completed 11<sup>th</sup> and 12<sup>th</sup> grades at Covenant.

In the event that two or more students have the same highest or second-highest GPA, honorary students will be determined by a vote of the Upper School faculty.

Graduation speeches are often, but not always, given by the class valedictorian and / or salutatorian. Covenant's administration will determine whether a student is permitted to make a graduation speech. To be eligible to speak at graduation a student:

- Must not have received more than two disciplinary actions during their senior year
- Must exhibit the qualities of the Excellent Student (See section 2.11) and must have been nominated by one or more teachers for the Excellent Student Award

## 2.8 CURRICULAR RESOURCES TO BE OWNED BY COVENANT FAMILIES

Families will need to acquire and maintain certain essential curricular items at various stages in their child's education at Covenant. These items are central to our program and will be used throughout the student's career.

The list of items is as follows:

- **ESV Study Bible:** Students are required to have an ESV study bible beginning in 7<sup>th</sup> grade and continuing through 12<sup>th</sup> grade.
- **The Norton Anthology of Poetry:** Students receive a personal copy of the anthology upon entry into the Upper School for use in literature classes through 12<sup>th</sup> grade.
- **Archive binders:** Throughout the school year teachers may refer back to material covered earlier. Students should file tests and written assignments for future referral and review.
- **Reader's Guide:** Upon entrance to 4<sup>th</sup> grade each student is given a copy of *A Reader's Guide*. Please use this guide to check off books that each student reads. This will serve as a record for them through their school years and beyond. Student's should consult their Reader's Guide when choosing a book report book. Please contact the office if a replacement copy is needed.
- **Veritas Press History Flash Cards** (relevant set for your students): We ask families to purchase history cards directly from Veritas Press because there are several options for you to consider. You may purchase *just* the cards (the minimum we require); the cards *plus* the audio CD with the song; or the entire set of *all five sets plus all the CDs*. Teachers may require students to bring their personal sets to school, but at *no* time will these personal cards be redistributed or removed from the possession of the student. **Students should have their card sets for the first day of school. Please hole punch the cards and place them on a ring or keep them in a zipper pouch to help keep them organized.**

## 2.9 ATTENDANCE GUIDELINES

Covenant's attendance guidelines are a specific application of our Code of Conduct and Standards (see section 6) and are designed to help us love and serve one another well as a school community. Consistent, punctual attendance encourages responsibility and fosters respect for authority in our students. Please consider the impact on the classroom when needing to excuse your child from part of a school day. Whenever possible, try to schedule appointments to minimize disruption. For example, a student leaving at a transition time or at the start of recess tends to be less disruptive to the class and the teacher's lesson than leaving in the middle of class.

1. Regular attendance for the entire school day (7:55-3:00) is expected of all students. *We recommend that students enter the building by 7:50 to be prepared for opening activities at 7:55.*
2. Any student entering the building after 7:55 is considered officially tardy and must fill out a tardy pass. The classroom teacher will record the tardy as excused or unexcused. Exception: Students on a delayed bus will not be considered tardy. A "bus tardy" will be recorded to assist school districts in tracking arrival times.
3. If a student receives more than three unexcused tardies in a trimester, an unexcused absence will be recorded and a parent meeting will be arranged with a school administrator to discuss a strategy for punctual arrivals. In the Upper School, three or more tardies in a trimester will result in after-school detention(s).
4. Students entering and leaving the classrooms at random times interrupt the lessons and classroom routines that teachers have designed and are distracting to other students. Any student leaving the building without a teacher before 3:00 must sign out at the front desk, whether returning or not. This includes Upper School drivers who are going to their cars for any reason.
5. For all absences, the student's parent must provide a handwritten or emailed note explaining the reason for the absence. This should be sent to the front office. ([Office@DiscoverCovenant.com](mailto:Office@DiscoverCovenant.com)). Parents may reach out to teachers for direction about missed work.
6. In the event that a student is absent for five days, or misses five sessions of any individual class, in one trimester the student's parents must meet with the Dean and/or teachers to determine the student's academic status. If the total number of days, or individual classes, missed exceeds fifteen in a school year, promotion to the next grade level may be affected.
7. Requests for planned absences (college visits, family vacations, etc.) must be submitted to the Dean (by email) at least one week prior to the absence. Students are expected to complete all assignments given to their class during their absences. Due dates for these assignments will be determined when the Dean receives the request for the planned absence.
8. **Students who are ill, or have had a fever or vomiting in the last 24 hours should not be sent to school.** In the case of emergency, illness, or a disciplinary issue, parents

will be notified to come to the school to pick up their child. We ask on such occasions that every effort be made to pick up the student within one hour.

## **2.10 PROMOTION POLICY**

Covenant's promotion policy is specified in *Board Policy 10.3*. Below is a summary of relevant information. Covenant's promotion policy is applied to all entering and continuing students in grades 1 and above. Students entering Kindergarten must meet Covenant's admission qualifications and will be assessed according to age, maturity, academic readiness, etc.

Students are promoted – that is, advanced to the next successive grade – when they meet the following criteria, otherwise they will be retained in their most recently enrolled grade.

### **Grammar School:**

Grammar School students currently enrolled at Covenant must meet all the following basic criteria for promotion to the next successive grade:

1. Pass reading/literature, math, writing, spelling, and grammar with a yearly average of at least 70% in each subject.
2. Have no more than a total of 2 “F’s” per trimester in academic subject.
3. Have no more than two "F's" in a single academic subject within an academic year. Academic subjects include: all subjects listed in #1, as well as science, history, Bible, and Latin.
4. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grades noted below. *It should be noted that it is possible to pass a subject with a 70% average and not have reached an appropriate level of mastery for success at the next level.* In such a situation, the teacher and Dean will carefully assess the student's holistic performance, both academically as well as behaviorally, to determine whether it is in the best interest of the student and class for the student to be promoted. At every stage, Covenant will strive to communicate clearly and openly with parents so that the best plan can be made to assist the student's success.

### **Kindergarten to First Grade:**

1. Behavioral maturity
2. Reads three and four letter short vowel words

### **First Grade to Second Grade:**

1. Able to read orally with adequate speed and fluency
2. Correct use of phonetic skills (70% as noted above)
3. Satisfactory (70%) completion of reading and math assessments.
4. Fundamental comprehension of reading material
5. Able to neatly write in cursive
6. Able to add and subtract single digits with at least 70% accuracy (basic addition and subtraction facts)
7. Demonstrates comprehension of the concept of subtraction

**Second Grade to Third Grade:**

1. Cumulative mastery of above requirements
2. Able to read fluently (orally) and independently (silently), using the books of **our** second grade level
3. Able to neatly and automatically write in cursive
4. Correctly identify the basic parts of a sentence
5. Able to write in complete sentences
6. Able to add and subtract two-digit numbers with regrouping with at least 70% accuracy
7. Able to add and subtract single digits with at least 85% accuracy (basic addition and subtraction facts)
8. Demonstrates comprehension of multiplication concept

**Third Grade to Fourth Grade:**

1. Cumulative mastery of above requirements
2. Able to answer questions in a complete sentence.
3. Able to write clear, cohesive paragraphs.
4. Master the multiplication and division facts with 70% accuracy and confidently use the bar model drawing method for solving math problems
5. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Fourth to Fifth Grade:**

1. Cumulative mastery of above requirements
2. Able to write four paragraph reports demonstrating proper use of spelling, grammar, and punctuation
3. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Fifth to Sixth Grade:**

1. Cumulative mastery of above requirements
2. Able to write four paragraph reports demonstrating proper use of research methods
3. Satisfactory (70%) completion of curriculum objectives for this grade level.

**Sixth to Seventh Grade:**

1. Cumulative mastery of above requirements
2. Able to record adequate notes from class lecture
3. Satisfactory (70%) completion of curriculum objectives for this grade level
4. In addition, cumulative comprehensive mastery tests may be administered to assess the student's readiness for entering Covenant Christian Academy Upper School.
5. Able to execute a personal organizational system

**Upper School:**

1. To be promoted, students must earn a passing grade average for the year in every academic subject.
  - a. Fitness, choir and electives will not be considered toward promotion or retention.
  - b. Calculation of final grade for each course will be as follows:
    - i. The average of your report card grade for each trimester
    - ii. Averages below 66% are considered failing
2. Students failing a single course may meet the requirements for promotion through remedial summer course work according to the following guidelines.

- a. Course work must be pre-approved by the teacher granting the failing grade and a Covenant administrator. Approval will be based on the course's comparability with Covenant's course in both content and standards.
  - b. Approved course work completed and passed at another institution will be accepted by Covenant for graduation credit and will appear on the Covenant transcript as a "pass". No letter grade will be given by Covenant. The "F" will be removed from the transcript.
  - c. Parents may seek a private arrangement with a Covenant staff member who may choose to oversee independent summer course work for a fee. No Covenant staff will be required to participate in this type of summer work. Students completing a course in this manner will be expected to meet the standards of the Covenant course. The grade earned for summer work will be listed on the Covenant transcript and will be used in the calculation of the GPA. The "F" will be removed from the transcript.
  - d. All summer remedial work must be completed by July 31<sup>st</sup>.
3. Students with a failing average in more than one course may not promote through summer course work.

## 2.11 THE EXCELLENT STUDENT

The excellent student at Covenant is not defined by numerical grades. The following "intellectual virtues" taken from *Habits of the Mind* by James Sire challenge each teacher and student to apply biblical principles to the area of academics. They illustrate what it means to be faithful with one's gifts and abilities—how a godly person would approach the learning process. As these virtues grow within a student academic growth will follow.

### ***Acquisition Virtues: Passion for Truth***

Inquisitiveness/Curiosity  
Teachableness  
Persistence  
Humility

### ***Application Virtues: Passion for Holiness***

Desire to apply what is learned  
Love for God and others  
Fortitude  
Integrity

### ***Maintenance Virtues: Passion for Consistency***

Perseverance  
Courage  
Patience  
Tenacity

### ***Communication Virtues: Compassion for Others***

Clarity of expression  
Orderliness of presentation  
Aptness of illustration  
Humility

The Acquisition Virtues govern how and why people learn new things, emphasizing that truth is the goal of learning. One who exhibits these qualities will ask questions and will continue asking questions until he understands. He will not act as if he cannot learn anything from certain people or as if all his assumptions must be correct. Learning will not be limited to school hours or to academic settings. All of life is this person's classroom.

The Maintenance Virtues remind us that effort is required not only to acquire knowledge but to retain it. When remembering or recalling information is a struggle, these characteristics cause a person to press on. This person won't be found cramming for exams or only working hard when report card time comes close.

The Application Virtues demand that the learner do something with his knowledge. We are not to be simply collectors of information and insight; we must apply our knowledge to life. Having integrity leads people to hold themselves to the same standard to which they hold others. They practice what they preach, even when it is hard. These students are not those of which James would say that they look in the mirror but go away without fixing anything.

