



COVENANT
ACADEMY

A Classical Christian School

PARENT-STUDENT
HANDBOOK

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COVENANT ACADEMY

A CLASSICAL CHRISTIAN SCHOOL

PURPOSE AND PHILOSOPHY

HISTORY

Covenant Academy was established by a group of parents committed to providing a classical and Christian education for their children. Covenant Academy was officially incorporated in March 2003 with classes for kindergarten through eighth grade: 33 families and 18 teachers. By 2008, we had outgrown the space we were renting. Covenant Academy merged with Cy-Fair Christian Academy and relocated to CFCA's nine-acre tract of land and beautiful 24,000 square foot facility located on Telge Road that June. In August 2012, Covenant Academy launched its high school and graduated its first class in 2016.

Our school mascot is the Patriot, our colors are red, white, and navy blue and our four houses are Washington, Madison, Hamilton, and Henry. Each house has a corresponding house color, (Maroon, Teal, Purple and Yellow), crest, motto, animal, and virtue.

ORGANIZATION

Covenant Academy is a 501(c) (3) non-profit corporation and is organized for the purpose of the "establishment, operation and maintenance of Bible-based, Christian private schools." The Covenant Academy bylaws charge our Board of Trustees with the responsibility and duty to administer the affairs of the corporation.

The Board of Trustees determines the mission, vision, strategic policy, and budget for the school. They entrust these to the Head of School who implements, manages, and supports these in partnership with the faculty and staff. The faculty and staff work in partnership with parents and students to fulfill the mission and vision of the school.

Whom shall I call?

Questions about volunteering, helping, getting involved?

Call/email [Heather Richardson](#), Director of Advancement and Development.

Looking for details about events or procedures, phone number, or calendar questions?

Call/email [Melissa den Dulk](#), Assistant to the Head of School and Director of Admissions.

Questions about your child's progress, missed assignments due to absence, or curriculum?

Call/email your child's teacher.

Questions about a FACTS Family Portal issue, billing or account balance, website concern, communications/email update?

Call/email [Tiffni Blake](#), Accountant.

Questions about policies, programs, procedures, or school philosophy?

Call/email [Leslie Collins](#), the Head of School, or [Lynn White](#) for Grammar School, and/or [Tiffni Blake](#) for Upper School.

Event logistics, scheduling, room availability, facility issue or supply need?

Call/email [Kit Burchfield](#), Director of Operations.

Questions about your child's records, immunizations, health screenings, or transcripts/report cards post-graduation?

Call/email [Shari Archer](#), Director of Records and Human Resources.

Questions about new student admissions, Open Houses, testing information, or need to schedule time to meet with the Head of School?

Call/email [Melissa den Dulk](#), Assistant to the Head of School and Director of Admissions.

Questions about upper school House Activities, culture, and discipleship?

Call/email [Titus Szymanowski](#), Dean of Students.

Questions about vocational guidance, college applications, testing, etc.?

Call/email [Jim Archer](#), Vocational Advisor.

Questions about student support, the Learning L.A.R.E. and individualized instruction/intervention?

Call/email [Laura AhMow](#), Director of Student Support.

Questions about charitable giving, fundraising, etc.?

Call/email [Heather Richardson](#), Director of Advancement and Development.

MISSION STATEMENT

Covenant Academy exists to serve Christ and His Kingdom, by sharing the gospel and partnering with parents to train students by way of Scripture and the classical liberal arts.

PORTRAIT OF A GRADUATE

Covenant Academy faculty, staff, and parents seek to cultivate graduates who:

- Understand Vocation | reflecting the image of God and stewarding gifts and talents
- Embody Virtue | in creation, community, church, and family
- Seek & Communicate Truth | with humility and boldness
- Engage the Great Tradition | with the skills to read great texts and converse with the history of ideas
- Reason Well | thinking critically using mathematical and logical principles
- Recognize & Cultivate Beauty | in nature and the arts
- Explore & Apply the Natural Sciences | in daily life

COVENANT ACADEMY GOALS

A Christ-Centered and Classical Education

Christ-Centered

In all its levels, programs, and teaching, Covenant Academy seeks to:

- a. Teach all subjects as parts of an integrated whole with the Scriptures at the center and pursue academic excellence that is defined and measurable to equip students to stand firm in their belief of a Christian worldview when confronted with other worldviews;
- b. Provide a clear model of biblical Christian life through our staff and board (Matt. 22:37-40);
- c. Encourage each student to begin and develop his relationship with God the Father through Jesus Christ (Matt. 28:18-20, Matt. 19:13-15).

Classical

In all its levels, programs, and teaching, Covenant Academy seeks to:

- a. Encourage every student to develop a love for learning and God and others.
- b. Provide a peaceful, orderly, and beautiful atmosphere where students and teachers flourish.
- c. Emphasize grammar, logic, and rhetoric in all subjects.

Definitions

- **Grammar:** the meaning of words used in each subject of the curriculum.
- **Logic:** the ordered relationship of particulars of each subject and application of a logical and biblical worldview to each subject.
- **Rhetoric:** the grammar and logic of each subject clearly expressed.

STATEMENT OF FAITH

The following is the foundation of beliefs on which Covenant Academy is based. These beliefs will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered *primary doctrine* in Covenant Academy. Other Christian doctrines (referred to as *secondary doctrine*) will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred to the family and local churches for final authority (see Secondary Doctrine Policy).

Primary Doctrine

- We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- God is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
- We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God. He was conceived of the Holy Spirit and born of the Virgin Mary. We believe 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.
- We believe that the Holy Spirit convicts people of sin, righteousness, and judgment. He regenerates those who receive Christ as their Savior and indwells them permanently, sealing them unto the day of redemption. He also gives to them spiritual gifts and empowers those yielded to Him.

- We believe that God is the creator of all that exists. We believe that He created humanity in his image. We believe He created us male and female.
- We believe that all have sinned and fallen short of the glory of God. We believe that salvation is by grace through faith alone. We believe in the eternal assurance of salvation.
- We believe that our faith in Jesus Christ will result in sanctification, the ultimate setting apart of an individual unto God.
- 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 and eternal separation from the presence of the Lord.
- We believe the union of man and woman in marriage is a reflection of Christ's relationship with the church, which is the Body and Bride of Christ.
- We believe that the Church, the Body and Bride of Christ, is made up of all born-again persons.

Secondary Doctrine Policy

Secondary doctrines are any doctrinal issues which are not addressed in the Covenant Academy Statement of Faith. Secondary doctrines are generally not salvific in nature, not related to salvation; therefore, we are encouraged in scripture to maintain our disagreements in Christian charity and deference to one another. When secondary doctrinal issues arise, they will be referred to the family and local churches for final authority. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers will be careful not to speak to the students in a manner that would indicate a secondary doctrine is a primary doctrine. Presentation of all sides of a secondary doctrinal issue is encouraged. The teacher will encourage the students to follow up any questions they have with their parents and pastor.

CORE COMPONENTS OF OUR EDUCATIONAL PHILOSOPHY

A. There are three realms of human authority described in scripture: the church, family, and state. The Bible instructs parents (families), not the church or state, to "bring children up in the discipline and instruction of the Lord" (Eph. 6:1-4). The church's commission is to spread the Gospel and disciple believers (Matt. 28:18-20). The state has been directed to enforce God's laws and protect the innocent (Rom. 13). The church is called to train parents, the state to protect them and the family is called to support and uphold each as citizens. Covenant partners with parents and seeks to teach and discipline in a manner consistent with the Bible and a godly home environment. We also work in cooperation with the state (local authorities) and the church (all denominations and congregations).

B. We believe that God's character is revealed not only in His Word but also in every facet of creation (Rom. 1:19-20). Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

C. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries-old, proven classical means. We believe that as long as a child is under the parents' authority and undergoing formal education, he should be trained biblically (Deut. 6:6-7; Prov. 22:6).

D. We want to help parents who are seeking to teach their children that all they do should be done "heartily, as unto the Lord" (Col. 3:23-24). Therefore, we seek to encourage high quality academic work and maintain high standards of conduct. This necessarily includes the employment of biblical discipline principles.

E. Above all, it is our highest goal to provide a rigorous educational environment where every student will be loved with Christ's love at every stage of his or her development.

Partnership with Parents

"In Loco Parentis" or "in the place of parents"

Because the family is ultimately responsible for each child, the authority that the school holds is a delegated authority. However, once enrolled, the family recognizes the school's authority over its specific ministry and agrees to submit to the school's policies, procedures, and protocol in fulfilling its mission and vision.

Classical Methodology

Covenant Academy follows a classical Christian education model, grounded in the medieval Trivium, which is divided into three developmental stages: Grammar (K–6), Logic or Dialectic (middle school), and Rhetoric (high school). In the Grammar stage, young learners absorb foundational knowledge—phonics, grammar, facts in history, Latin, mathematics, Bible stories, reading, handwriting, fine arts, and science—through memorization, chants, and hands-on exploration like gardening and manipulatives. In middle school, students enter the Logic stage, where they begin to reason, analyze, and organize that body of knowledge. In high school, the Rhetoric stage trains students to communicate persuasively and eloquently, building on their earlier mastery to express ideas clearly and compellingly. Across all levels, learning is intentionally integrated around a Christ centered worldview, with biblical truth woven into every subject so that all academic disciplines point to the calling to glorify God.

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GENERAL INFORMATION*

***Note:** *Some normal operating processes and procedures are subject to change due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond its control. Covenant Academy will communicate such changes directly to families through email and/or our text messaging system.*

Hours of Operation

Covenant Academy normal school hours are from 8:00 a.m. to 3:30 p.m. All students may enter their classrooms at 7:40 a.m. Instruction begins at 8:00 a.m. for all students.

At 3:20 p.m., carline for students in grades PK-2 begins; at 3:30 p.m., carline for students in grades 3-6 starts; At 3:40 p.m., all remaining students are available to be picked up through the carline.

Before and After School Care Program (BASC)

Our Before and After School Care (BASC) Program for currently enrolled students from Pre-K through 4th Grade. Hours of Operation: 7:00-7:40 a.m. and 3:45-6:30 p.m.

1. We will use Room 134, the classroom closest to the office, as the home of our BASC program.
2. Students will be given time to play, rest, snack, work on homework and prepare for a successful school day both before and after school.
3. Water, food and/or snacks are included in the afternoons.

If you would like to sign up for one of the BASC plans, details regarding plan and drop-in rates are available in the office.

After School Study Hall

Covenant Academy is now offering a Study Hall for currently enrolled 5th-8th grade students. Hours of Operation are daily from 3:45-6:30 p.m. A CA staff member will host the Study Hall in a classroom, and students will be able to ask clarifying questions while working on an assignment.

If you would like to sign up for one of the Study Hall plans, details regarding plan and drop in rates are available in the office.

After School Campus Guidelines

Campus closes at 4:00 p.m. unless students are signed up for After School Activities/Clubs.