The Communication Virtues concern how we express our knowledge to others. Do we talk over their heads, or do we find ways to make sure that what we are saying is clear to our audience? Taking time to carefully present information, either in writing or orally, in a way that considers the audience is one way that we honor others—even when those others are teachers!

Humility dominates the lists as it speaks to the motivation behind all the other virtues. Is chasing the truth only for the purpose of dominating others? Does one put together a carefully constructed presentation only to look better than one's classmates? Or, are one's academic abilities and hard work offered with the recognition that all good things have come from God and are to be used for the good of others and the glory of God? The humble student refrains from flaunting either his mistakes or his successes in ways that belittle others. The humble student can celebrate others' success and will help others in their weaknesses. The humble student measures neither himself nor others by their academic accomplishments.

## **2.12 LEARNING SUPPORT AT COVENANT**

In addition to the services provided through Capital Area Intermediate Unit, Covenant offers two fee-based learning support opportunities -- NILD (National Institute for Learning Disabilities) and Tutoring.

**NILD:** NILD is educational 'therapy' for students with learning difficulties. In order to be effective, NILD requires participating students to attend 60 therapy sessions, held twice a week, for approximately sixty minutes per session. A participating student will leave their regular classroom to be taken to a separate classroom for NILD therapy. Covenant is only able to assist a limited number of students at this time so students will need to be selected for the therapy by the Grammar School Dean and NILD therapist. A student will need to undergo testing to show they will benefit from the techniques used, and parents must be willing to sign a contract agreeing to the fee and requirements for NILD Therapy. Interested parents should talk to the Grammar School Dean to begin a conversation.

**Tutoring:** Tutoring may be offered by a member of the Covenant faculty, or another approved individual or program. Tutoring can be used to assist in study skills, organizational skills, time management, note taking, etc. Tutoring may take place on campus after school hours. Tutoring schedule and financial arrangements are made between parents and the tutor and must meet Covenant's Child Protection requirements (Section 7.5).

## ARRIVAL AND DEPARTURE RULES

### 3.1 SCHOOL HOURS

The regular school day is from 7:55 a.m. to 3:00 p.m. Punctuality is important to our life together as a school. Please follow the attendance procedures found in *Section 2.9*.

### 3.2 K-12 PICK-UP/DROP-OFF PROCEDURES (See Section 3.3 for Pre-K Procedures)

#### Arrival/Drop Off

1. Drop off begins at 7:30 a.m. at the main entrance.. If parking, **please accompany Grammar School children as they cross the driving lane to the striped pedestrian walkway.**
2. All drop off vehicles must remain in single file through the entire drop-off line. Vehicles are not permitted to exit the line early during morning drop-off.
3. Grammar school students arriving before 7:45 a.m. must wait in the designated area until dismissed by a Covenant staff member.
4. Grammar School students should be in their classrooms by 7:55 a.m.
5. Upper School students should arrive in time to be at the morning gathering by 7:55 a.m.
6. Any student entering the building after 7:55 a.m. is considered officially tardy. *See 2.9 for additional important information on Covenant's morning tardy policy.*

#### Dismissal / Car Pick-Up

In order to dismiss students safely and efficiently we have instituted the following dismissal procedures for car pick-up. To facilitate vehicles exiting the parking lot before dismissal begins it is important that everyone follows these procedures. Thank you for your cooperation.

1. Please line up your cars for dismissal along the walkway on the northern edge of the main parking lot, beginning at the "form line here" marker. *Make sure that car numbers are clearly displayed in the windshield.* If your car number is worn or misplaced, please contact the main office to be issued a replacement.
2. A "thru traffic" lane has been created adjacent the dismissal line to allow cars to exit from the parking lot prior to and as dismissal is happening.
3. The dismissal attendant, having walked the line and taken numbers for as many cars as can be serviced at one time, will announce those numbers to the school building.
4. The first round of Grammar School children will then be walked en-masse to their cars; Upper School students must walk on the sidewalk to the car line from the Dunlap Center. **Students may not cut across the flagpole loop.**

5. Cars further back in the line may use the “thru traffic” lane to **carefully** pass cars still awaiting riders. Please use caution as cars and buses merge together at the exit.
6. After the first round of cars exit the parking lot, the next car in line should drive to the “form line here” marker until called by dismissal attendant to fill in the flagpole loop.

### **Bus Riders**

Grammar School bus riders will enter and exit the building from the main school lobby. Upper School bus riders will exit from the Dunlap Center lobby. It is essential to be on time. Bus drivers will not wait for late Upper School students.

### **Half-Day Dismissal**

1. Use the short circulation loop in the Main Parking Lot to access the “pick-up” lane at the school entrance. Make sure that car number is clearly displayed in windshield.
2. A Covenant staff member will walk students by hand to their cars.
3. Please **do not reverse** car in the line in order to exit more quickly. Wait until the car in front of you has moved before trying to exit.
4. If substantial extra time is needed to get your child situated, please carefully pull forward out of the way of the line.

### **Safety Rules**

For the safety of our students and staff, please remember these important rules during drop-off and pick-up.

1. Keep speed below 10 MPH at all times when driving on campus.
2. No texting and driving! When parked and waiting in pick-up line, please be sure to put your phone down before moving vehicle forward.
3. DO NOT PASS cars in the drop-off lane during morning drop-off.
4. During afternoon pick-up, please use extreme caution when exiting the parking lot.
5. Always observe the one-way traffic circulation. Do not exit out the entrance lane from the main parking lot.
6. Do not reverse in pick-up / drop-off lines. Please be patient and wait for vehicle in front of you to move.
7. Please be mindful of cars waiting behind you during morning drop-off. If you prefer a longer goodbye with your child, or if you need more time to settle your child in at pick-up, please move out of the line and park so others are not delayed.
8. At morning drop-off, be mindful to completely finish your goodbye before driving forward. We have had near misses as parents started slowly driving while their attention is still on their children. Be aware that children may be crossing in front of you.

9. **Please never leave a vehicle unattended in the drop-off lane during morning drop-off.** If you need to come inside, please park in a marked space.

### **3.3 PRE-K PICK-UP/DROP-OFF PROCEDURES**

#### **Pre-K Morning Drop-Off**

1. Pre-K Drop-off occurs from 7:45 a.m. to 7:55 a.m. at the WEST 3 Door (turn left on the driveway on the south edge of campus and drive around to the back of the building).
2. If you arrive after 7:55 a.m., please park on the East side of the building and walk your child to the pre-K classroom through the Main Entrance (not the WEST 3 door).
3. If you are also dropping off an older sibling(s), you may drop them all off at the Pre-K location. You do not need to make an additional loop in the main drop-off line.

#### **Pre-K Dismissal (Half-Day and Full-Day)**

1. Pre-K Half-day Pick-up follows procedure described above under “Half-Day Dismissal” in *Section 3.2*.
2. Pre-K Full-Day Pick-up occurs in the main pick-up line along with all other car dismissals.
3. Pre-K students with older siblings will dismiss with their siblings. Pre-K students without an older sibling will be dismissed with a staff member who will escort Pre-K student to their car. Please have your car numbers visible to the building as you arrive.

### **3.4 BUS RULES**

1. If Covenant receives notice of a behavioral issue on a bus, we will pass the information to the parents.
2. Covenant will document the report and further disciplinary action may be taken.
3. Parents are encouraged to contact one another directly if students from two families have a conflict on a bus.

### **3.5 STUDENT DRIVERS**

1. Students with a valid Pennsylvania driver’s license must submit a “Student Driver Permit Form” annually to the school office with a copy of their driver’s license, registration, and insurance card to be allowed to park on campus.
2. Students will park in the area designated by the administration and will remain parked until the end of the school day. A car is not to be used as a locker. Students may briefly visit their car during the school day only after receiving a pass from the Upper School Dean. Seniors in good standing have lunch privileges and may leave campus during lunch with parent permission.

3. No other students are to be transported by the student driver unless *written parental permission* from both the driver and passenger has been given in advance to the school office.
4. Failure to comply with these guidelines or any reckless driving will result in the revocation of campus parking privileges.

**Covenant campus speed limit is 10 mph - Please carefully monitor your speed.**

### **3.6 CHANGES IN TRANSPORTATION**

1. **Parents must inform the Covenant office when a child is going home in a way that is not usual for them.** Please contact the school office either by leaving a message at the main office or by emailing [Office@DiscoverCovenant.com](mailto:Office@DiscoverCovenant.com).
2. Transportation changes must be received by the Office by 2:00 p.m. in order to allow time to deliver transportation change slips to students before dismissal time.
3. If you are making a repeated and regular change in the transportation routine (for example: being picked up by car every Tuesday for piano lessons, staying at the school for every cross-country practice, being tutored at the school every Monday), you may send one email to cover all the affected dates. Make it clear to the transportation coordinator whether the change for a particular day is in effect until the end of the year or just until a specified date. Please note that you must inform the office if the change is being reversed on a given day. We will not put a Grammar School student on a bus if the last notice we received from you was that they should not ride on that particular day of the week.

# ATHLETIC PROGRAM POLICIES

## 4.1 MISSION AND PHILOSOPHY

For our students to “effectively serve God” and to “see and submit to the Lordship of Christ in every sphere of life” as our mission states, we must train their whole persons, which includes their bodily health, physical abilities, and cooperative team relationships. As competitive sports are a major cultural icon in our society, we believe this is an important arena for a Christian school to bring under the Lordship of Christ. The metaphor of athletic competition is used many times in the Bible and provides a helpful experiential analogy through which to understand Christian life.<sup>2</sup> Through athletics, we learn and practice such things as:

- How to handle conflict and stressful situations
- The consequences of excellent preparation versus a poor work ethic
- How to make good decisions under pressure
- Learning to deal with success and failure and the attention they both bring
- Learning to cope with disappointment, criticism, praise, and many other facets of public scrutiny
- Courage, perseverance, resilience, resourcefulness, camaraderie, selflessness, leadership
- Submission to authority, e.g., referees, coaches, the rules of the game, etc.
- To value teamwork, self-denial, and friendship above personal fulfillment and desire

Athletic activity is incorporated within the framework of Covenant’s fitness classes and co-curricular offerings. Covenant’s athletic program exists to encourage students to develop personal physical skills and abilities and to provide the opportunity for students to experience various selected team sports. The development of interpersonal skills related to team effort and sportsmanlike competition is emphasized.

The goal of athletic competition is to win, and Covenant student athletes should train hard and discipline their bodies and minds to perform well on the court, field, or track – but always under the authority of Christ. At Covenant, winning is never the *ultimate* goal and will never be allowed to justify dishonesty or unsportsmanlike conduct, nor to become all-consuming to one’s life. A win is a cause for celebration when it is achieved within the rules and spirit of fair competition. Losses will be acknowledged with gracious congratulations to opponents, and humble estimation of what can be learned. Coaches and mentors will seek to help athletes evaluate their performances, after wins and losses, to improve skills, conditioning, and attitude.

## 4.2 MIDDLE SCHOOL INTERSCHOLASTIC PROGRAM GOALS

Students in 5<sup>th</sup> through 8<sup>th</sup> grades participate in a competitive setting with the overall goal of skills training, teamwork, and building strong Christian character. The program also emphasizes coordination, physical fitness, enjoyment, and responsibility. Middle school competitive athletes will, over the course of the season, have ample opportunities to perform in games. Coaches monitor playing time carefully and see to it that, over the course of the season, all athletes have had playing time. Winning is important but is a secondary goal.

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<sup>2</sup> A few examples: 1 Corinthians 9:24-27; Philippians 3:14; 1 Timothy 4:7-8; Hebrews 12:1-2.

Playing at the same competitive level or above that level with other teams is our primary goal. The program, while appropriate for the middle school age, is a transition from the elementary setting to the competitive sports in the Upper School.

#### **4.3 JUNIOR VARSITY/VARSITY INTERSCHOLASTIC PROGRAM GOALS**

Students in 9<sup>th</sup> through 12<sup>th</sup> grades learn to compete in a setting that seeks to develop high level skills and strategies, Christian character, teamwork, good sportsmanship, and school spirit. The program seeks to provide each student with a sense of affiliation, motivation, and accomplishment by balancing challenge and demand with support and encouragement. The athletes are expected to give their best each time they practice or play.

#### **4.4 AFFILIATIONS AND ATHLETIC TEAMS**

Covenant is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) at the high school level as well as the Commonwealth Christian Athletic Conference (CCAC).

##### **Athletic teams for 2024-25**

- Fall Sports
  - MS Boys Soccer
  - Varsity Boys Soccer
  - MS Girls Volleyball
  - Varsity Girls Volleyball
  - MS Girls and Boys Cross-Country (7<sup>th</sup> – 8<sup>th</sup> only)
  - Varsity Girls and Boys Cross-Country
- Winter Sports
  - MS Boys Basketball
  - Varsity Boys Basketball
  - MS Girls Basketball
  - Varsity Girls Basketball
- Spring Sports
  - MS Girls Soccer
  - Varsity Boys and Girls Track

Covenant occasionally enters into a cooperative agreement with another hosting school to allow a student to play a sport that Covenant does not currently offer. Covenant currently has cooperative agreements with Harrisburg Christian School for Varsity Girls Soccer (fall), Bishop McDevitt for Varsity Boys Lacrosse (spring), and Harrisburg Academy for Varsity Boys Tennis (spring). Please speak to the Athletic Director if you would like to discuss this further.

#### **4.5 ACADEMIC ELIGIBILITY for CO-CURRICULAR ACTIVITIES**

Students are eligible to participate in Covenant co-curricular activities (sport, drama, clubs, etc.) according to the following guidelines. Ineligibility is not meant as punishment but is intended to provide the student with both incentive and time to give extra effort to their academic work.

1. Eligibility will be evaluated each Friday afternoon.
2. Students in grades 7 to 12 will be ineligible with a grade of F in any subject.
3. Students in grades 5 and 6 will be ineligible with a grade of F (Grammar School grading scale) in any of the following subjects: Math, Science, Literature, History, Grammar, Spelling/Vocabulary, Writing or Latin.
4. Ineligibility is in force from the following Sunday to Saturday. Students found re-eligible at the next Friday's check may begin participating on the following Sunday.
5. The student is expected to maintain the academic standard on normally assigned coursework. Extra-credit work for the purpose of raising a grade may not be given by teachers to a student on academic suspension unless the entire class is receiving the same optional assignment.
6. Curricular goals and lesson plans made by the teacher will determine how often assessments are given. Teachers are not expected to increase the frequency of assessments in response to a student's ineligibility.
7. An ineligible athlete is not permitted to travel with the team to away games or join the team in the locker room or bench during the ineligibility period.

### **PIAA Eligibility**

As a member of PIAA, all Covenant athletes must meet the PIAA eligibility requirements. PIAA guidelines and requirements can be found on the PIAA website at [www.piaa.org](http://www.piaa.org). The handbook can be found under the resources tab.

### **Practice and Game Attendance**

Joining a Covenant sports team is a privilege that comes with much responsibility. Team sports help students to grow in humility, commitment, and patience. They also teach students that our actions affect others. Student athletes are expected to "count the cost" when deciding to join a team and to show respect and commitment to their teammates and coach through their hard work and dependability. Attendance at all practices and games is mandatory. Exceptions may be granted for the same reason that school absences are deemed "excused," e.g., illness, medical appointment that cannot be scheduled otherwise, family emergencies, very special family events such as a wedding or graduation.

Unexcused absences from practices and team meetings may result in an athlete not being allowed to participate in a game or event as determined by the coach and / or Athletic Director. Repeated absences may result in a player being removed from the team. In such instances, discussion between the athlete, parents, coach, and Athletic Director will occur.

An athlete who chooses to quit a team once the regular season has begun, or who has been removed from a team, will not be eligible to participate in a Covenant sport during the next season. The athlete must receive approval from the Athletic Director prior to participating in another sport.

## 4.6 PARTICIPATION

### **Physicals, Consent, and Code-of-Conduct Forms**

Prior to participating on any Covenant athletic team, including practice, athletes must turn in a completed *PLAA Athletic Physical Form* and an *Athletic Participation Student & Parent Consent Form* to the Athletic Director. Covenant athletes and parents must also sign a *Code-of-Conduct* agreement prior to a student participating on an athletic team. Links to all of these forms will be available on the school website. These forms are valid for a single school year and must be completed and turned in prior to the first season the student is planning to participate on a team. Forms must not be dated prior to June 1<sup>st</sup>.

### **Insurance**

Covenant recommends that each family of a student athlete check with their insurance provider to ensure that they have sufficient insurance coverage in the event of an injury while participating in a sport. Each family must provide a copy of their insurance card to the Athletic Director when turning in their athletic participation consent form.

### **Practices**

Covenant seeks to carefully structure our athletic programs to support our fundamental priorities of academic faithfulness and habits of family togetherness and worship. We are working to create practice schedules that will enable families to eat dinner together as often as possible. While the number and length of practices and contests will vary from sport to sport, and from middle school to varsity, Covenant will intentionally evaluate athletic opportunities in light of their impact on academics and family life. Practice schedules and times will be established by the Athletic Director.

**Middle School athletic teams will have a maximum combination of 4 practices and games per week. Varsity athletes may have a maximum combination of 5 practices and games per week.** As a general rule, Covenant does not schedule athletic events (e.g., practices or games, etc.) on Wednesdays. Occasionally, however, situations may arise where a contest must be re-scheduled on a Wednesday. In addition, Covenant will consider allowing Wednesday athletics in situations where over-training is not a concern (e.g., a “B” team with only 2 events a week may be allowed to practice on Wednesdays) or when no other athletic competitions are available (e.g., x-country). Covenant athletic events will never be scheduled on a Sunday.

### **Cell Phones**

Students may use cell phones after practices or games for the purpose of coordinating rides and communicating with their parents, etc. Middle school students may not use cell phones during team travel or while on campus waiting for a practice or game. Cell phone use is not permitted for any purpose while in the locker room. Phones must be kept stored in a backpack or athletic bag while using the locker room.

### **Homework and Online Meetings**

Studying game film and other homework can be effective ways to help athletes improve understanding of their sport. Coaches are encouraged to use practice time to review game film as desired. However, teams are not permitted to schedule team meetings remotely (e.g., over zoom) or in person that exceed the designated number of athletic events per week. Meetings offered as “optional” also count toward the total number of allowed events.

With the exception of learning the play book, **coaches are not permitted to require homework of students.** Book studies or other activities offered during the summer or off season must be approved by the Athletic Director before being offered to students.

### **Team Snap and Social Media**

Covenant utilizes Team Snap to facilitate team communication with parents. In order to support families who are seeking to minimize or delay the influence of social media in their family life, Covenant has decided to not allow team social media pages or online groupings (other than Team Snap). The Team Snap accounts are intended primarily for coaches to communicate with parents about practice and game schedules, travel logistics, and game reports. With parent permission, players may join Team Snap, but players will not be expected or encouraged to join until Varsity. All online chats and communication must be open to parents.

### **School Breaks**

Covenant highly values family time and rest. A limited number of in-season workouts may be scheduled over school breaks, but all such activities must be optional. Any such optional workouts or practices, or tournaments, over a break must be approved by the Athletic Director ahead of time. Athletes must not be penalized for missing a practice or team event that occurs over a school break. In the event of a snow day in which a practice or game is canceled, coaches may organize an optional team meeting or workout over zoom or other ways, but attendance must not be mandatory.

### **Off Season and Pre-Season**

Covenant will structure athletic offerings in a way that allows for students to play several different sports throughout the year, each in its season. To support rest and balance for our students and families who play sports in consecutive seasons, Covenant will observe a **two week** break between the end of the regular season of one sport and the beginning of pre-season workouts for the next season. (This rule does not apply to post-season play).

While we recognize that some of our families will seek opportunities for their children to train or compete in a particular sport in off-seasons, Covenant as a school does not offer or promote participation in club or travel teams during the school year. In keeping with our classical values of leisure, balance, and proportion, Covenant encourages students to play different sports in different seasons and to cultivate habits consistent with restful learning (scholē).

### **School Attendance and Athletic Participation**

Upper School students must arrive at school by 10:45 a.m. in order to participate in a practice or game that day. Grammar School students must be present for at least half the school day. For practices or events held on Saturday, school attendance on Friday will determine eligibility. The Upper School Dean and Athletic Director may make exceptions to this policy on a case-by-case basis to accommodate unusual circumstances.

### **Dual Activity Involvement**

The following guidelines have been established to guide students and coaches in situations where a student participates in more than one school-sponsored after-school activity in a particular season.

### ***Guidelines for Participation in Both Drama and Track and Field***

Eligible students may participate in both drama and track and field. During drama auditions, students must inform the director of (a) their intention to participate in both activities and (b) which activity will be “primary” – drama or track and field. Students are responsible for communicating any planned absences from drama rehearsal/athletic practices with the drama director/head track and field coach, via email or in person, at the beginning of the season and whenever conflicts in schedule arise.

*Drama-Primary.* Drama-primary students may audition for any role in the play. They attend required drama rehearsals as scheduled and attend track and field practices and events as their drama rehearsal schedule permits. To the best of their ability, drama-primary students train on their own time and participate in track meets when able as determined by the head track and field coach. When warranted, drama-primary students may ask the director, via email or in person, for permission to miss a drama rehearsal to participate in a track and field practice or event.