- Grammar school students in grades PK-4 will be sent to the BASC room if they are not picked up by 3:45 p.m.
- Students in grades 5-8 will be sent to the supervised Study Hall if they are not picked up by 3:45 p.m. or return from an after school activity and are not picked up on time.
- High school students in grades 9-12 who demonstrate that they maintain our Code of Conduct may remain on campus in the courtyard until 5:00 p.m. If parents are on campus, upper school students may play in the Pavilion with parent approval.

School Safety

We are a secure facility and all outside doors are locked during the day. There is one main entrance and it is carefully monitored by the office staff. The side, parking lot door is used at drop-off and pick-up times. For safety reasons, students are not permitted to open the front or side doors for anyone. Doors are only propped open when a staff member is on duty during drop-off, recess in the Pavilion, and during pick-up times. No one is to open the door if they do not recognize the person at the door.

Field Trips and Service Projects

The following rules apply to field trips and service projects:

1. Parents provide permission for all field trips when they enroll.
2. School rules apply in all settings.
3. Teachers or administration will specify which uniform to wear.
4. Student attendance at field trips or service projects is mandatory.
5. Parents driving on the field trip or service project must
 - a. have a Driver Application, a copy of their valid Texas Driver's License, current proof of automobile insurance, and a Type 2 driving record obtained through Texas DPS (or, if the record has not yet been received, a print-out from the Texas DPS website showing that the driving record has been requested may be accepted on a temporary basis) on file at the school office and
 - b. complete the Field Trip Coach class on Thinkific.
6. Students will not use electronic devices.
7. Students who are not demonstrating a proper level of self-control and respect may be required to miss the field trip or service project.

School Sponsored Events

Covenant Academy seeks to ensure that all school-sponsored programs meet the same standards for quality and content as are established in its educational programs. The standards for student conduct at school are also required at all events sponsored by Covenant Academy.

School-sponsored events are 1) events which are organized by a Covenant Academy staff member acting in his or her official capacity as a teacher or administrator; or 2) events which are published on the Covenant Academy yearly calendar; or 3) events which receive financial support from Covenant Academy (including fund-raising opportunities provided through Covenant Academy).

- School-sponsored events must be consistent with the goals of Covenant Academy.
- School-sponsored events require the attendance of a staff member or appointed parent.
- Attendance at school-sponsored activities is generally limited to students who are currently enrolled at Covenant Academy. Exceptions to this limitation may be granted by the administration.
- All written communication regarding a school-sponsored event must have prior approval by the administration.
- Covenant Academy administration must approve all proposed activities, determine the number of chaperones required, and approve a date for school-sponsored events.

Parent Visitation

Parent visitation is always encouraged. Parents are required to sign in via Raptor for safety purposes and sign out upon leaving.

Visitor Policy

For safety reasons, Covenant Academy is a closed campus. All visitors must report to the school office and sign in. Student visitors are allowed with prior permission from the administration.

Release of Students

To ensure their safety and protection, students will be released only to their custodial parent, legal guardian, or individuals previously designated on the student's Enrollment Form through FACTS Family Portal. Should the need arise for a different person to pick up your child, you must update their Transportation Form through FACTS Family Portal. In addition, a valid photo I.D. may be required of that person. The student must be signed out with the date, time, and approved person's signature for school records.

Parents must sign out students via Raptor when leaving before dismissal. Student drivers must have parent permission to leave via note, email, or phone call to the office to leave during school hours.

Emergency Closing

Covenant Academy will communicate any closings or delays via the Parent Alert system. Depending upon the nature of emergency closing, Covenant Academy may make decisions independent of CFISD policy.

Car Line

Please follow the carline procedures carefully to protect the safety of all students and to expedite the school dismissal process. These procedures will be used for student drop off in the morning hours as well as pick up in the afternoon hours.

Morning Drop Off:

- Morning drop off begins at 7:40 a.m. for all grades. Teachers meet for prayer each morning at 7:30 and will be in their classrooms by 7:45 a.m.
- Stay in your vehicle when you are in the carline. If walking your child(ren) in, please park in the designated spaces.
- As a safety precaution, **DO NOT USE CELL PHONES AT ANY TIME DURING CARLINE.**
- Do not go around cars.

To ensure safe egress of drivers from double carlines, we direct drivers from the left carline to turn left from the carline and leave through the left exit and drivers from the right carline to turn right from the carline and leave through the right exit.

Afternoon Pick-Up:

- Afternoon pick up arrival times are:
 - 3:20 p.m. parents of grades PK-2 arrive by this time,
 - 3:30 p.m. parent of grades 3-6 arrive no earlier than this time,
 - 3:40 p.m. parents of grades 7 and higher arrive no earlier than this time.
- For carline pick up, place the Covenant Academy folder in front window of your vehicle until your student is in the car. The folder should list the names of the students being picked up. Additional folders may be obtained from the office.
- Do not go around cars.
- Do not leave unattended children in the car or in parking lot.

Parents must update and maintain the FACTS Family Portal with all authorized drivers to pick up a child. In an emergency, a phone call may be made to the office, to identify an authorized driver. New will be asked to show proof of identification (driver's license or other ID card) prior to picking up student(s).

Emergency Drills

Fire and emergency weather drills are regularly conducted during the school year. Students should be familiar with emergency drill regulations and procedures described by teachers. These include the need to walk without speaking and to move quickly and quietly to the designated area.

Recess

Recess is supervised by teachers who are trained in basic first aid. For safety reasons teachers on duty are not permitted to talk or meet with parents during recess.

Lunch Program

Custodial parents must provide their student's daily lunches. To best protect our students with allergies, students are not permitted to trade food. Food refrigeration is not available, and microwaves are available to grades four and up on a limited basis. **Lunch is from 12:00-12:30 p.m.**

Parents are welcome to join their children for lunch but are required to follow the campus visitation procedures. Students are not to leave the school grounds for lunch unless the students' custodial parents or legal guardians have provided the school administration with written permission and the school administration has given its approval. To maintain a secure and safe campus, we do not accept food deliveries for students or teachers via restaurant delivery, DoorDash, GrubHub, etc.

Off-Campus Lunch

Students in grades 11 and 12 who are approved for a student parking spot and given parent permission have the privilege to drive themselves to off-campus lunch from 11:45-12:15 pm. on Mondays, Wednesdays, and Fridays and 12:00-12:30 p.m. on Tuesdays and Thursdays.

Snacks

Students in grades PK-6 are permitted to have snacks at recess, and upper school students may have snacks out between second and third period or during the morning break. Students are not permitted to eat in class. We recommend that students wash their hands before and after eating individual snacks.

Birthdays

We recognize that birthdays are very special days for our children. Parents are welcome to celebrate their child's birthday with a **small**, individualized treat at snack or lunchtime. This is not meant to be a birthday party but merely a small treat to recognize their special day. Balloons and decorations are not appropriate for the classroom. Please contact your child's teacher to discuss specific instructions and guidelines regarding birthday treats and timing. *Due to the severity of peanut allergies, Covenant Academy does not allow any group snack to contain peanuts or tree nuts.*

Parties and Feasts

Feasting and celebration are natural components of a rich education. Parties will be planned for Thanksgiving, Christmas, and Valentine's Day. Teachers will inform parents about how to help and be a part of the celebration. These parties are designed to provide snacks and activities appropriate to the age and number of students in the class, so parents are asked to refrain from bringing other children to the parties. Parties and feasts are to be held on campus unless approved by the school administration.

THE HOUSE SYSTEM

At Covenant, everyone belongs to someone. Our four houses organize our school community around the ideals that define our school: wisdom and virtue. House systems are a by-product of traditional British boarding schools, where students of varying ages lived together in a physical house, overseen by invested faculty members who would actively disciple and lead their students in school-wide activities and competitions.

British houses were named after the faculty member but ours are named after American founding fathers, Patriots deemed worthy of imitation. In keeping with the ethos of classical education, and with the purpose of maintaining a rich culture of community, all students and faculty are placed into one of four houses: Washington, Madison, Hamilton, and Henry.

These houses (or teams) provide students with abundant leadership options and encourage excellence through friendly competition. Each of our houses has chosen a virtue and a motto that they will actively seek to define them. These virtues, wisdom, courage, perseverance, and love are worthy pursuits for all as we seek to be lifelong learners in community with one another.

...and School Culture

- Students participate in healthy competitions (athletics, fundraising, service to the community, and games). Our annual Patriot Day is a school-wide celebration of House Spirit that provides an opportunity for students of all grades to fellowship together and forge strong relationships.
- Student leadership is cultivated through daily service and mentoring but is most evident in our weekly school-wide chapel. Announcements, awards, and discussions take place in House Huddles so that younger students are given an opportunity to learn from older students. This fosters an expectation that older students will be role models for younger students as they teach them to apply what they are learning in their everyday life. House Huddles provide a new relational dimension in student-teacher relationships as adults “lead from behind” giving older students the opportunity to take on more and more responsibility.
- Parents and siblings feel welcome during school-wide events. They know people outside of their grade level and can build strong relationships over many years since families remain in the same house during their tenure at Covenant.

Though our four houses compete, we are also committed to serving God together as a community.

COMMUNICATION POLICY

“All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to Himself in Christ, not counting people’s sins against them. And He has committed to us the message of reconciliation.”

2 Corinthians 5:18-19

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school’s authority in governing the school’s affairs. Yet, the school must also uphold the family’s authority in governing its affairs. Given these two realms of authority and considering the vastness of the responsibility in training and educating our children, disagreements are inevitable. They may be small or great, but they will inevitably occur. We believe that God can be glorified during these disagreements through the peacemaking actions of those involved. Every parent must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Prov. 19:11), and sometimes it means speaking the truth in love. Harboring bitterness or keeping records of offenses will only hinder our partnership (1 Cor. 13).

We encourage every family to attempt to be at peace with all men and have outlined the proper lines of communication between the school and home according to the principles found in Exodus 18, Proverbs, Matthew 18, James, and other epistles. We believe that scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about everyone involved. Covenant Academy faculty, staff, Head of School, and Board of Trustees will abide by these same principles in communicating with parents and students. Students and parents seeking to resolve an issue or disputes in any way related to Covenant Academy should utilize Biblical doctrine found in Matthew 18: 15-17 and be considerate of the Organizational Chart as it reflects delegated authority (Ex. 18).

Students

Students will be taught to follow Christ in how they communicate both in and out of school. Students who disrupt the peaceful fellowship of the school community by their communication will be disciplined in a loving, biblical manner.

Student to Teacher

Students are encouraged to communicate concerns, questions, or disagreements with their teacher in a manner that is respectful of authority and honors the teacher’s responsibility in the classroom. If the situation is still considered unresolved after speaking with the teacher, the student and their parents may bring the situation to the principal.

Parent to Parent

If an issue should arise regarding the conduct of children outside of school, or if there appears to be a personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, biblical manner. The school will not become involved in personal conflicts beyond their effects in the classroom. If mediation is necessary, the school would urge families to seek the help of their church.