*Track and Field-Primary.* Track and field-primary students may audition for a minor role in the play. They participate in track and field practices and events per the team schedule and attend drama rehearsals whenever required. Track and field-primary students coordinate absences from practices or events due to required drama rehearsals with the head track and field coach, via email or in person, at the beginning of the track and field season, and whenever a conflict in schedule arises.

*Tech Week.* No track and field meets are scheduled during Tech Week. Participation in the stage crew during Tech Week does not affect future participation in track and field competitions.

### **Club Sports**

Coaches meet with students and parents within the first two weeks of practices to communicate dates for conference, district, and state competitions. As team members, students commit themselves to conference, district, and state competitions unless coaches are notified otherwise via email within the first four weeks of practice. Non-participation in end-of-season events due to Club sports may limit a student's eligibility to compete in certain events such as team relays, etc. throughout the regular season.

## **4.7 ATHLETE AND PARENT CODE-OF-CONDUCT**

### **Biblical Basis**

We are ambassadors for Christ in every encounter we have with others, whether with fellow believers or non-believers. The athletic arena provides a tremendous opportunity for students to learn to glorify God through their actions. As we think through how to glorify God through athletics, we must be careful to take our cues from Scripture and not from what is deemed acceptable in our secular society.

Though we will always strive to win, Covenant athletes will be taught that both winning *and* losing provide us with ample opportunity to glorify God. Because Christ is ultimately the One whom we want to please, we are free to achieve our ultimate athletic goal of honoring Him in both victory and defeat. Through the trials of training and competition, we want our

athletes to grow in perseverance, humility, diligence, selflessness, respectfulness, courage, and other biblical virtues.<sup>3</sup>

### **Conduct of Athletes**

Athletics are in many ways a proving ground for character. The nature of competition can escalate temptations to cheat, make excuses, blame others, and avoid taking responsibility. On the other side, the heat of competition can give rise to boastfulness, ingratitude, and selfish ambition. As such there is always much need for coaches, parents, teachers, and fellow students to encourage and support Christ-like attitude and actions from our athletes.

As Christian students representing Christ and the school, Covenant athletes will be called to:

- Be thankful in all circumstances, remembering that God is sovereign and His will is greater than ours
- Refrain from grumbling and complaining, legitimate concerns must be voiced with respect and grace
- Look for ways to help teammates and coaches
- Participate fully within the rules and “spirit” of the game, not merely by what can be “gotten away with” or what is socially acceptable in the world at large

Toward teammates

- Encourage teammates, help those weaker to improve
- Be present for all team activities in so far as it is possible
- Learn to work together with others
- Sacrifice personal ambition for the sake of the team

Toward coaches and referees

- Be respectful and courteous
- Be obedient
- Overlook offenses and mistakes and extend forgiveness when necessary
- Show self-control over body and facial expressions that communicate disrespect or disapproval

Toward opponents

- Respect opponents by playing hard, honest, and according to the rules
- Treat them as you would wish to be treated, being gracious in victory and humble in defeat
- Before, during, and after competition, treat opponents courteously and with respect, recognizing the bond of Christian unity is far greater than athletic opposition. Be ready to forgive or ask for forgiveness when appropriate.

In general

- Never make excuses for losing, be gracious and give credit to opponents where due
- Never gloat in winning, be thankful and remember that your breath is by God’s grace

## **4.8 CONDUCT OF PARENTS AND FANS**

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<sup>3</sup> A sampling of relevant verses: Colossians 3:23-24; Colossians 4:5-6; Romans 8:29; Galatians 5:22; Ephesians 4:29-32; Philippians 2:3-4, 14-16; 1 Corinthians 10:28-32; Romans 12:1-2.

### **Guidelines for Spectators**

Parents and other spectators have an important role of helping to set a tone at our games that glorifies Christ. Athletic competitions provide an extraordinary opportunity to model speech and behavior to our children that brings honor to Christ in the midst of challenge, triumph, or disappointment. Since through the course of an athletic contest – not to mention, a season – we will all very likely fall short of the standard to which Christ calls us, it is also important to remember that God is honored and our children are blessed when we confess our sin and ask for forgiveness.

The following guidelines for conduct apply to student and adult spectators at all sports activities. Parents are responsible to supervise their children during Covenant athletic events. It is acceptable for a Covenant staff member to call attention to these guidelines when appropriate, and we ask for parent support in building a godly and edifying spectator culture at athletic events. Spectators should:

- demonstrate self-control and respect for others
- respect the integrity and authority of the officials and coaches
- cheer heartily, but avoid booing, taunting, and “coaching” players from the stands
- accept victory, defeat, and referee’s decisions with grace, dignity, and contentedness, realizing that everything we do should bring glory and honor to God
- dress appropriately and modestly for all school events. Students who are not dressed appropriately will be denied access

**Note: Only players on the team may sit on the bench or enter the locker room during games. Non-eligible players, siblings, or former students may not sit on the bench.**

### **Parent Communication**

In recognition of a coach’s authority and to preserve the integrity of the coach/player dynamic, parents should not attempt to communicate with a coach or player during practice or game unless requested by the coach. If a parent has a grievance or dispute with a coach, he or she must follow biblical principles of conflict resolution in seeking to address it. These include:

- Examine yourself and seek to remove any “beams” in your own eyes. (Matthew 7:5).
- The parent must first present their concern to the coach directly.<sup>4</sup> It is often wise to allow a day to pass before discussing a contentious issue so that there is time to pray and calmly think through the matter.
- If the problem is not resolved after meeting with the coach, a parent may bring the concern to the Athletic Director. If the problem is still not resolved, it should be brought to the Dean or Head of School.

## **4.9 AWARDS**

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<sup>4</sup> An exception to this would be if the matter involves serious moral misconduct or a safety matter putting the health of students at risk. In such a case, a parent should speak immediately to the Athletic Director, Upper School Dean, or Head of School.

Students can work throughout the year to earn various awards that are presented at the end of the school year or during an awards event.

### **Letter Awards**

High school students may earn Letter awards in Varsity sports. A Letter award recipient receives a certificate, a chenille letter (first year), and the appropriate activity pin based on participation requirements at the sports awards assembly.

### **Athletic Awards**

Athletic Awards are given for Most Improved Player and Most Valuable Player. The Coach's Award is given based on ability, leadership, and character. Occasionally, an additional award may be given at the discretion of the Athletic Director.

## **4.10 TRANSPORTATION, PRACTICES, AND PUNCTUALITY**

The school recognizes the burden that transportation is for parents and coaches and is actively exploring how to acquire vehicles, but for now, parents are still responsible for the transportation of their students for all after-school activities.

In order to foster relationships with teammates and in support of families who are seeking to reduce the influence of smart phones in their children's lives, middle school athletes are not permitted to use smart phones during team travel (with the exception of communicating with parents regarding pickup, etc.)

To demonstrate their respect and commitment to coaches and teammates, athletes are expected to be punctual to practices and games. Coaches are likewise expected to start and end practices on time out of respect for family schedules. Athletes should arrive to practices with sufficient time to be fully dressed and ready to participate in their sport at the scheduled start time. Warm-ups and other activities may not be mandated as a pre-practice requirement. Coaches must end practices so that students can be dismissed to cars within 5 minutes of the scheduled end time.

If a practice or contest occurs directly after school, students should change their clothes in the locker room and report to the location designated by their coach. (Grammar School athletes must first be dismissed by an announcement from the office).

Covenant does not provide supervision for athletes waiting for a practice or game that begins after 3:30 p.m. Except in situations where a monitored study hall is provided, athletes may not wait on campus for a practice that begins after 3:30 p.m. unless their parent has returned a written permission slip to the Athletic Director for the current season. Athletes who have a parent permission slip will need to wait in the Dunlap Lobby and will not be actively supervised after 3:30 p.m. Please NOTE: Students are NOT permitted to wait on campus straight through for any practice beginning after 5:00 p.m.

**Siblings and Friends:** Only athletes waiting for their own practice may remain on campus after 3:30 p.m. Siblings and friends of athletes must follow ordinary school dismissal procedures. Grammar School students remaining on campus after 3:30 p.m. will be sent to After-Care (There is a \$5 per family per day cost for After-Care).

**Game Days:** On days where there are afternoon home games, athletes waiting on campus for their own game may either watch the game(s) leading up to their own or study in the Dunlap Lobby (or attend a study hall if one is provided). Students are not allowed to wander the building or campus.

Grammar School students (including siblings of athletes) will not be dismissed unsupervised to afternoon games. All Grammar School students not picked up by 3:30 p.m. will be sent to After-Care (and charged the After-Care fee). Parents may designate an Upper School sibling or an adult to pick up a Grammar School student in order to attend a game. Grammar School students are not permitted to “run around” unsupervised in the Dunlap Lobby. Parents are responsible for supervising their Grammar School children who are on campus. The school is not able to provide supervision for students at after school events but reserves the right to send children to their parents if a situation is deemed unsafe or unruly.

#### **4.11 UNIFORMS AND EQUIPMENT**

##### **Practice Apparel**

All practice apparel must meet the standards set for modesty at Covenant. All shorts should have a minimum of 3” inseam and shirts should cover the midriff (e.g., sports bras that are worn alone, tied up shirts, spandex shorts or pants worn alone, etc. are not appropriate). Although often disregarded and even mocked in the broader culture, Covenant wants to preserve and promote a modest spirit in all of our activities in keeping with biblical teaching. (1 Peter 3:3-4).

##### **Game, Meet, or Match Apparel**

All uniforms worn during interscholastic contests will be provided by Covenant and are not to be worn for practices. The purposes of the uniforms are: team unity, functionality appropriate for that given sport, safety related to the specific sport, adherence to NFHS (National Federation of High Schools), PIAA, and league regulations, and promotion and representation of Covenant. We want to glorify God in all we do, including how we look.

Covenant does not currently provide uniform socks for soccer or basketball. All soccer players need to purchase a pair of solid white and a pair of solid navy blue game socks. Basketball players will defer to the coach to determine the desired socks.

Uniforms will be distributed prior to the first interscholastic contest and must be turned in to the Athletic Director within a week of the end of the season for that sport. All uniforms must be returned freshly laundered and in a large Ziploc bag with the athlete’s name clearly on the outside of the bag. A student-athlete will not be given a uniform for another sport until the uniform from the previous sport is returned in appropriate condition. Grades may be held if uniforms are not returned by the end of a trimester. Uniforms that must be replaced by Covenant due to mistreatment or mishandling by the student-athlete will be the financial responsibility of that family.

##### **Additional Team Clothing, Spirit Wear, and Gear**

Additional items such as warmups or shooting shirts may be purchased by parents if desired by the team. These items are not a requirement and teams should take care that any such items are accessible and affordable to all team members. Any such items must only feature Covenant’s official logo and the design must be approved by Covenant’s Head of School.

In order to preserve and protect Covenant's brand integrity, no clothing or gear may be made with Covenant's name or logo without the prior approval of the Head of School.

## COMMUNICATION

### 5.1 GENERAL CONTACT INFORMATION

The school telephone number is 717-540-9885. The school FAX number is 717-540-7176. The school mailing address is 1982 Locust Lane, Harrisburg, PA 17109. The school website is [www.DiscoverCovenant.com](http://www.DiscoverCovenant.com) and email address is [office@DiscoverCovenant.com](mailto:office@DiscoverCovenant.com)

If you need to contact us with information or a question, please email the school office or send in a note with your child. We will answer in writing or call you as soon as possible. Except in the case of an emergency, students will not be given phone messages during class, nor will they be called out of class to receive calls.

Parents and teachers are encouraged to communicate frequently with one another. Teachers will regularly check their school email accounts and sending an email is an effective means of reaching a teacher to clarify a matter or ask a simple question. For more complex matters, or when a misunderstanding has arisen, a phone call or face to face meeting is much preferred.

Especially at the Grammar School level, teachers will reinforce electronic communications with paper copies of notes for parents to sign (allowing the child to be tangibly involved in the communication process). Parents wishing to contact teachers by telephone should do so between 7:30am and 4:30pm and avoid contacting teachers during evenings and weekends. Meetings may be set up by appointment with a teacher or administrator. If a teacher is occupied in a class, a voicemail message can be left.

To build trust, strong student-teacher relationships, and healthy independence, parents should encourage their Upper School student to handle as many communication needs as possible by talking directly with their teachers or an administrator. Teachers and parents should also maintain their own line of communication (independently from the student) so that larger issues can be handled by adults in an open and cooperative manner. Parents should also keep healthy lines of communication open with parents of classmates. Covenant administrators are able to facilitate a meeting between parents but will generally assume that they are taking place in a regular and productive manner. When concerns between parents, teachers or students are not resolved by direct communication between the individuals involved, please include an administrator. Any concerns unresolved by the Deans should be referred to the Head of School. (Please refer to *Grievance Policy 9.8* in the *Board Policy Manual* for further details regarding expectations).

### 5.2 FACTS FAMILY PORTAL (RENWEB), EMERGENCY NOTIFICATION SYSTEM, AND PILLAR PRESS

**FACTS Family Portal:** software program used for communication with parents and Upper School students, providing assignments, grades, homework and more. Please note that FACTS Family Portal was formerly known as RenWeb (from the teacher's side) and ParentsWeb (from the parent's side), and these names are still commonly used among families and teachers who have been with the school for a number of years.

**Emergency Notification System:** used to notify school families of weather delays and cancellations, as well as important upcoming events, and other announcements.

**PILLAR PRESS:** weekly email publication which contains timely and important school news and updates. We highly recommend that parents read the Pillar Press each week to stay up to date on important announcements.

### **5.3 BACK-TO-SCHOOL NIGHT AND ANNUAL MEETING**

In the fall, the school hosts a Back-to-School night which gives parents an opportunity to meet faculty, learn about their child's curriculum, and fellowship with other school parents. Back-to-School Night is not a time to discuss individual student concerns with teachers. Parents should schedule an individual conference with the teacher if they have questions or concerns about their individual children. Please note this evening is for parents only, not children.

In the winter, the school hosts our Annual Meeting. This is a time to hear from the administration and board members about the state of the school and to learn about new things that might be on the horizon for the next year. We encourage at least one parent from each family to attend Annual Meeting so that families stay connected with important developments in the school's life.

### **5.4 RELEASE OF INFORMATION**

With respect to student activities and the release of student information (eg. medical records, report cards, etc.) the school accepts consent only from the parent with legal custody of the student, unless authorization to grant consent is given to another parent or guardian by court order or comparable legal document.

### **5.5 EMERGENCY CLOSING**

1. Delays and closings will be communicated via text and/or call through the emergency notification system using the phone numbers provided in the enrollment packet. If changes are necessary, please contact the main office.
2. Delays and closings will also be announced at the following places (when possible):
  - Television – WHP TV 21, WGAL 8, Fox 43, ABC 27
  - Internet – DiscoverCovenant.com website and Covenant Facebook page
3. During inclement weather, please verify your local school district's busing schedule as it may not align with Covenant's operational decision.
4. Covenant will dismiss usual bus riding students when their buses come for them, unless a parent notifies Covenant prior to the time that the public bus comes to Covenant.
5. Covenant will send out an emergency notification message using the "emergency contact list" notifying parents of an early dismissal for emergency or weather related purposes. If the weather is inclement, parents should monitor radio and television news sources or their local school district website to learn if their local school district is dismissing early. **DO NOT CALL COVENANT TO ASK IF YOUR PUBLIC DISTRICT IS DISMISSING.** We often do not know this information any sooner than the news outlets do.

6. Please do not ask a Covenant office staff person to research particular classroom activities for you before you make a dismissal decision. They do not know a specific teacher's plans and cannot afford time away from the office to make trips to classrooms.
7. Covenant will remain in session until the normal end of the school day, unless the weather is extreme, in which case parents who normally pick up their children by car at 3:00 will be notified to come earlier. For bus-riding students, see above.

**Covenant-Specific Closings:** If Covenant has reason to close when public districts are not closing, parents will be notified through the emergency notification system and asked to pick up their children.

# CODE OF CONDUCT AND STANDARDS

## 6.1 STUDENT CONDUCT AND EXPECTATIONS

As God's image bearers, students at Covenant are taught to pursue their vocation as scholars with their whole body, heart, mind, and strength, enthusiastically urging themselves and their peers to grow more like Christ. As a Covenant community, we recognize that we are called to Christ-exalting conduct throughout our lives and not simply during the school day. In accord with the gospel, we also recognize that every one of us regularly falls short of these standards in our thoughts and deeds and that we need practice asking for and extending forgiveness to one another. While we are eager to walk in grace with one another, we know that it is important to the health of our community to speak truthfully about sin and to confront it biblically when necessary. Behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or conduct that gives evidence of flagrant disregard for the spirit of the school standards and biblical godliness, is sufficient cause for disciplinary action, including suspension or expulsion.

### 1. Obey promptly and cheerfully. (Heb. 13:17; I Thess. 5:18; Phil. 2:14-15).

Students will be taught to obey immediately without reminder. Students should have a respectful attitude and make attentive eye contact with the person giving direction. Our desire in Christ is that students will learn to obey with a thankful attitude and we will therefore address grumbling, grimacing expressions, sighing, eye rolling, and non-verbal complaining that is observed.

### 2. Exercise joy and diligence in work and play. (Eph. 6:6,7; Col. 3:23-24).

Students will be taught to become hard workers. Their work should give evidence of neatness, precision, and diligent, strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed. Students should also be diligent in their play when it is the appropriate activity. Apathy, at work or play, is a vice we want to help our students to overcome.

### 3. Speak truthfully and for the good of others. (Eph. 4:25-32, Ps. 19:14).

Students are expected to speak honestly without rationalization and excuse. Gossip, slander, and "tattle tales" will be addressed. Students will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matt. 18:15-17 in a way appropriate to their age.

### 4. Display consideration, kindness, and compassion. (Eph. 4:31-32).

Students are expected to treat others with kindness in action and in speech. Harsh words and harmful behavior will be addressed and will result in appropriate discipline.

### 5. Display self-control in attitude and action (Prov. 25:28, I Cor. 14:40).

Students will be taught to control their tongues and actions. They will be encouraged to speak at appropriate times and to control their bodies. Students will take an active part in

maintaining their personal belongings and the school's appearance as well as demonstrating orderly behavior when in groups.

## **6.2 SCHOOL DISCIPLINE EXPECTATIONS AND PROCEDURES**

The purpose of Covenant's Discipline Procedures is to shepherd all students in grades Pre-Kindergarten thru 12<sup>th</sup> grade toward a genuine and growing relationship with the Lord. Our teachers will seek to consistently hold students accountable to godly conduct that flows from the hope of the gospel in the power of the Spirit. We maintain Scripture as the center of our school and as the standard by which we educate and train our students. These expectations and procedures apply to our students during school hours as well as at all school sponsored events before and/or after normal school hours.

### **Expectations**

Covenant Christian Academy expects every student to demonstrate the biblical characteristics described in the Student Conduct and Expectations section of this handbook. Covenant expects our students to refrain from behaviors which include: disrespect shown to any staff member, dishonesty in any situation while at school (including lying, cheating, and stealing), rebellion, fighting (i.e. striking in anger with the intention to harm another), obscene, vulgar, or profane language, images or gestures, as well as taking the name of the Lord in vain, gross violence, vandalism of school property, violations of civil law such as bringing and/or possessing a weapon on school grounds or to a school sponsored event, involvement with alcohol or illegal drugs or any flagrant act in clear contradiction to scriptural commands. We value and preserve the warm and orderly environment that characterizes our school and that makes it possible for each student, teacher and coach to pursue our mission.

### **Procedures**

Students who do not demonstrate these biblical characteristics will require discipline and restoration. Covenant handles each on a "case by case" basis, maintaining equitable standards while walking the student through a process of full restoration. The following consequences are used in the course of the discipline and restoration process: warnings, student conferences, parent meetings, opportunities for seeking and granting forgiveness, restitution, silent lunch or recess detention, after school detentions, suspensions, corporal punishment,<sup>5</sup> and expulsion. Additional disciplinary measures may be added as deemed necessary by Covenant's Administration.

In order for corrective discipline to be effective or helpful, it must be, in some sense, unpleasant. At Covenant, the unpleasant aspects of discipline are often experienced as loss of a privilege or separation from peers (e.g., silent lunch, loss of recess, or after school detention). "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." (Hebrews 12:11) If the discipline given is not unpleasant, it does not effectively penetrate to the heart and conscience of a child and lead him to godly sorrow and repentance (2 Cor. 7:9). Painful discipline teaches him that he reaps what he sows (Gal. 6:7) and that the

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<sup>5</sup> Corporal punishment, in our context, does not refer to spankings, but refers to discipline that may involve physical actions such as doing pushups, cleaning the bleachers, or running laps.

consequences of sin are death and sorrow. Also such discipline leads him to desire and embrace the cross of Christ and the ideal of living a holy life (righteousness). In the end it brings him peace as he is reconciled to God through Christ. And this is what we want for him when he returns to the classroom: peace and righteousness.

Responsibility for discipline of Covenant students starts with the school appointed supervisor (teacher, coach, parent volunteer, etc.). The kind and amount of discipline will be determined by the teachers, and if necessary, the Dean or Head of School. The discipline will be administered in light of the individual student's behavior and attitude. Parents are informed at each stage (see Communications Guidelines in this handbook) and their supportive involvement is integral to the process. Although we strive to communicate regularly, these electronic communications will not remain in the student's permanent record. Only incidents deemed worthy of a formal office visit will be filed and done so with the parents' knowledge.