Parents to Teacher

If an issue should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with the grammar or upper school principal. School e-mail is often the best means of communication with teachers, but parents are also welcome to set an appointment to come in and meet with a teacher personally.

Parents to Head of School

If an issue should arise regarding school rules, procedures, curriculum, programs, facilities, or finances, the parent should speak to the Head of School.

Conflict Resolution

By joining the Covenant Academy family, the family agrees to resolve conflict biblically, which includes pursuing a hearing, if necessary, through the Christian Classical School Arbitration Association. This organization exists to help schools resolve conflict biblically without litigation.

If litigation is pursued for any reason, the family will be financially responsible for all associated costs incurred by Covenant Academy. This includes, but is not limited to, the labor costs for preparing subpoenas, any CA attorney fees, and any costs associated with employee absence from work.

Blogs, Forums and Social Networking Sites

Blogs, Forums and Social Networking Sites should be considered public. Because each of us represents an affiliation with Christ in being part of a Christian school, each of us should make every effort to ensure that our talk is God honoring and useful for building up others (Eph. 4:29). Therefore, please avoid making disparaging remarks, postings or comments regarding Covenant Academy, its faculty, its staff, its parents, or students in such public forums.

Media Contact

No person may have any contact with any member of the media in which such person represents, or appears to represent, Covenant Academy unless such person first obtains the express, written permission of the Head of School giving specific approval for that contact.

Sexual Harassment

In cases involving complaints of potential sexual harassment, the Head of School should be contacted immediately. Parents, students, and staff members are encouraged to report harassment that they experience or witness. Any school parent, student, or staff member who receives a complaint of harassment should report it immediately to the Head of School. If the complaint involves the Head of School, the report should be made directly to the President of the Board of Trustees.

Printed Material

The Head of School must approve all copying and distribution of printed material (flyers, brochures, posters, etc.) before material is displayed or distributed on campus. Advance approval is not intended to restrict the distribution of material concerning school-sponsored and approved activities, but to maintain accuracy and consistency of information.

In General

Because communication is vital to our success as a school and as a community, Covenant Academy will make every effort to communicate regularly and effectively. Though many forms of communication are available at our fingertips, face-to-face interaction is by far the most effective way to communicate. We welcome our families to take advantage of the opportunities to utilize our school campus for face-to-face communication.

ADMISSIONS POLICY

Non-discrimination Statement and Policy

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

COVENANT ACADEMY reserves the right to request parents or guardians to withdraw any student who does not adjust academically and/or behaviorally to our school environment.

Admissions Process

The admissions process is designed to assist Covenant Academy and applicant families in determining if Covenant Academy is the right placement for each student applicant. It is Covenant's desire to help families in choosing the right school for their student by making our process as informative and helpful as possible. Parents are encouraged to take every opportunity available to learn more about our school philosophy, curriculum, and programs.

Applications are accepted for new students at any time. We review applications in the order they are received and placement in an open spot is based on the date of your completed Online Enrollment and payment of your enrollment fees. It is beneficial to make scheduling testing appointments and family interview dates a priority for your class placement.

All admissions decisions are communicated via email once the Family Interview is complete. If an application is received and accepted for a class that is currently full, the student will be placed on our wait pool. *Classroom placement is not reserved until the enrollment/registration fee has been paid through the Online Enrollment process.*

Students entering Pre-Kindergarten must be four years old by September 1; Students entering Kindergarten must be five years old by September 1; Students entering 1st grade must be six years old by September 1 of the coming school year. To begin the admissions process, please complete and submit the following to the School Office at Covenant Academy:

- Application for Admission (submitted online through our website)
- **Non-refundable** application fee (paid at the time of online application submission)
- Current report card/transcript/achievement test scores
- Teacher Recommendation (form available online once the application has been submitted)
- Birth Certificate
- Immunization Record
- Student Essay: Applicants in grades five (5) and higher complete a one or two paragraph handwritten essay titled, "Why I want to Attend Covenant Academy."

After all required documentation and fees have been received by the Admissions Committee, the student will be scheduled for an academic evaluation. After the evaluation is reviewed, an invitation will be extended for the Parent Interview. Both parents (and upper school student applicants, if applicable) should plan to attend and review the interview materials prior to attending the interview.

The Admissions Committee will determine the proper grade level placement for each student using the assessments and interviews. Many factors are considered and weighed when making this determination with the goal being the best possible fit for each child.

The school may deny acceptance at any point during the admissions process when it becomes apparent that Covenant Academy will not be a suitable environment for a child or family. The Application Fee is non-refundable.

Admission and Enrollment Requirements for the Parents

1. Though not required to be Christians, the parents of students in Covenant Academy should have a clear understanding of the biblical philosophy and purpose of Covenant Academy. This understanding includes a complete willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.
2. The parents should be willing to cooperate with all the written policies of Covenant Academy. This is most important in the area of discipline, schoolwork standards and conflict resolution, as well as active communication with the respective teacher(s) and administration.
3. In extreme cases the Board of Trustees may dissolve a partnership with the parents of a student(s), even if that student is in good academic and behavioral standing with the school.

Admission and Enrollment Requirements for the Student

1. The student should understand that his parents have delegated their authority to Covenant Academy while they are at school or any school function. Therefore, he is subject to the instruction and discipline of the teachers, staff, and Head of School in their prescribed roles at Covenant Academy.
2. Every student must successfully meet the entrance requirements for reading, math, spelling, grammar, and writing. However, if Covenant admits a student who has deficiencies in these areas, remedial work will be required.
3. It should be noted that the academic program at Covenant Academy tends to be a challenge with varying degrees of difficulty for students coming into the program. Should a student have had academic difficulties in his previous program, the likelihood of compounding that difficulty would be great were he to be placed in the next successive grade at Covenant Academy.
4. Parents of children with known special needs or disabilities applying to Covenant should make an appointment with the school to discuss their educational program so that adequate support can be provided if needed and available. This will require an additional fee billable to the parents.

Tuition & Fee Schedule

Please refer to the current Fee Schedule available in the office or on our school website for further details regarding the application fee, registration fee, and annual tuition.

Re-enrollment Process

Families may opt-in for rolling enrollment during the online enrollment process. Should a family wish to opt-out, they must notify the school office by December 15. Re-enrollment for families who do NOT opt-in must manually re-enroll their students in January of each year through FACTS Family Portal. Priority consideration will be given to those current family applications which are received by January 31.

Families who select continuous enrollment will pay a non-refundable registration fee in accordance with the Fee Schedule published for the forthcoming school year. Re-enrollment of current students is finalized when:

- The student successfully completes the current year academically and in good behavioral standing;
- All fees due and owing are paid in full (enrollment fee, registration fee, tuition, etc.); and
- The payment of the **non-refundable** registration fee is complete in FACTS Family Portal.

Classroom placement is not reserved until the online registration fee has been paid. Covenant Academy reserves the right to not re-enroll any student if his or her account with Covenant Academy is delinquent.

FINANCIAL POLICY

Tuition Payments

Prompt payment of tuition and fees is essential to the operation of the school and ensures our continued fiscal stability. All tuition is due annually, bi-annually, or monthly based on your selected tuition plan and accounts must be kept current. Accounts with outstanding balances and/or insufficient funds after the fifth day of the month will be assessed a \$29.00 late fee. Parents or legal guardians may be asked to withdraw student(s) if the outstanding balance becomes 60 days late. Covenant Academy reserves the right to withhold report cards and/or the privilege of attending class for non-payment of tuition and other required fees. Records and transcripts will not be released to parents until accounts are paid in full.

Incidental Fees

Tuition will not include all costs that the family will incur. Costs not included in tuition may include but are not limited to fees for feasts, lunches, overnight field trips, fees for academic competitions, spirit wear, extracurricular activities/athletics, athletic competitions, or special classes. These fees are usually due within 45 days of the event.

Fee Schedule

The fee schedule includes current fee amounts for annual tuition and registration fees and is available in the office or on our website.

Financial Contract for Enrollment

The Financial Contract for Enrollment details the financial obligations that are incurred when a student is enrolled at Covenant Academy. (Refer to the Financial Contract for Enrollment attached hereto as APPENDIX I – FINANCIAL CONTRACT.) The terms of this contract may only be altered, amended, or waived by the express, written consent of the Covenant Academy Board of Trustees. Tuition, fees and any payment penalties or late fees incurred will be charged in accordance with the policies and provisions of the contract and of the current Fee Schedule which, by reference, is incorporated as part of the contract.

Tuition Assistance/Financial Aid

Covenant Academy desires that a lack of finances would not be a barrier to any family seeking quality Christian education. Covenant Academy contracts with [FACTS Grant & Aid Assessment](#) to conduct the financial need analysis to determine if a family is financially qualified to receive tuition assistance each year. For FACTS Assistance application to be considered, existing students must be re-enrolled for the upcoming school year and new students must submit an Online Application to the school prior to applying for tuition assistance.

Late Enrollment

Tuition for students enrolling after the start of the school year will be charged a pro-rated amount of the published annual tuition amount. Enrollments after to the 15th of the current month will pay 50% of that month's tuition balance.

HEALTH POLICY

General Policy

Covenant Academy is not equipped with nursing facilities or personnel. Our staff is qualified to administer basic first aid, over-the-counter medications with prior parent approval, and assist students with inhalers for asthma. We are trained to administer an epinephrine (EpiPen®) auto-injector to any student and call 911 in emergency health situations.

It is our assumption that your child has been cleared by a medical doctor to attend school. If your child needs additional health support, we can create an individualized health support plan.

Sick Policy

If a student shows any signs of illness (fever, sore throat, upset stomach, diarrhea, persistent runny nose, persistent cough, rash, watery eyes, etc.), the parent should keep the student at home. This is for protection of the student as well as the protection of the other students at Covenant Academy. **Students must be free of symptoms and free of fever without taking fever control medication for twenty-four hours before returning to school.** Covenant Academy recommends that students with elevated temperatures of above 99° stay home and rest. **Students will be sent home with a temperature of 100 degrees or higher or who are lethargic and unable to participate in class.**

A student who has been absent because of a contagious disease must be confirmed non-contagious by a doctor before returning to school. If a student becomes ill or injured at school, the parent will be notified, and a first aid procedure will be employed. For the health and safety of all students, a student obviously ill or with an elevated temperature will not be allowed to remain at school.

Immunization Requirements

The Department of Health of the State of Texas sets certain immunization requirements for all children in the State of Texas. As a result, a student's immunization records must be validated by a physician or public health clinic and must be on file with Covenant Academy Administration. However, Covenant Academy does allow for medical or "reasons of conscience" exemptions via state documentation. Affidavit forms are available at the [Texas Department of Health Services website here.](#)

(Refer to the Immunization Requirements attached hereto as APPENDIX II – IMMUNIZATION REQUIREMENTS for specific requirements by grade level as published by the [Texas Department of Health Services website here.](#))

Medications

No medication will be provided to a student without the express, written consent of the student's parent or legal guardian as noted in FACTS Family Portal. If a student is to receive medication while on campus, the parent or guardian must hand deliver the medication to the administrative office personnel. **Do not send medication in the student's backpack or other belongings (with the exception of EpiPens® and asthma inhalers).** All prescribed or over the counter medication must be in FACTS Family Portal, giving parental permission for Covenant Academy personnel to administer the medication. Any changes in dosage or type of medication must be made in FACTS Family Portal by the parent or guardian and given to the school administration. Verbal authorization by the student will not be accepted.