In Grammar School cases where a formal office visit is required, the following accounting guidelines will be typically observed, in addition to the procedures above:

- The first time a student is sent to the Dean or Head of School for discipline, the student's parents will be contacted and given the details of the visit to equip parents in their follow-up at home. Additionally, parents may be expected to come to the school immediately to administer discipline.
- The second time a student is sent to the Dean or Head of School for discipline, a meeting with the parents may be requested and the student may receive further discipline. Additionally, parents may be expected to come to the school immediately to administer discipline.
- The third time a student is sent to the Dean or Head of School for discipline, parents will be expected to come to the school immediately to administer discipline, an immediate suspension will be imposed, and a meeting with the parents will be required before the student is restored to the classroom.
- Should the student require additional office visits, discipline with more serious consequences will be enforced, such as expulsion from school.

### **6.3 THE GOAL OF DISCIPLINE**

Discipline is instituted by God in order to train us to be righteous and godly. While the Spirit does work directly on the hearts of believers to sanctify them, he is pleased regularly and ordinarily to use discipline to reveal our sin, show us his holiness, and lead us to repentance and faith in the Lord Jesus Christ.

One of the most pertinent passages of Scripture on the subject is Hebrews 12:7-11:

<sup>7</sup> Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? <sup>8</sup> If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons. <sup>9</sup> Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father

of our spirits and live! <sup>10</sup> Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. <sup>11</sup> No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

The word translated as "discipline" in this passage is the Greek word *paideia*, which is also translated as "training" in Ephesians where Paul exhorts fathers to bring up their children "in the training and instruction of the Lord" (Eph. 6:4). It is from this word *paideia* that we get our word *pedagogy*--the art of raising, instructing and training children. The original root word is actually *paidos*, which means child. In the New Testament, discipline and the child are integrally related conceptually and verbally. Imagine calling discipline "childing" and you will get the picture.

While all believers are disciplined by God (and under authority), parents are responsible for disciplining their children as they seek to raise their children in "the training and nurture of the Lord" (Eph. 6:4). Children in a school setting receive discipline from teachers, staff and other adults who have authority to do so only by permission and charge of parents. The human means of discipline (through which God disciplines) are therefore parents, and those to whom parents responsibly assign this duty.

Discipline should therefore be conducted with a self-conscious understanding that God does his disciplining work through parents or their designees, as we are faithful and responsible to do as the Scripture commands us. Discipline is therefore a holy work and requires a consecrated heart.

Since discipline of children is the responsibility of parents, sinful behavior and attitudes in students really is chiefly and originally the problem for parents to address, and only collaboratively a problem for teachers and staff. Therefore, while teachers and staff will always seek to responsively discipline in the school setting, they will also refer problems back to the parents who will in turn discipline in the home. For helpful book-length treatments on biblical discipline as it applies to children, see *Shepherding a Child's Heart*, by Tedd Tripp and *Age of Opportunity* by Paul Tripp.

What kind of discipline does a child need to be so trained, to turn from folly to wisdom? At least the following:

- Clear teaching on the nature and being of God; his holiness, wrath, justice, love, mercy, grace, etc.
- Clear teaching on "the path of right;" what a holy life entails and why it is best: the joy of obedience
- Clear teaching on the importance of internal, attitudinal holiness as well as external holiness: a conscience clear and cleansed (Hebrews 10:22)
- Clear teaching on the principle of sowing and reaping (Gal. 6:7)
- Clear and consistent correction, rebuke and exhortation when the child veers from the path in sin
- Clear teaching on what it means to repent (Westminster Confession of Faith, Ch. XV)
- Clear teaching on what it means to believe the Gospel of Christ
- A godly parent (or teacher) who models wisdom, righteousness, holiness, repentance and faith; a person who in effect shows the child what he should become

## 6.4 COVENANT BEST UNIFORM

“Covenant Best Days” are days on which all students will be required to wear the Covenant Best uniform. Upper School students will be required to wear Covenant Best every Thursday of the school year. Grammar School students will wear Covenant Best the last school day Thursday of each month. All students are required to wear Covenant Best on the first day of the school year and Upper School students are required to wear it on the last day of school. See our online calendar for additional dates when Covenant Best is required and our Uniform Guidelines for specifics on the Covenant Best uniform.

## 6.5 STUDENT APPEARANCE GUIDELINES

Covenant’s appearance guidelines are intended to serve our students by encouraging an orderly and dignified atmosphere for learning. These guidelines are not exhaustive and may be adjusted by Covenant’s administration if need arises.

1. Student appearance is characterized by modesty, cleanliness, neatness, and propriety. Students adhere to appearance guidelines and uniform requirements while in school between 7:30am and 3:30pm. **Students must enter the building in uniform.** (This includes ties being tied, shirts tucked in, shoes tied, ear buds removed, etc.)
2. Hair is clean and neatly combed out of the eyes. Hair colors should be natural; unnatural hair colors (e.g., blue, pink, etc.) are not permitted. Hair adornments such as headbands or hair bands are solid, neutral colors, or school plaid. Feathers, wraps, tinsels, and multi-color ribbons are not to be worn in the hair.
3. Young men are expected to be cleanly shaven or to maintain neat and defined **facial hair**, not an unshaven appearance. Hair length is kept at or above the eyebrows and the top of the collar of the shirt. Hair accessories or ties are not permitted for boys. Hairstyles that are likely to attract excessive attention or to be distracting to other students are not permitted (e.g., mohawk, long spikes, designs, etc.).
4. Jewelry is minimal and does not involve body piercings with the exception of girls’ ears. Girls may wear small, tasteful earrings; low-dangling or distracting earrings are not permitted.
5. Upper School girls may wear **makeup** of natural colors that does not call undue attention. Grammar School girls may wear pale pink or clear fingernail polish and pale lip gloss only. Boys may not wear makeup or nail polish.
6. Faculty and staff members interpret and enforce uniform and appearance guidelines and may grant exceptions where warranted. Students who fail to adhere to these guidelines are given a warning and parents are emailed an “Out of Uniform” notification. After the first infraction, students may receive disciplinary action including silent lunch or not attending class until the problem has been corrected. A student who does not wear the correct uniform or is in violation of the appearance guidelines for a field trip or school event **may not be permitted to participate.**

## **GENERAL SCHOOL LIFE**

### **7.1 LOCKERS**

Students in grades 7-12 are issued lockers for the storage of their personal belongings. All lockers are the property of the school. Students are permitted to go to their lockers between classes to obtain what they need for their next class.

All books must be inside the lockers, all coats hung on hooks in the hall or placed inside lockers, and all bookbags must be in the lockers, hung on the hooks or placed in the locker cubbies. Nothing can be placed on the floor.

Students may hang decorations inside the lockers, but all decorations must be consistent with the Student Conduct and Expectations listed in this Handbook. No decorations or writing are permitted on the exterior of the locker unless approved by the Dean.

The administration may authorize the opening of a student's locker at any time. Students do not have the right to be present at such inspections. Any suspected locker abuse will be cause for an unannounced locker check.

### **7.2 LOST AND FOUND**

The following procedures will be followed with items ending up in the Lost and Found:

1. Clothing and unmarked personal items left on the playground, in hallways, outside of the lockers and other areas in the school will be placed in the Lost and Found.
2. All unclaimed, unmarked clothing will occasionally be displayed for reclaiming. If not claimed after a period of time, items will be made available for resale or discarded.

Parents can help alleviate the build-up of articles in the lost and found by marking your child's name on all uniform items, coats, sweaters, jackets, lunchboxes and other personal items. It is the responsibility of the parents to instruct their children to take care of all clothing and personal items. Covenant assumes no responsibility for these items.

### **7.3 PLAYGROUND RULES**

Recesses are a vitally important part of a Grammar School student's school day and we believe that frequently playing outside is a wonderful aspect of a classical education. Our habit is to have the children play outside unless conditions are unsafe or excessively unpleasant, so please send children prepared with the appropriate footwear and outerwear. Children without appropriate outerwear may be kept indoors during recess.

The following rules govern the playground during the school day:

#### **Balls**

There is to be no kicking of balls at any time unless a faculty supervised game that requires kicking is being played. Recess monitors will determine when and how balls may be used at

recess. Balls are not to be bounced on the walls or windows of the school building. Students may not bring balls or other toys from home for recess.

### **Bicycles**

Bicycles are to be parked and locked upon arrival at school and are not to be used until school has closed at the end of the day. Bicycles are not to be ridden in the playground area.

### **Covered Entrance**

The covered entrances at the front of the school building are not part of the playground. They are intended to be for entering and exiting the school building. There is to be no ball playing or running in those areas.

### **Games**

Organized games, such as foursquare, kickball, football, basketball, baseball, and soccer, are to be played by the school rules. No “special rules” are allowed.

### **Leaving the School Grounds**

No student is to leave the school premises at any time, for any reason, unless he or she has permission to do so. This rule is in effect from the time of arrival until departure by the usual means used for transportation to and from school. If a student needs to leave the playground to go to the bathroom, he or she must first check with a faculty member and obtain permission to do so. Failing to obtain permission will result in discipline.

### **Wooded Areas**

Students are not allowed to play or run through the woods which surround the school. Students are not to go into any of the wooded areas without adult supervision.

### **Skateboards, Roller Blades**

Skateboards, roller blades, roller skates and roller shoes are not allowed on the playground or elsewhere on campus during school hours.

### **Swings**

There is to be no standing on the swings. Only one person may swing on a swing at a time. Swings may not be swung from side to side or twisted. No jumping from a swing in motion.

## **7.4 CELL PHONES**

In order to help cultivate a vibrant academic and relationally-minded school community, the use of cell phones and other electronic devices is limited on Covenant’s campus.

- Students are not permitted to use cell phones, tablets, smartwatches, or other similar devices at any time during the school day unless given specific permission from a teacher. As technology continues to change quickly, please reach out to your Dean for clarity about any specific item.
- **Students may not have a cell phone on their person at any time during the school day, from 7:30 a.m. until 3:00 p.m.** If parents want their student to bring a cell phone to school for after-school communication, the phone must be completely powered off and stored in the student’s backpack or athletic bag for the duration of the school day.

For those concerned about the security of a phone, students also have the option of storing their phone at the front desk upon morning arrival. Phones may not be stored loose in lockers or coats, or carried on a student's person.

- **Parents who need to contact their child during the school day should contact the school office requesting a return call at a convenient time.** Students may also ask supervising adults to use the office phone to contact their parents during the school day.
- All phone violations will be documented in FACTS Family Portal (i.e., "RenWeb"). A first occurrence will result in the phone being held at the Dean's office until dismissal. The student's parent will be contacted and asked to pick up the phone on a second occurrence. A third or subsequent occurrence will result in a meeting with the Dean to discuss a strategy for improvement. Additional consequences may be administered.