Covenant Academy will not issue controlled substances at any time; however, parents are permitted to do so at their own discretion and with the appropriate medical authority. We are also not able to administer respiratory medications, such as nebulizer treatments; however, we can support inhalers for students with asthma.

All medications must:

- be in the original container;
- be labeled with the child's name;
- include directions to administer the medication;
- be for a period of 5 days or less; and
- if prescribed, be labeled with the date and the name of the physician prescribing the medication.

A request for an individualized Health Care Plan must be made with the Head of School if a child has ongoing health needs (more than 5 consecutive days) that need to be addressed.

The requirements contained in the medication policy apply not only to all physician prescribed drugs, but also to non-prescription and over the counter medications such as aspirin or Tylenol. Please refer to the Medicine Authorization Form attached as APPENDIX IV – MEDICINE AUTHORIZATION.

No Covenant Academy employee shall be held responsible if a student does not receive his scheduled dose of medicine or if the student takes an overdose of medicine. Every reasonable attempt to reach the parent or legal guardian shall be made if the medication cannot be given for some reason. If the parent or guardian cannot be reached, the school personnel shall not be held responsible.

In the case of an emergency, a student's parent or legal guardian can give verbal permission to allow Covenant Academy staff to give an over-the-counter medication to the student.

Food Allergies

Covenant Academy will provide support and assistance for those with food allergies. We cannot remove all allergens from the environment, but we can implement school-wide practices that benefit everyone. To ensure student safety, please notify your child's teacher of any food allergies in writing at the beginning of the school year and include this information in your child's medical information in FACTS Family Portal. We recommend that students wash their hands after eating individual snacks.

Due to the severity of peanut allergies, Covenant Academy does not allow any group snack to contain peanuts or tree nuts.

Medical Screenings

Students are required to be screened by Texas Department of Health certified screeners for vision, hearing, spine and/or type 2 diabetes. These requirements vary by grade level and parents of students who require screening will be notified by the School Registrar each school year.

In addition, vision and hearing screenings may be requested for any student, at any grade level, who may be suspected of vision or hearing loss by the classroom teacher or the parent.

Communicable Disease

To protect the health of all students, it may be necessary to exclude from school students that are suffering from a communicable disease, infection, or condition. The following policy stands in compliance with the Texas Civil Statutes, Article 4477. More common communicable diseases, infections or conditions include COVID-19, chicken pox, pink eye, fifth's disease, ringworm, impetigo, streptococcal infections, and pediculosis (lice). Students who are excluded from school because of communicable disease may be re-admitted:

- a. When the school has received a letter from the attending physician, stating that the student is no longer contagious (or in the case of lice, the student has been cleared through the office or has obtained an admittance letter from an approved specialist); and
- b. When the student is free of symptoms and infections.

Refer to the Communicable Disease Chart attached hereto as APPENDIX III – COMMUNICABLE DISEASE CHART for a guideline to some of the more common maladies.

DRESS CODE POLICY

Philosophy

In a culture where personal expression is exalted, beauty is held in question, and the good of our neighbor is subordinated to the desires of the individual, it is the desire of Covenant Academy to glorify God in both the character and culture of the school. As ambassadors for Christ to each other and to a watching world, the following principles should guide our choice of attire:

1. Our actions and our attire should point to the Lord that we serve.
2. Our actions and our attire should portray a heart of both modesty and humility.
3. Our actions and our attire should not seek to exalt the outward beauty of the individual student but rather seek to invest in and care for that portion of the Body of Christ that finds itself at Covenant Academy.
4. Our actions and our attire should support the efforts of orderly operation of the school.

As we seek to invest in each other, our actions and our attire should support a school culture that reflects a freedom in Christ and requires a decreasing level of oversight in contrast to a culture of the individual that requires increased regulation and oversight. Considering the above, we ask that the parents and students support a manner of dress that reflects the classical, Christian, and scholarly image of Covenant Academy. As such Covenant Academy students should appear neat, clean, and modest during the school day, seeking not to distract others or solicit oversight by their appearance.

For specific details regarding the standard of dress, refer to the Dress Code attached hereto as APPENDIX VI DRESS CODE.

Student Council Dress Code

Unless otherwise informed, Student Council meetings are held every Tuesday. Participating students must wear their Chapel uniform on meeting days.

Chapel Dress Code

Unless otherwise informed, Chapel services are held every Friday. PK to 3rd grade girls must wear plaid jumpers with rounded collar blouses and 4th through 8th must wear a navy polo and plaid skirt. PK to 8th grade boys must wear khaki pants and a navy polo.

Approved Chapel shoes are appropriate for each grade, boys and girls, but do not include tennis shoes. Detailed options are listed in the Dress Code.

Any sweater, sweatshirt or jacket must be navy and comply with the uniform policy. Chapel clothing should be purchased through one of the approved vendors (**plaid is only available at Flynn O'Hara**).

Field Trip/Service Project Dress Code

Unless otherwise instructed, students in Grammar School shall wear a navy polo shirt with standard uniform bottoms, no t-shirt or jeans.

Spirit Day Dress Code

On designated days, such as pep rallies and spirit nights, students may wear a Covenant spirit shirt or house shirt with blue jean shorts, uniform khaki shorts/pants or nice blue jeans (no tears or holes) to school. Athletic shorts may be worn in special circumstances communicated in advance.

Free Dress Code

Free dress days usually occur on individual picture day and on Student Council hosted days. Normal expectations of modesty apply. Please do NOT wear athletic shorts, short shorts, mini dresses (that end above the student's fingertips) and shirts or dresses with spaghetti straps. Students who do not

comply will be sent home or be brought compliant attire. The inability to comply will also affect Esprit de Corps house points. On ticketed Free Dress Days, athletic shorts are permitted.

New Students

A grace period of ten (10) school days will be granted to newly enrolled families.

Enforcement

Dress code enforcement is at the discretion of teachers and school administration. Parents may be asked to bring a change of clothing before a student will be admitted back to class.

COMPUTER/INTERNET USAGE POLICY

The internet is an electronic highway. Students and faculty may have access to:

- electronic mail (email) communication;
- the ability to browse the World-Wide Web;
- public domain software, shareware, and graphics of all types; and
- many University Library Catalogs and the Library of Congress.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. Covenant Academy has taken precautions to restrict access to harmful materials. These precautions include the installation of computer hardware and software designed to filter inappropriate content and to protect user data and equipment from malicious viruses, spyware, and hackers. However, on a global network it is impossible to control all materials, and an industrious user may discover harmful information and images.

It is the user that controls the search criteria and therefore the material accessed. It is imperative to teach our students about making wise choices when considering the type of material they access. By training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.

The terms and conditions for computer network and internet use via laptops and/or cell phones are provided in APPENDIX V – COMPUTER/INTERNET USAGE AGREEMENT attached hereto. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Covenant Academy network user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

All persons applying for user privileges on the Covenant Academy computer network must have:

- Carefully read the Computer Network and Internet Acceptable Use Policy and the Terms and Conditions of Use attached hereto as APPENDIX V – COMPUTER/INTERNET USAGE AGREEMENT, and understand their significance,

AND

- Submitted an electronically signed Computer Network and Internet Acceptable Use Agreement via Covenant Academy's Online Enrollment process.

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ACADEMIC PROGRAM

PHILOSOPHY

Grades are intended to communicate progress toward academic mastery. Students thrive when their effort is praised. Students stress when academics are all that is praised.

CURRICULUM

The Curriculum Committee develops the school curriculum objectives and scope and sequence. Covenant Academy is committed to the continuous review and improvement of our curriculum, including core subjects, elective subjects, and extracurricular activities.

GRADING

All academic grading in Covenant Academy uses a criterion-referenced base for evaluation. The student's work is evaluated against an objective standard in each class. Teachers are required to notify parents if, at any time, a student is in danger of receiving a failing grade for the trimester. The following percentages and grades are used school-wide to report academic progress and/or overall classroom conduct in each trimester grading period.

Grammar School

The grammar school years are focused on laying a solid foundation of skills and habits that build strong students. These skills include things like reading, adding, subtracting, measuring, listening, memorizing, taking notes, and a thousand other things that are all part of learning. These skills and habits are trained while learning about God's Word, the world He created and how it works, and how to use the gift of words well. When students master the skills and habits of one grade, they are prepared for the challenges of the next. Because skills mastery and habit formation are the objectives, Pre-K through sixth grade students are evaluated as to whether they have achieved mastery sufficient to prepare them for the next level. This information will be communicated as follows:

93-100 Excellence
85-92 Mastery
78-84 Approaching Master
70-77 Developing
Below 70 Below Expectations

Upper School

Upper School utilizes the following grading and unweighted Grade Point Average (GPA) scales.

Grade	Percent	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
F	Below 70	0.0
I	Incomplete	

Due to selective admissions and small class sizes, Covenant does not rank its students except for valedictorian and salutatorian for scholarship and Texas public school applications. An additional 0.3 GPA point is awarded to dual credit coursework completed in one college semester.

Incomplete Grades

An “T” is given as a temporary grade only. An “T” is changed to a failing grade if the student’s work is not made up.

CHARACTER AND VIRTUE TRAINING

Training students to follow Christ requires intentionality about redeeming every opportunity to pursue our students’ hearts. Our teachers evaluate our students’ growth in godliness on each trimester report card. This is intended to provide feedback for the students so that they may see their own hearts through the eyes of others.

Readiness for Learning

Classical Christian education recognizes that God designed children as whole beings- integrating body, soul, and spirit. Covenant honors God’s design by teaching the whole child, not just the mind, training motor skills, cognitive skills, and habits of the heart and mind in the years when they are developmentally appropriate.

From grades PreK/Kindergarten through 2, there are twelve skills of Readiness for Learning that are introduced and mastered. These skills are to:

1. Greet teacher at start of class and show preparedness for learning.
2. Follow one-two step instructions.
3. Work independently without distracting others.
4. Engage during class with on-topic answers.
5. Listen to others by giving eye-contact and not interrupting them.
6. Connect new learning to previous and ask relevant questions.
7. Manage materials and belongings without assistance or reminding.
8. Obey the first time.
9. Complete tasks in a timely manner.
10. Sit attentively and respect the space of others.
11. Stand in line with hands to self.
12. Demonstrate respect by remaining quiet when adults are talking.

Habits of Heart and Mind

The goal of Covenant Academy is to produce graduates with godly character. Character is formed through the myriad of choices and habits that are made and formed in one’s life. Habit formation is character formation. Habits are formed through consistent practice. Good habits are easy to break and hard to learn. They require intentional focus and persistence. Bad habits are easily formed in the absence of intentional focus and persistence, and they are much harder to break. Thus, it is the duty of teachers to take responsibility for the habits that they allow to be formed in the classroom, both good and bad.