Note that a violation is considered the discovery of a phone in any capacity other than turned off and stored in a backpack or athletic bag. Phones may not be stored loose in lockers, coats, or on a student's person.

## 7.5 CHILD PROTECTION, VISITORS, AND VOLUNTEERS

Covenant seeks to foster biblical fellowship between parents, students, teachers, and administration. As such, we recognize and welcome the important contribution and responsibility of parents to be involved in the lives of their children, and thus in our school life. The school also recognizes and embraces its responsibility to not only comply with state laws regarding child protection, but also to be vigilant and attentive to the safety of the students entrusted to us. In order to meet these obligations, we have instituted the following policies and procedures.

### Background Clearances and Training

All **employees** must complete the three background checks required by Pennsylvania law (good for five years), undergo an ACTS 168 employment review (at the time of hiring), must have completed 3 hours of Mandated Reporter training within five years, and must complete yearly review of Covenant's child protective policies. This includes all *full and part-time faculty, support staff, administration, substitute teachers, and paid coaches*.

Covenant also requires this level of all applicable clearances and training for all unpaid volunteers in official and regular roles such as coaches and assistant coaches, club leaders, aides, recess monitors, lunchroom monitors, adult tutors, host families for international students, and *anyone who accepts responsibility for a student*. These unpaid volunteers must complete the following clearances:

- [Department of Human Services Child Abuse History Clearance](#) (free for unpaid volunteers)
- [Pennsylvania State Police Access to Criminal History \(PATCH\)](#) (free for unpaid volunteers)

- A disclosure statement if you have lived in PA for the entirety of the last 10 years, otherwise you must complete the [Federal Criminal History Record Information \(CHRI\)](#) (\$22.60)

Each of these checks is good for FIVE YEARS.

Volunteers in these roles must also complete 3 hours of **Mandated Reporter Training** every FIVE years and must review Covenant's child protective policies on an annual basis. The school recommends the free, online course from the University of Pittsburgh, available here: [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu), and may also accept certain approved trainings completed elsewhere (e.g., *Darkness to Light* training).

### **Parent Participation and Visits**

Parent participation in more informal and infrequent roles such as field trip chaperones, library helpers, assisting with class events (e.g., Medieval Feast, Greek Feast, etc.) and classroom readers must complete the same background checks as other more regular volunteers, but are not required to take the mandated reporter training.

Background clearances are not required for occasional visits or attendance at school wide events. Examples of these would be back-to-school night, athletic events, senior thesis, parent-teacher visits.

If you have any questions about whether or how to complete background checks or mandated reporter training, please contact the Office Manager.

We welcome parents to visit us at Covenant. Please make prior arrangements with teachers and the Dean when planning to visit a classroom. In the event that a parent's visits are becoming in some way distracting to the classroom, a teacher or a Dean will follow up to address the issue. Please always remember to SIGN IN and SIGN OUT at the main office whenever you are visiting campus. The sign-out book is used to account for every person on campus in the event of an emergency.

### **Other Policies and Procedures**

In order to protect students and to help minimize situations where inappropriate conduct could be given an opportunity to occur, all school employees and volunteers are required to follow the following policies and guidelines at all school activities and events:

- A school employee or volunteer will never be alone with an individual student (unless family related) unless in a public location visible to others or in an office with a window providing view of the student. If a teacher needs to talk to an individual student privately, the conversation must be held in a place and time easily viewable to passers by.
- A school employee or volunteer will not drive alone with a student (unless a family member) to or from any school event unless given written permission (text or email is acceptable) by a child's parent. Employees must notify the Dean or Head of School prior to such arrangements occurring.

- Private music lessons, tutoring, or any other one on one activity must either be done with the parent in attendance or in a location and time allowing for frequent visibility of other adult(s) in the same part of the building.
- Employees or volunteers (including athletic teams and clubs) are not allowed to work alone with a student at school on weekends or evenings. If a student wishes to arrange to work on an art project or other activity at school on a weekend or evening, there must be a minimum of three people in attendance at all times.
- Employees and volunteers may not use the weight room with an individual student (unless a family member).
- Field trip chaperones in the Grammar School must always be paired up with at least one other parent for car rides with students and are not allowed solitary supervision of a child at any time.
- The doors to the upstairs Grammar School bathrooms are to be propped open during the entire school day and the Dunlap Center bathrooms are to be propped open when Kindergarteners use these bathrooms at lunchtime.

Please Note: PA law requires that all Mandated Reporters (which includes all employees at Covenant and any volunteer who accepts responsibility for a child) to personally report any case of suspected child abuse directly to ChildLine. This can be done by calling ChildLine at **1 (800) 932-0313** or online through the Child Welfare Portal: [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home). Please notify Covenant's Head of School if you have made a report about an incident involving a Covenant student or family member, or if you would like support in making a report. Please remember that it is not sufficient to *only* inform a supervisor or administrator, PA law requires mandated reporters to report suspected abuse to ChildLine directly.

## 7.6 AFTER-SCHOOL CARE

To serve our families, Covenant provides a limited after-school childcare program from 3:30 p.m. to 4:30 p.m. each day for Grammar School children. There is a fee of \$5 per family per day for this service. After-school care is normally limited to students in Kindergarten through sixth grades.

Unless under the direct supervision of a parent, any Grammar School student on school grounds after 3:30 p.m. must go to After-School Care. (Exception: 5<sup>th</sup> and 6<sup>th</sup> grade students involved in a sport may be sent to an Athletic Study Hall). *There is no After-School Care on days when school dismisses prior to 3:00 p.m.* Unless your child is a regular attendee, please inform the school office on days your child will be using this service.

Covenant's After-Care program will normally be staffed by a school employee. On occasion, an Upper School student may fill in for the normal After-Care attendant. Unless other arrangements have been made due to an extenuating circumstance, After-Care students must

be picked up by a parent or older sibling. A member of Covenant's Administrative team will be present at school each day until the end of After-Care.

### **Hours and Rates**

After-Care runs from 3:30-4:30pm at the flat rate of \$5.00/day. There are no partial rates.

**Students picked up after 4:30 p.m. will incur a \$10.00 late fee charge per occurrence.**

If a situation arises that impacts your ability to arrive on time to pick up your child, please call our After-Care supervisor so that arrangements can be made to stay later. The After-Care worker can be contacted after 4:00pm by calling **(717) 540-9885 x 201**. (Before 4:00 pm, please call the main office).

After-care users will receive a bill at the end of each Trimester. Students will not be permitted to continue in After-Care if there is an unpaid balance for more than two weeks.

## **7.7 LUNCH**

Eating together is one of God's great gifts to mankind and is a blessing we seek to enjoy with gratitude at Covenant. We structure our meal times in a way that allows for enjoyable and relaxed conversation with classmates, while also mindful of the logistics of a larger number of students eating at one time. We also take this time to reflect on our vocation as students under the goodness of God's provision. Grammar School meals conclude with a few minutes of peaceful transition in which conversation ceases and a piece of classical music is played. Quiet reflection, praying together, and singing the doxology are pleasant reminders of the peaceful and joyful days we are given to be learners at Covenant.

Meals are presently divided up in four settings:

- 11:05 a.m. – 1<sup>st</sup> through 3<sup>rd</sup> grades
- 11:35 a.m. – 4<sup>th</sup> through 6<sup>th</sup> grades
- 12:00 p.m. – Kindergarten and Pre-K
- 12:05 p.m. – 7<sup>th</sup> through 12<sup>th</sup> grades

The following guidelines help to structure our mealtimes:

- Students must bring their own lunches except on days when they have ordered a prepared lunch.
- To help us foster a peaceful environment, lunch boxes should not display cartoon characters and other "pop culture" images.
- Grammar School students, including children of Covenant employees, do not have access to refrigerators or microwaves.
- Upper School students may use the microwaves located in the lunchroom.
- If a student forgets a lunch, Covenant will provide a lunch to the student and the family will be charged the appropriate amount for the lunch.
- Students will clean up the lunchroom by assignment.

## **7.8 SCHOOL ACTIVITIES**

The school provides a variety of activities and programs to promote student and family involvement in school life. Co-curricular activities, both during school and after school, are an important part of the educational process.

Eligibility requirements apply to all non-credit student activities, such as athletic teams, choir, trips, and all school-related clubs. Students are expected to maintain a high standard of Christian conduct and may be declared ineligible if they fail to do so.

Students must be at school by 10:30 am and may not leave before 1:00 pm to participate in after-school activities (unless approved exception by the Dean or Head of School).

**Pastor Appreciation Day** is held in October to give students an opportunity to show their appreciation to their pastors. Pastors are invited to tour the school and visit the classrooms of students who attend their churches.

**Grandparent's Day** is held in the spring. Grandparents are invited to come to visit their grandchildren during a school day. A special program is presented and refreshments are served.

**Concerts & Plays** are wonderful events widely attended for students and families. The Lessons and Carols Service in December, Chamber Orchestra Concert, Theater production, and Spring Concert are hallmarks of the Covenant year.

**Field Trips** are provided as first-hand experiences and observations to supplement the regular classroom experience. Teachers and parents act as chaperones on all trips. Parents should not bring siblings on field trips.

## 7.9 GRAMMAR SCHOOL CELEBRATIONS

To acknowledge special dates on the calendar or to enhance the curriculum, various events will be scheduled throughout the year. Because each of these events is an extension of the classroom, we request that parent helpers find childcare outside of Covenant for their younger children.

**Student Birthday Recognition for Grades 1 - 6:** Each student may bring in a classroom treat on the day of, or nearest to, his birthday. Students with summer birthdays may celebrate their "half birthday" during the school year. It is not mandatory that students bring in a treat.

Guidelines for treats are as follows:

- One treat per child in classroom
- Individual portions not requiring a utensil or plate
- Treat to be carried in by student in the morning
- The Birthday child will distribute the treat during lunch

**Student Birthday Recognition for Pre-K and Kindergarten:** Please see the classroom handbook for details.

**Other Events:** Events that have specific ties with a particular grade's curriculum may be celebrated in ways that enhance classroom learning. Parents will be contacted to supply food or help for these events as needed. Please do not send unplanned treats without the classroom teacher's request.

**Special Note on Valentine's Day:** No parties will be planned for this day, though the day will be acknowledged and given a Christian "friendship" interpretation ("love" as defined in 1 Cor. 13). Valentine's Day cards that reflect Christian love may be exchanged.

## **INTERNATIONAL STUDENTS**

### **8.1 English Language Requirement**

English language requirements aid students in their quest for fluency in English. Students who become most fluent, in turn, reach the academic levels required by American universities. International students are expected to speak English during school to develop their language skills.

### **8.2 Admissions & Re-enrollment Requirements**

International students are required to submit the following documentation before admission:

International Student Application with applicable fees

TOEFL Junior scores (all three sections)

Health records and transcripts (in English) from prior schools

Continued enrollment at Covenant is based on language acquisition and adherence to behavioral standards. Re-enrollment decisions for international students are communicated in April for the following school year.