Charlotte Mason identifies ten habits of Heart and Mind that are emphasized in grades 3 through 12 at Covenant. These habits are:

1. Neatness
2. Diligence
3. Attentiveness
4. Timeliness
5. Respectfulness
6. Initiative
7. Right relations with peers
8. Obedience to authority
9. Response to discipline
10. Speaking what is helpful and useful

Habits form virtues or vices. Covenant focuses on the three theological virtues and the four cardinal virtues, collectively named the classical virtues. Teachers mentor and shepherd students to develop these.

1. Temperance
2. Justice
3. Prudence
4. Fortitude
5. Faith
6. Hope
7. Love

Each trimester at Covenant, homeroom teachers provide feedback for students on student growth in Readiness for Learning or the Habits of Heart and Mind so that parents and students alike can target areas for celebration and improvement. An important evaluative notice to parents and students is found in the Character Assessment given by teachers. On each trimester report card, the following overall scale of Character Assessments is utilized:

E	Excels - high above the norm
G	Good- good, above average
S	Satisfactory- appropriate and acceptable, neither excellent nor deficient but still at expected level
N	Needs Improvement- significant changes should be made

PROGRESS REPORTS

To keep parents informed about a student's academic and behavioral progress in school, primary grades progress reports will be available electronically via web link for two weeks in the middle of each trimester grading period. Grades 3 and up will have access to the gradebook for 2 weeks at the end of every 3rd week during the trimester. Teachers and parents are expected to follow through on any request for a conference or any assistance that is indicated as being needed on the progress reports.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled once during the fall semester and once during the spring semester of each school year for all grades. Conferences may also be scheduled at other times during the year at the request of the teacher or the parent or guardian.

REPORT CARDS

Report cards indicate the level of achievement for each student. This is a valuable tool in our partnership with parents. Parents have access to their students' report card each trimester and are available within the FACTS Family Portal.

STANDARDIZED TESTING

Covenant administers the following testing throughout the school year:

- In October, the PSAT is administered to grades 9 through 11 in preparation for the SAT.
- In the spring, the Classical Learning Test (CLT) is used in the following grades:
 - CLT1-8 exams are administered to their respective grades.
 - CLT10 to 9th and 10th graders.

The results obtained from these tests provide our educators, as well as parents, with objective measurement of the skills of our students. Test results are distributed to the parents when they become available. High school students may access their results through their online College Board and CLT accounts.

PROMOTION POLICY

Students currently enrolled in Covenant Academy must meet all the following basic criteria for promotion to the next successive grade:

Grammar School Grades K-6

1. Earn a grade of “Developing” or above in each subject for two of the three trimesters.
2. Achieve “Mastery” in Language Arts and Math at least one trimester.

Developing = 70-77

Mastery = 85-92

Upper School Grades 7-12

1. Pass at least two school calendar trimesters of each core subject: Bible, Language Arts, Math, History and Science; and
2. Attain at least a 70 percent average for the entire year in these core subjects.

All Grades

All tutoring must meet Covenant Academy grading standards. Skills must be assessed objectively and with a minimum of 70% accuracy. Tutors must be approved by the school administration.

HONORS & AWARDS POLICY

Philosophy

At Covenant Academy, we want to honor those who are doing well at all levels. We recognize that scripture speaks to the need for wisdom and balance in how this honor is carried out. We believe that honor is best given in the context of the child’s class, among the students who know him best and personally by each specific teacher so that students do not become tempted to do their works to be seen by men. In addition, we want to be wise in how we honor academic progress so as not to place undue merit, nor communicate apathy to high standards.

Covenant Academy maintains a system of formal honors and awards so that good work is esteemed. However, we want to be wise in how we honor our students, not allowing for knowledge to puff them up (1 Corinthians 13) or for their eyes to turn to the earthly reward over the riches of glorifying God.

Character Awards

Students in grades PK-12 will receive individual awards commending them for areas of growth in character in their individual classrooms during the last week or last day of school. Careful attention will be given to coordinating these celebrations so that parents with several children can be present for each child’s award.

Academic and Honor Awards

Academic awards are presented to each child by their parents at the end-of-year Awards Assembly. Honor awards are given to students in grades 4 to 12 based on the following criteria:

- | | |
|-------------------------------------|-----------------------|
| • GPA of 3.90 or above for the year | Summa Cum Laude Award |
| • GPA of 3.75 to 3.89 for the year | Magna Cum Laude Award |
| • GPA of 3.5 to 3.74 for the year | Cum Laude Award |

Students from grades 4 to 8 will receive an honor certificate and students from grades 9 to 12 will receive a gold, silver, or bronze medal. Grade 12 will wear their medal for the year at graduation.

Graduating Senior Awards

The following cords are given to graduating seniors who have completed a distinguished cumulative GPA (more than one year at Covenant) based on the following criteria:

- | | |
|---|------------------------------|
| • Cumulative high school GPA of 3.90 or above | Summa Cum Laude, Gold cord |
| • Cumulative high school GPA of 3.75 to 3.89 | Magna Cum Laude, Silver cord |
| • Cumulative high school GPA of 3.5 to 3.74 | Cum Laude, Bronze cord |

The Valedictorian title is a special honor bestowed on the graduate with the highest cumulative high school grade point average and with at least 14 credits of the required 28 distinguished credits completed at Covenant Academy. This accomplishment is particularly praiseworthy when considering the academic rigor of a Great Books curriculum. To signify this achievement, the Valedictorian is given a red and blue cord and lights the candles representing knowledge and wisdom which come only from God during the graduation ceremony.

In the case of a tie for Valedictorian, advanced coursework and the number of credits completed will be used to determine the valedictorian.

The Patriot Award is the highest honor that can be bestowed on a Covenant Academy student, who is selected by the Upper School Faculty. It is given to the graduate who embodies the spirit of Covenant, a life pursuing wisdom and virtue through servant leadership and godly character. To signify this achievement, the Patriot is given a red, white, and blue cord and has the honor of holding God's Word, which is our standard for truth during the graduation ceremony.

TRANSCRIPT REQUESTS

Transcripts for college admissions are requested through student SCOIR accounts. All other requests are made through the Registrar.

SCHOOL PROFILE

The most recent version of our School Profile is accessible on our website, by request from the school office and attached hereto as **Error! Reference source not found.**

HOMEWORK POLICY

Teachers at Covenant are careful to assign work that is necessary for retaining and growing in skills. In general, most instruction is done at school, so homework is a time to review and remember. **Homework provides an opportunity to assess the students' true understanding and independence.** It should be completed by the student. At the grammar level, quizzes are based on material that has been sung, chanted, memorized, and reviewed in class. **If parents find that students need them to reteach lessons or drill information in preparation for a quiz or test, they are encouraged to talk with their child's teacher as this is an indication that something is not working according to plan.**

Some students require more time to complete assignments, and some students need more review: communication between parents and teachers is essential. There may be times when students are given special projects and assignments to do in addition to the review work listed here. Projects should not require hours of parental supervision or instruction. Parents should be able to guide their student through the process while the student does the hard (and fun) work of learning. In general, grammar students should not have more than 30-45 minutes of homework, with additional independent reading as assigned by their teacher.

Upper School Guidelines

A daily planner is provided for the students in grades 7-12 to assist with task management for students, teachers, and parents. Students are responsible and accountable for their part in managing their assignments. Parents are asked to keep the school informed when they have concerns as this helps us to partner in each child's education more effectively.

Languages, such as Math and Latin, require daily practice of 20-30 minutes per subject. In addition, students will be expected to prepare for class discussions by reading and completing assignments. When possible, teachers will give class time to begin these assignments. Upper school students should be prepared for class (reading, supplies, homework completed).

It is expected that the average upper school student will spend an average of 1.5 to 2 hours per evening on homework. If students experience difficulty managing their homework load, they are asked to contact their teachers.

ATTENDANCE POLICY

Attendance is mandatory. Covenant Academy keeps a record of attendance for each student. The total number of days absent and days tardy will be recorded on the student's trimester report card. Repeated and excessive absences undermine academic progress. Students who leave before 11:00 a.m. and do not return or arrive after 11:00 a.m. are considered absent that day. Upper school students missing more than half of any class/period will be considered absent for that class/period.

Doctor or dentist appointments should be scheduled during breaks, after school, or during lunch whenever possible.

Repeated and excessive absences interfere with student mastery. Therefore, if a student misses 15 days in any one trimester, a parent meeting will be scheduled to create an action plan to improve attendance. If the family is unable or unwilling to enforce the action plan, the student may be retained or dismissed for excessive absences.

Absentee Procedure

1. Notification

In the rare event a student must miss a school day, the parent/guardian should email the school registrar, [Shari Archer](#), and the student's teachers.

2. Missed Work

Grammar school parents or upper school students must contact teachers via email regarding missed work after illness.

3. Excessive Absences

In the event of excessive absences, a student may be retained or dismissed.

Students will receive an "I" if work is incomplete. Should a student receive an "I" (incomplete) on the report card due to absences, it will be changed to "0" (zero) two weeks following the close of the grading period unless an exception has been approved by administration.

Tardy Procedure at the Start of School

A grammar student who arrives to school after 8:00 a.m. must be signed in as tardy by their parent at the Raptor kiosk. **Upper school students should arrive by 7:50 a.m.** to allow time to go to their locker (by 8:50 a.m. for late arrival students) as **classes begin promptly at 8:00 a.m.** and students will be marked tardy if not in class. An upper school student may sign themselves in as tardy at the Raptor kiosk. Excused tardies should be accompanied by a note from the office visited. All other tardies are considered unexcused. Excessive tardiness will be reflected in their grade and House points.

Tardy Procedure between Classes (Logic/Rhetoric School Only)

Students who arrive in class after the start of the class period will be marked tardy by the teacher. Because tardiness affects student performance, excessive tardiness will be reflected in their grade. A student missing more than half of the class period will be counted absent for that class period, not tardy. Students in grades 7-12 who habitually arrive tardy will be asked by their teacher to come early the next day or during their 15 minute break to work in the courtyard. Parents will be notified by email when this is necessary.

Leaving School Prior To Regular Dismissal

To pick up a student early, or for a student driver to leave early, the custodial parent, guardian, or the parent's designated representative, must call/email the school registrar, [Shari Archer](#). For the safety of our students, all students are required to report to the main office before departing. Grammar School students must be signed out by an adult using the Raptor kiosk. Upper school students may sign themselves out using the Raptor kiosk after reporting to the office.

Students checked out for an appointment are expected to return to school at the end of the appointment if time permits. In such event and using the same check out process, the student shall be checked back in at the Raptor kiosk immediately upon returning to campus.

Make-Up Work

Sick students or those with a family emergency may request make-up work from their teachers.

Family Vacations

Students who take vacations when school is in session will not be permitted to make up the work in any way (exceptions for college visits might be made but these also shouldn't be excessive). Private tutoring at the additional expense of the parent may be necessary to catch up with the class.

EXTRA-CURRICULAR ACTIVITIES

Eligibility

For a student to participate in extra-curricular activities at Covenant Academy, he or she must maintain passing grades and acceptable behavior. If a student cannot maintain passing grades or demonstrate appropriate self-control, they will be ineligible to participate in extra-curricular activities. Ineligibility is a consequence that may be invoked at the discretion of the school administration on a case-by-case basis.

Athletics

Students in grades 7 through 10 who are involved in athletics at Covenant Academy will be given a study hall during normal P.E. time on game days during athletic seasons.

Students who receive their P.E. credit through outside athletics are exempt if their activity is above and beyond the hours of conditioning offered at school and will attend a study hall.

When participating in a Covenant Academy sport, teams will continue to practice and play games during many school wide breaks that fall in the restful calendar.

Before and After School Clubs and Activities

Covenant Academy is pleased to offer a variety of before and after school clubs. All programs which meet on the school property or are designed as a school club will adhere to Covenant Academy school rules.

LEARNING DIFFERENCES

This policy applies to all students and teachers in all classrooms of Covenant Academy.

Definition of Learning Difference

Any condition in a potential or current student which may affect their ability to learn.

Expectations

The parent or guardian of a child with a unique behavioral, emotional, learning, or social need should inform the school to ensure academic success. Covenant Academy will partner with families and endeavor to facilitate the success of their students. Specialized educational services requiring additional funding will be provided by the parents.

If Covenant Academy concludes that the school is unable to adequately meet the needs of the student, parents will be notified.

Process

Process for Determining Accommodations/Modifications:

1. The school determines the need for additional information and subsequent support.
2. A support team is formed; the parents are an integral part of this team.
3. A plan is discussed, approved, and implemented by the team.
4. If deemed necessary, professional diagnostic testing/evaluations will be required at the expense of the parent before a support plan can be implemented.
5. All approved additional services are paid by parents.

CODE OF CONDUCT

AUTHORITY OF THE SCHOOL

When students are admitted to Covenant Academy, they become identified with the school and the school is judged by the way the students conduct themselves. An important part of our mission is to teach our students the tenets necessary to become responsible citizens of the community. Therefore, the authority of the school with respect to student conduct and discipline applies not only on campus, but also to any school-sponsored event regardless of time or location.

STUDENT ETIQUETTE

“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than you. Each of you should look not only to your own interests, but also to the interests of others.” (Phil. 2:3-4) Covenant Academy is a community. We seek to reflect God’s image to one another and encourage one another in love. Covenant Academy students are expected to treat others with respect, honor, patience, kindness and to demonstrate a high degree of self-control.

CLASSROOM RULES

Our overall goal is that our students would “Love the Lord your God with all your heart, soul, mind and strength... and love your neighbor as yourself” (Matt. 22:37-39) following these three classroom rules:

- a. Honor those in authority, bless your leaders and submit to them fully. (Heb. 13:17)
- b. Obey all the way, right away, cheerfully, every day. (Eph. 6:1, Col. 3:23)
- c. Speak only what is helpful and useful. (Eph. 4:29)

SCHOOL RULES

These are the essential policies that we require all students to follow. Each teacher is free to add to this list those rules that allow his/her classroom to run more smoothly and efficiently.

1. Students should cooperate and observe basic Christian standards of behavior, conversation, and language during school hours and at any school-sponsored event, on or off campus.
2. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or actions that treat the Lord’s name or character with triviality are not permitted.
3. There should be no talking back or inappropriate arguing with teachers or staff. Prompt and cheerful obedience is expected.
4. Students are expected to treat each other with kindness and respect. Teasing, criticizing, bullying and name-calling are not permitted, including on social media.
5. Public displays of affection (i.e., holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted at school. The school views this as an unnecessary distraction from academic pursuits. Flirtation through texting and social media may be viewed as a distraction on campus and may be addressed with disciplinary action.
6. It is expected that students work diligently and concentrate fully on their work while in school. All work is to be completed within the time specified by the teacher. Repeated failure to complete assignments on time may be addressed in an office visit and possibly suspension.
7. Students are expected to treat all the school’s materials or facilities with respect and care. This includes all textbooks distributed to the students. (Students will be charged for lost or damaged textbooks.)
8. Students who do not adhere to and comply with the school’s dress code are eligible for a disciplinary office visit.
9. No electronic devices or games are permitted during school hours.
10. Cell phone use is not permitted and should be kept out of sight and silent during school hours. If students need to communicate with parents, they may call from the school office.

11. No guns, weapons, alcohol, tobacco, or vaping products are permitted on school grounds or at any school function.
12. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
13. Students are to be supervised by a parent if present outside of school hours and not participating in a school-sponsored event or after school activity.

Drug and Alcohol Use

The staff, faculty, administration, and Board of Trustees of Covenant Academy believe that any minor's non-medical involvement (i.e., consumption, procurement, provision) with controlled substances (drugs or alcohol), or material generally acknowledged to be harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle. Although Scripture does not speak directly to the problem of drug abuse, it does instruct individuals in the maintenance of healthful lifestyles and avoidance of harmful indulgences and excesses.

Furthermore, since a minor's involvement with drugs and alcohol is specifically defined and prohibited under Texas and Federal Criminal Laws, its avoidance is implied by the biblical injunction to be subject to our governmental authorities. Confirmation of drug or alcohol use or possession as defined above will be reported to the appropriate legal authorities and will subject the individual(s) involved to immediate disciplinary review by the school administration and the Covenant Academy Board of Trustees.

Drug usage or possession will be cause for an immediate seven-day suspension with an automatic recommendation to the Board for permanent expulsion. Alcohol use or possession will be cause for an immediate five-day suspension. A second alcohol related incident will be cause for an immediate seven-day suspension with an automatic recommendation to the Board for permanent expulsion. No differentiation will be made based on the amount of a substance found, possessed, or used or when/where the drug use occurred.

Sexual Misconduct

A student can be dismissed and expelled from Covenant Academy for any behavior, on or off campus, which reflects negatively on the school. Any violation of city, state or federal law that results in an arrest and/or indictment is grounds for dismissal. Covenant Academy students are minors and are responsible to their parents and/or legal guardians. Students should not participate in sexual misconduct on or off campus according to our Statement of Faith. Any form of sexually related contact between children, whether direct or indirect, is prohibited and is grounds for dismissal. Acts of sexual misconduct will result in dismissal.

Suggestive references to sex (sexting) via electronic media is a violation of the dignity and image of God. Students engaged in any form of inappropriate, sexual communication will be eligible for suspension.

Pornography

Students are not allowed to bring pornographic material of any kind, hard or soft, onto campus. This kind of material in any medium, disc or internet, is not to be accessed, via internet, stored or brought on campus. Violating this rule may result in expulsion from school.

Cell Phones and Other Electronic Devices

To serve the richer mission of the school, we place firm boundaries around the use of electronics. The Smartphone Stairsteps are a covenant, a promise that we make to one another on behalf of our students' well-being. It is imperative these are followed. The Smartphone Stairsteps is available in the school office.

Students in grades **Pre-K through 8 should not have a phone on campus**. Grammar school students in grades PK-6 should not wear electronic devices including smart watches, Fitbits, etc. to school. Office phones during school hours should be used if they need to contact a parent.

Electronic devices include, but are not limited to, cell phones, smart watches, cameras, and any internet-accessing or notification-receiving devices. If these devices are brought to school by a high school student, they should be kept OFF, out of sight, and in the student's locker (not in pockets or waistbands) during school the school day (7:45 a.m. to 3:45 p.m.). Parents should communicate with their students through the school offices during the day.

If a student uses a cell phone or other electronic device (smart watches, tablets, etc.) during school hours without the prior approval of the school administration, the device will be taken away by the and held in the office until the end of the day. Such students may be subject to additional discipline. If a student needs to contact a parent, he or she will be asked to do so in the school office.

After school, high school students may use cell phones to call or text their parents when car line ends at 3:45 p.m. High school students who remain on campus after 3:45 p.m. may use their phones to complete an assignment (research, calculator, clarification on assignment). Young adults will be expected to apply wisdom and integrity to every situation, electronic and otherwise. Inappropriate use of electronics after school will result in the device being taken until parents pick it up from the school office. Repeated disobedience may result in disciplinary action. We want all policies at Covenant to reflect a spirit of comradery and partnership so that policing is not necessary. As in all things, we seek to give the tools for self-governance.

The terms and conditions for computer network and internet use via electronic devices are provided in APPENDIX V – COMPUTER/INTERNET USAGE AGREEMENT attached hereto. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Covenant Academy network user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

CARE OF SCHOOL PROPERTY

The environment of the school is reflective of the values of the people who inhabit it. Therefore, it is expected that students take responsibility for maintaining the beauty and orderliness of the school. Students will be held responsible for damage done to school property, including furniture, equipment, and textbooks. Such damage will be reported to parents and equitable replacement, or repair costs will be charged to the family account.

In addition, Upper School students will care for the school grounds by participating in Service Time for fifteen minutes after their lunch period.

Textbooks

Students are loaned textbooks for their use during the school year. These books belong to the school and must be respected as borrowed property. Certain textbooks are required to be covered as advised by the teachers. These textbooks must be covered at all times. Stretchy book covers are not permitted as they break down the spine of the book over time. Students will be charged full price and applicable shipping fees for lost books or books that have suffered excessive damage as determined in the discretion of the teacher.

Textbooks, workbooks, and all other educational materials covered by the book fee are the property of the school and will be retained by Covenant Academy in the event of a student's withdrawal or dismissal.

Lost and Found

Students often misplace clothing, books, and other things. When found, they should be placed in the lost and found bin. The items will be kept until the end of the month when unclaimed items will be donated to appropriate charities.

DISCIPLINE POLICY

"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 Contrary to popular opinion, discipline, as described in Scripture is not a process of punishment as much as a process of discipleship and love.

Our focus at Covenant Academy is not to merely address whether a student's conduct is right or wrong, but to help the student examine their own heart before the Lord. By getting to the heart, we seek to reach the root of the actions, not just the fruit of them. Though we can't read a heart, we see the fruit of what is in their heart by their actions (Matthew 12).

We believe this means that that each of us should be teachable in whatever relationships God has placed us. Ultimately, the change is not due to human action, but the work of God in a person's life. God works in the lives of His children not by giving them easy paths, but by faithfully instructing them and challenging them to persevere and walk by faith.

Covenant Academy seeks to provide an environment where students are encouraged and challenged to follow God in every facet of daily life. It is imperative that our school be a haven of safety (physically, emotionally, and spiritually) for all children. Actions that jeopardize the safety of others are dealt with promptly and severely where necessary. Discipline will be communicated either by e-mail, phone or accountability sheet (Pk-2nd).