### **8.3 International Student Host Families**

Unless living locally with a relative, international students are required to live with a Covenant host family. Non-Covenant, faith-professing host families will be considered, by personal interview, on a case-by-case basis.

Host families are expected to support international students in English language acquisition and may need to limit the student's use or reliance upon his/her native language.

### **8.4 Academics**

The primary goal for the first year at Covenant is to improve English speaking and writing skills. As a result, students may be assigned secondary course selections.

Covenant issues high school diplomas based on the school's graduation policy. International students must meet all graduation requirements to earn a high school diploma.

## FINANCIAL AND RE-ENROLLMENT POLICIES

### 9.1 TUITION POLICY

Covenant uses FACTS Tuition Management to receive tuition payments from families. Every family is required to sign up for a tuition payment plan through FACTS by a deadline in June of each year (or within one week after accepting an offer of admission if admitted after the June deadline). Please consult your FACTS account to view payment policies and procedures. All tuition and fee payments should be submitted through FACTS rather than to the school office. **Tuition fees (including all prepaid amounts) received by Covenant are nonrefundable and not transferable to another student or institution**, regardless of the circumstances. Late fees and insufficient fund fees will be assessed by FACTS.

#### Pre-Paid Tuition

- Families who pre-pay their yearly tuition in full may receive a percentage discount in such amount and pursuant to such terms and conditions as may be established by Covenant's board from time to time.
- If, for any reason, a student disenrolls before the end of the school year, the balance of their prepaid tuition will be deemed a charitable gift to Covenant.

#### Biannual Payment Plan

- If a student disenrolls before the date the second tuition payment becomes due, the second tuition payment will not be required.
- If, for any reason, a student disenrolls before the end of the school year, the balance of their prepaid tuition will be deemed a charitable gift to Covenant.

#### Monthly Payment Plan

- If a student disenrolls for any reason after August 1<sup>st</sup> of each school year, tuition will be required through and including the month of withdrawal, plus an additional two months. See 9.5 for more details.

### 9.2 CALCULATING TUITION FOR PARTIAL YEARS

In cases where a student enrolls upfront for part of the year (i.e., where the intent to enroll for a partial year is disclosed in advance to Covenant), or a student enrolls after the start of the school year, tuition owed will be prorated in the following manner:

- The full year tuition will be multiplied by a fraction, the numerator of which is the total number of weeks the student will be enrolled and the denominator of which is the total number of weeks in the school year.
- For purposes of the foregoing,
  - i. the school year is the total number of weeks that school is in session,
  - ii. each calendar week that a student is enrolled will be deemed one week even if the student is only enrolled for part of the week, and
  - iii. each calendar week that school is in session will be deemed one week even if school is only in session for part of that week.

If a family chooses to pre-pay tuition for a partial school year, they may be eligible to receive the annual pre-paid discount, subject to such terms and conditions that Covenant's board may establish from time to time.

### 9.3 OUTSTANDING TUITION

- Families are urged to contact Covenant's business office as soon as it becomes evident they will not be able to make a payment so that an emergency plan can be made.
- All payments received from families who are not current with their tuition payments will be applied by Covenant, first, to late fees and penalties, second, to tuition and any other amounts in arrears, and, third, to tuition, registration fees, and other amounts then payable. All amounts in arrears must be paid in full before a family may enroll or register any of their children for a following school year or apply for financial aid for a following school year. Covenant will not reserve places for a family's children in Covenant's classes for a following school year so long as the family is not current with respect to tuition and all other amounts payable.
- Students with an outstanding tuition balance remaining unpaid for more than 30 days past the due date may be subject to expulsion.

If a family is not current with respect to tuition and all other amounts payable due Covenant, Covenant will not release any records or student files with respect to that family's children until such amounts due have been paid.

For further detail on Covenant's tuition policy, please see *Board Policy 8.4*.

### 9.4 CONTINUOUS ENROLLMENT

Covenant's Continuous Enrollment Program enables all eligible students to be automatically re-enrolled on March 1<sup>st</sup> of each year. Families are billed a \$200 non-refundable re-enrollment fee (per family). As a convenience exclusive to families on monthly payment plans, this fee will be divided into three equal installments and added to the April, May, and June tuition payments. (Please note that families are responsible for the entire fee as of March 1<sup>st</sup> of each year). Families who pre-pay their entire tuition, or who pay bi-annually, will be invoiced in March for this re-enrollment fee.

**Covenant families have through the last day of February each year to opt out of Continuous Enrollment. To opt out of Continuous Enrollment, families must complete an Opt Out form (available on the FACTS Family Portal) and turn it into the business office before March 1<sup>st</sup>.** Families who opt out of Continuous Enrollment before March 1<sup>st</sup> will not be charged the Continuous Enrollment fee (unless they have other students remaining at Covenant).

Please note that by opting out of Continuous Enrollment your student's spot in the class will be opened up to prospective students, and your child will no longer be guaranteed a spot for the following school year. You may still re-enroll at a later date – so long as space is available – with a re-enrollment fee of \$250 (unless a family fee has already been paid).

The administration reserves the right to remove families from Continuous Enrollment if it is

determined that more time is needed to evaluate the strength of academic, behavioral, or parent-partnership fit with the school. Tuition payments must also be current and up to date for a family to participate in Continuous Enrollment or to be eligible to receive financial aid for the following school year. Families behind on their tuition in the last two weeks of February will be notified that they are ineligible for Continuous Enrollment unless they become current on their tuition. A family that is removed from Continuous Enrollment may re-enroll, if space is available, by paying the standard \$250 enrollment fee (per family) after tuition has been caught up. If you have a situation that you would like to discuss, please contact the business office immediately.

Parent agreements that have been signed during your initial enrollment (or most recent re-enrollment) will remain in effect until your child(ren)'s graduation (or withdrawal) from Covenant. The school will communicate directly with parents if any changes are made to parent partnership agreements in subsequent years. At least one parent from each family is required to affirm Covenant's Statement of Faith each year.

Students in grades 3-12 will renew and sign the Student Code of Conduct agreement during the first week of school each year. If at any point you need to update demographic, transportation, emergency, or medical information, etc., please do so by contacting Covenant's Office Manager.

## **9.5 TUITION RESPONSIBILITIES FOR OPTING OUT OF CONTINUOUS ENROLLMENT OR WITHDRAWING A STUDENT**

On March 1<sup>st</sup>, for every student who has not opted out of Continuous Enrollment, Covenant closes that class spot for prospective students and begins making commitments for the following year regarding curriculum, hiring faculty and support staff, etc. For these reasons, Covenant has instituted tuition responsibilities for families who withdraw a student on or after June 1<sup>st</sup> of each year. These responsibilities are outlined below:

- o If a family submits an Opt Out form **prior to March 1<sup>st</sup>**, they will not owe the \$200 Continuous Enrollment Fee (unless they have other students remaining in CE), and they will not be responsible for any tuition payments for the following year for that student.
- o If a family submits an Opt Out form between **March 1<sup>st</sup> and May 31<sup>st</sup>**, they will owe the \$200 Continuous Enrollment Fee, but they will not be responsible for any additional tuition for the following year.
- o If a family submits an Opt Out form **during the month of June**, they will be responsible for 1 month of tuition (July payment).
- o If a family submits an Opt Out form **during the month of July**, they will be responsible for two months of tuition (July and August).
- o If a family submits an Opt Out or Student Withdrawal form on or after August 1<sup>st</sup>, they will be responsible for all past and current months tuition, plus two additional months of tuition payments. (e.g., a family who submits a student withdrawal form on October 3<sup>rd</sup> would be responsible to have made all tuition

payments from July through October, plus an additional payment equal to November and December).

## **9.6 OPT OUT AND STUDENT WITHDRAWAL PROCEDURES**

To opt out a student from Continuous Enrollment or to Withdraw a student from Covenant, please complete the following procedures:

- Download the “Continuous Enrollment Opt Out and Student Withdrawal Form” from FACTS Family Portal (formerly ParentsWeb).
- Submit a completed form to the business office. Please note, students are not considered opted out or withdrawn until this form is submitted.
- Families must Opt Out students before March 1<sup>st</sup> in order to avoid being responsible for the Continuous Enrollment Fee.

## HEALTH REGULATIONS AND SERVICES

### 10.1 STUDENT HEALTH REQUIREMENTS

All students attending Covenant Christian Academy must have on record with the school office, either a **current immunization record or an exemption statement according to Pennsylvania Law,<sup>6</sup> before entering school in the fall.** Standard immunization record forms may be obtained and completed by your family doctor and a copy given to the school office.

Written permission from both a parent and physician is required for prescription medication, such as epinephrine for an anaphylactic reaction, to be administered at school. Parents must ensure that a completed “Medication Disbursement in School” form is on file at the main office before medication is brought to school. Only prescription medications given three times a day or more can be administered at school. Prescription medications must be in the original container with legible dosage instructions on the packaging. All medications, including inhalers, are to be turned over to the office when the student arrives at school. In certain situations, students may be granted permission by the Dean to carry inhalers and/or epipens on their person. The school does not dispense over the counter medicine (e.g., Tylenol, ibuprofen, etc.) to students.

Other forms necessary for student health records can be obtained from the school office or website. Please reach out to the main office to update student health history and emergency contact information as changes occur.

### 10.2 LEGAL REQUIREMENTS IN PENNSYLVANIA SCHOOL HEALTH LAW

**Immunizations** – Pennsylvania law requires all children entering school to have had the following immunizations:

- ☐ 4 DPT – 1 dose on or after the 4<sup>th</sup> birthday
- ☐ 4 OPV/IPV-1 dose on or after the 4<sup>th</sup> birthday
- ☐ 3 HepB
- ☐ 2 MMR
- ☐ 2 doses Varicella (chickenpox), or history of the disease.

**Please provide Covenant with immunization records from your family physician or pediatrician or an exemption statement according to Pennsylvania Law.**

**Medical Exams** – Pennsylvania law requires a medical examination of your child at the following times:

- ☐ Upon original entry into school
- ☐ In the Sixth Grade
- ☐ In the Eleventh Grade
- ☐ New entrants in all grades who do not have a health record on file.

Standard Medical Forms that you may give your doctor to complete are available on the website or at the school office upon request. Copies of physical forms from your physician's office are also acceptable.

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<sup>6</sup> PA Code §23.84 states “children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.”

**Dental Exams** – Pennsylvania law requires a dental examination of your child at the following times:

- ❑ Upon original entry into school
- ❑ In the Third Grade
- ❑ In the Seventh Grade
- ❑ New entrants in all grades who do not have a health record on file.

Standard Dental Forms that you may give your dentist to complete are available on the website or at the school office upon request. Copies of documentation of dental exams from your dentist are also acceptable.