Office Visits

Most of the day-to-day discipline should be conducted by the classroom teacher. However, there are instances where a stronger warning or consequence is needed. Such cases will be handled by school administration. There are five basic offenses that will automatically necessitate such action. They are:

1. **Disrespect** shown to any staff member or student, including social media. The staff member will be the judge of whether disrespect was shown.
2. **Dishonesty** in any situation while at school, including lying (which includes telling only part of the truth or neglecting to tell the whole truth), cheating and stealing.
3. **Disobedience** in response to instructions including repeated failure to follow teacher direction, procedures, or dress code or to complete tasks as assigned.
4. **Fighting**, i.e., striking in anger with the intention to harm another student.
5. **Unkind, obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain (including "oh my God").

The school administration may require immediate suspension for the remainder of the day, restitution, and janitorial work, or other measures deemed appropriate. In severe cases where there is no change in the student's actions or assistance from the parents, the child will be expelled for the remainder of the school year.

Suspension

The school Administration will normally follow the protocol below which may include immediate suspension for the remainder of the school day. Student suspension applies to all after school activities and events. In cases where change is evident and the student appears repentant, exceptions are possible. These exceptions will be determined by the school Administration. Appeals for exceptions will not be recognized.

- **First offense** of any of the above-mentioned actions and others where the child is clearly disobeying authority – warning, restitution/apologies, and suspension for one school day. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.

- **Second offense** – restitution/apologies, suspension for two school days. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.
- **Third offense** – restitution/apologies, suspension for five school days. Missed work must be turned in when the child returns to school or a grade of zero will be recorded.
- **Fourth offense** – Expulsion for the remainder of the school year.

Serious Misconduct

Should a student commit an act with such serious consequences that the school deems it necessary, the protocol defined above may be bypassed and suspension imposed immediately. Examples of such serious misconduct could include but are not limited to: acts endangering the lives of others, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students are also responsible for their behavior-including the social media and online behavior-whether school is in session or not; therefore, students may be subject to school discipline for serious misconduct which occurs outside of school hours.

Expulsion

Covenant Academy recognizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution (repairing the damages through work, apologies, etc.) are fundamental to our total discipline policy. However, if parents are not able to help their child, or if the child is unable or unwilling to change, the Head of School, with the approval of the Board of Trustees, will need to expel him or her. Such a student will have a negative influence on the school and classroom culture, and it is the duty of the administration to uphold the mission of the school at large.

Re-admittance

At the core of discipline is a desire to see reconciliation and restoration in all school relationships. If an expelled student should desire to be readmitted to Covenant Academy, the school will make a decision based on the student's attitude and circumstances at the time of re-application.

WITHDRAWAL POLICY

A parent must contact the Head of School in writing to initiate a student's withdrawal from Covenant Academy. The appropriate school officials will make arrangements for school property to be returned and the completion of the withdrawal form.

According to the APPENDIX I – FINANCIAL CONTRACT, acceptance of a student for enrollment or re-enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). If a student is withdrawn from Covenant Academy after enrolling or re-enrolling, the financial obligation incurred and the payment for Contract fulfillment will be:

1. Full payment of Fee and Tuition amounts previously charged to the account, including but not limited to lunches, field trips and spirit wear. *(Lack of turning in all school resources, such as books and classroom supplies, will result in damaged/lost book fees being charged to your account.)*
2. All Tuition is non-refundable and non-transferable regardless of the circumstances EXCEPT in the following:
 - a. The student is withdrawn due to physical health issues which make attendance impossible.
 - b. The student is withdrawn as a result of a parent's loss of job or contract income which prohibits the family from paying the full tuition on time and in the foreseeable future.
 - c. The student is withdrawn as a result of the family being forced to relocate to a location more than 75 miles from the school and farther from the school than their current residence.
3. If the tuition paid exceeds the total amount of tuition and fees due for the entire school year in accordance with the above exceptions, the school will refund the difference.

Records will be released to parents only when the above process is complete, when the student's financial record is clear and/or they are released from their Financial Contract. All fees are non-refundable and non-transferable.

DISMISSAL POLICY

CA reserves the right to dismiss a family/student as determined by the Head of School. Upon dismissal, the student's family is responsible for making final financial arrangements with the business office. Please refer to the tuition contract for additional information. *Note: July 1 is the beginning of the fiscal year. Effective July 1 (or the initiation of the tuition contract, whichever comes first), the family becomes financially responsible for the entire year's tuition regardless of attendance.*

By joining the Covenant Academy family, the family agrees to resolve conflict biblically, which includes pursuing a hearing, if necessary, through the Christian Classical School Arbitration Association. This organization exists to help schools resolve conflict biblically without litigation.

If litigation is pursued for any reason, the family will be financially responsible for all associated costs incurred by Covenant Academy. This includes, but is not limited to, the labor costs for preparing subpoenas, any CA attorney fees, and any costs associated with employee absence from work.

APPENDICES

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APPENDIX I – FINANCIAL CONTRACT
(As posted via FACTS Online Enrollment)

Contract Provisions

The following Contract Provisions may only be altered or amended by specific written consent of the Head of School.

1. Tuition, fees, and any payment penalties incurred will be charged in accordance with the policies and provisions of the published annual Tuition and Fee Schedule, which by reference becomes part of this Contract.
2. Acceptance of a student for enrollment or re-enrollment constitutes a significant financial commitment on the part of the school (textbooks, personnel, supplies). If a student is withdrawn from Covenant Academy after enrolling or re-enrolling, the financial obligation incurred and the payment for Contract fulfillment will be:
 - a. Full payment of Fee and Tuition amounts previously charged to the account, including but not limited to lunches, field trips and spirit wear. *(Lack of turning in all school resources, such as books and classroom supplies, will result in damaged/lost book fees being charged to your account.)*
 - b. All Tuition is non-refundable and non-transferable regardless of the circumstances EXCEPT in the following:
 - i. The student is withdrawn due to physical health issues which make attendance impossible.
 - ii. The student is withdrawn as a result of a parent's loss of job or contract income which prohibits the family from paying the full tuition on time and in the foreseeable future.
 - iii. The student is withdrawn as a result of the Family being forced to relocate to a location more than 75 miles from the school and farther from the school than their current residence.
 - c. If the tuition paid exceeds the total amount of tuition and fees due for the entire school year in accordance with the above exceptions, the school will refund the difference.
3. Tuition is due on the first (1st) day of each month.
4. Accounts with outstanding balances after the first five (5) days of the month will be considered "late." At such time, a \$29 late fee will automatically be assessed to your account.
5. If tuition and/or fees are still not paid and no arrangements are made within the following 15 days, the Head of School will personally contact the family. The essential elements or agreements made at that time will be recorded and filed.
6. If an agreement is not made or adhered to and payment is not received after 60 days, we understand that we risk the possibility of having to withdraw our child(ren), grades will be withheld, and our account will be turned over to a collection agency.
7. All tuition payments must be made electronically through FACTS Tuition Management. No cash is accepted.
8. A \$30 fee will be assessed by FACTS for any returned payments and cannot be waived.
9. This contract shall become effective when it is completed through Online Enrollment submission and the enrollment fee is paid, and/or the Tuition Payment Plan is finalized through FACTS for the new school year, if the family has opted-in to Continuous Enrollment.
10. When a student enrolls after the start of the school year, tuition responsibility will commence at the date of enrollment.

11. By enrolling in Covenant Academy, the family agrees to resolve conflict biblically, which includes pursuing a hearing, if necessary, through the Christian Classical School Arbitration Association. This organization exists to help schools resolve conflict biblically without litigation.
 - a. If litigation is pursued for any reason, the Family will be financially responsible for all associated costs incurred by Covenant Academy. This includes, but is not limited to, the labor costs for preparing subpoenas, any CA attorney fees, and any costs associated with employee absence from work.
 - b. Covenant Academy and the enrolled Family mutually agree to submit to any dispute arising under this agreement to binding arbitration with the Christian Classical School Arbitration Association. This includes all disputes arising out of or related in any way to this agreement or any rights or obligations created hereunder whether sounding in tort or contract, whether cognizable at law or in equity, and whether governed by state or federal law. This clause is a fundamental inducement for the school to enter into this agreement, and it is to be construed broadly to the maximum extent permitted by law. In any arbitration arising under this paragraph, the arbitrator shall apply the substantive law of the State of Texas, without recourse to the choice of law rules thereof. Should any claim asserted in said arbitration arise under federal law, the arbitrator shall apply that law as interpreted by the United States Court of Appeals for the Fifth Circuit. The location of any arbitration shall be the City of Houston, Texas. Should either party breach this agreement by threatening or filing suit in court, the other party may recover its costs and attorney's fees expended in enforcing this agreement to arbitrate.
12. The duties and obligations under this Contract may be suspended indefinitely without notice during all periods in which Covenant Academy is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond its control. Covenant Academy has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the duties and obligations in this Contract may be postponed for a period of time until Covenant Academy can deliver its contingency course instruction or until such time as Covenant Academy, in its sole discretion may safely reopen. In the event Covenant Academy is closed for a period of time or must deliver course work remotely due to an event under this clause, the Family agrees Covenant Academy is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid.

FACTS Tuition Payment Plan Setup

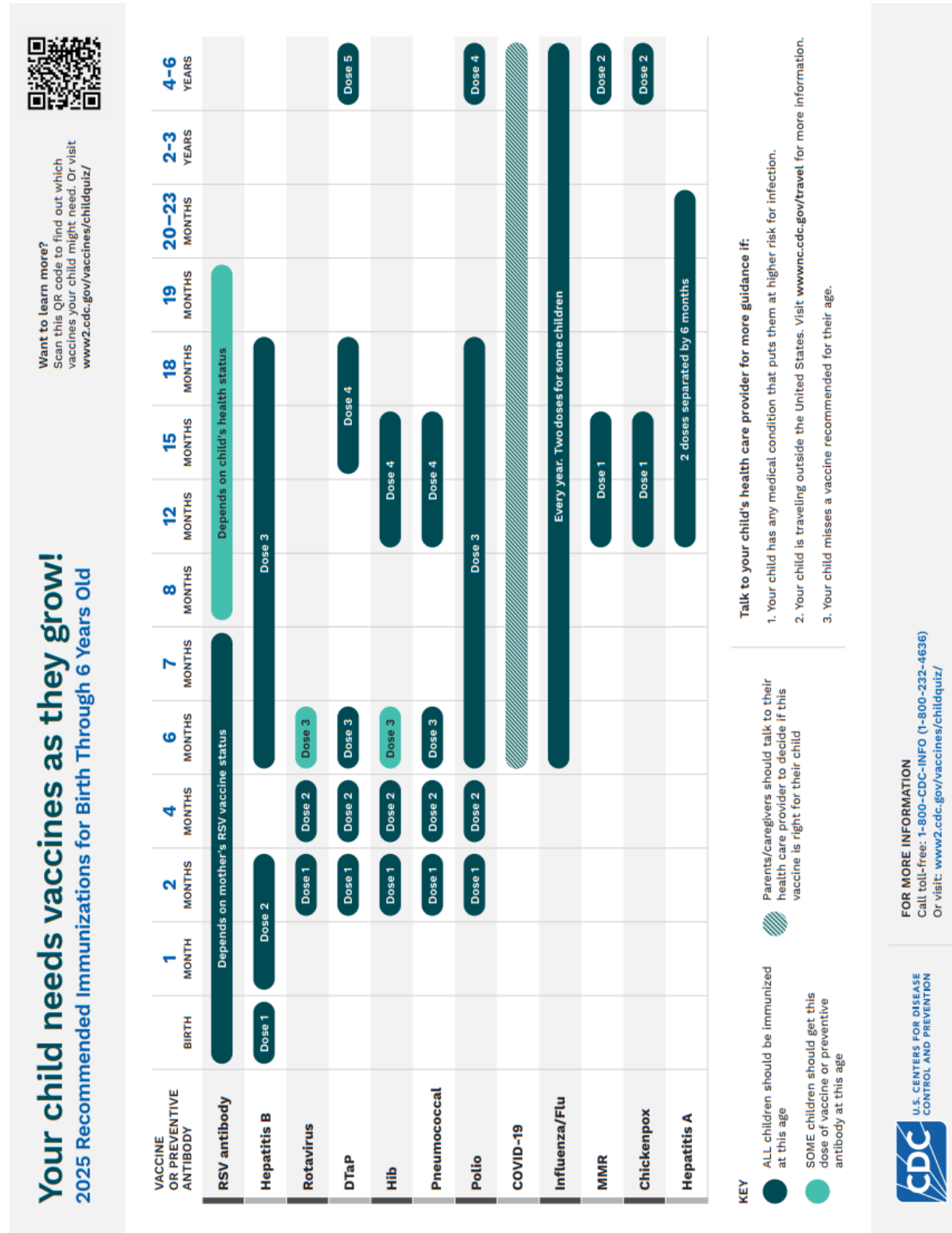
- A. Once you click the "Go to FACTS" button (online), you will be directed to your FACTS account page.
- B. Select the "Set up a Payment Plan" link from the bottom of the left column.
- C. Select the Current School Year to be walked through the process of setting up your Payment Plan. *
- D. Return to Online Enrollment to complete the process and pay the Enrollment Fee.

**Note: No new tuition charges will be added to your FACTS account until the school office finalizes your Tuition Payment Plan Agreement. Annual tuition fees are contingent on financial aid awards, will be communicated separately, and reflected in your Payment Plan Agreement, if applicable.*

Contract acceptance

By submitting this information online, the Family agrees that they have read, understand, and accept the Contract Provisions contained herein, as well as the provisions of the Tuition and Fee Schedule.

APPENDIX II – IMMUNIZATION REQUIREMENTS



Information taken from the Texas Department of State Health Services at <http://www.dshs.texas.gov/immunize/school/>

What diseases do these vaccines protect against?

BIRTH–6 YEARS OLD

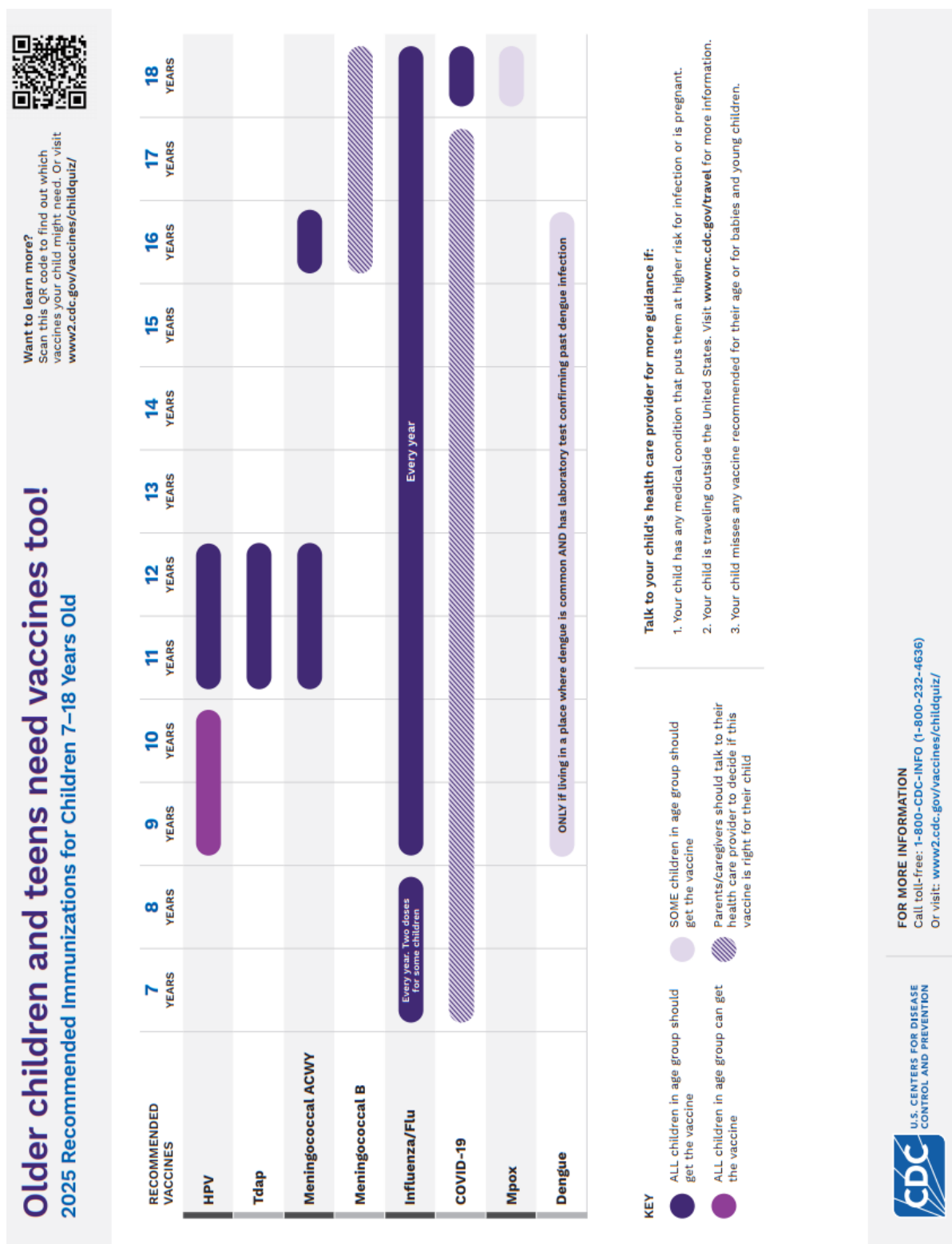
VACCINE-PREVENTABLE DISEASE	DISEASE COMPLICATIONS
RSV (Respiratory syncytial virus) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia) and small airways of the lungs; especially dangerous for infants and young children
Hepatitis B Contagious viral infection of the liver; spread through contact with infected body fluids such as blood or semen	Chronic liver infection, liver failure, liver cancer, death
Rotavirus Contagious viral infection of the gut; spread through the mouth from hands and food contaminated with stool	Severe diarrhea, dehydration, death
Diphtheria *	Swelling of the heart muscle, heart failure, coma, paralysis, death
Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway; spread through air and direct contact	Infection of the lungs (pneumonia), death; especially dangerous for babies
Tetanus (Lockjaw)* Bacterial infection of brain and nerves caused by spores found in soil and dust everywhere; spores enter the body through wounds or broken skin	Seizures, broken bones, difficulty breathing, death
Hib (<i>Haemophilus influenzae</i> type b) Contagious bacterial infection of the lungs, brain and spinal cord, or bloodstream; spread through air and direct contact	Depends on the part of the body infected, but can include brain damage, hearing loss, loss of arm or leg, death
Pneumococcal Bacterial infections of ears, sinuses, lungs, or bloodstream; spread through direct contact with respiratory droplets like saliva or mucus	Depends on the part of the body infected, but can include infection of the lungs (pneumonia), blood poisoning, infection of the lining of the brain and spinal cord, death
Polio Contagious viral infection of nerves and brain; spread through the mouth from stool on contaminated hands, food or liquid, and by air and direct contact	Paralysis, death
COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu. Spread through air and direct contact	Infection of the lungs (pneumonia); blood clots; liver, heart or kidney damage; long COVID; death
Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia), sinus and ear infections, worsening of underlying heart or lung conditions, death
Measles (Rubeola) [†] Contagious viral infection that causes high fever, cough, red eyes, runny nose, and rash; spread through air and direct contact	Brain swelling, infection of the lungs (pneumonia), death
Mumps [†] Contagious viral infection that causes fever, tiredness, swollen cheeks, and tender swollen jaw; spread through air and direct contact	Brain swelling, painful and swollen testicles or ovaries, deafness, death
Rubella (German Measles) [†] Contagious viral infection that causes low-grade fever, sore throat, and rash; spread through air and direct contact	Very dangerous in pregnant women; can cause miscarriage or stillbirth, premature delivery, severe birth defects
Chickenpox (Varicella) Contagious viral infection that causes fever, headache, and an itchy, blistering rash; spread through air and direct contact	Infected sores, brain swelling, infection of the lungs (pneumonia), death
Hepatitis A Contagious viral infection of the liver; spread by contaminated food or drink or close contact with an infected person	Liver failure, death

*DTaP protects against tetanus, diphtheria, and pertussis

†MMR protects against measles, mumps, and rubella

Last updated June 2025

Information taken from the Texas Department of State Health Services at
<http://www.dshs.texas.gov/immunize/school/>



Information taken from the Texas Department of State Health Services at <http://www.dshs.texas.gov/immunize/school/>

What diseases do these vaccines protect against?

7-18 YEARS OLD

VACCINE-PREVENTABLE DISEASE	DISEASE COMPLICATIONS	NUMBER OF VACCINE DOSES
HPV (Human papillomavirus) Contagious viral infection spread by close skin-to-skin touching, including during sex	Genital warts and many types of cancers later in life, including cancers of the cervix, vagina, penis, anus, and throat	2 or 3 doses
Tetanus (Lockjaw)* Infection caused by bacterial spores found in soil and dust everywhere; spores enter the body through wounds or broken skin	Seizures, broken bones, difficulty breathing, death	1 dose at age 11-12 years Additional doses if missed childhood doses 1 dose for dirty wounds
Diphtheria* Illness caused by a toxin produced by bacteria that infects the nose, throat, and sometimes skin	Swelling of the heart muscle, heart failure, coma, paralysis, death	1 dose at age 11-12 years Additional doses if missed childhood doses
Pertussis (Whooping Cough)* Contagious bacterial infection of the lungs and airway; spread through air and direct contact	Infection of the lungs (pneumonia), death; especially dangerous for babies	1 dose at age 11-12 years Additional doses if missed childhood doses 1 dose every pregnancy
Meningococcal** Contagious bacterial infection of the lining of the brain and spinal cord or the bloodstream; spread through air and direct contact	Loss of arm or leg, deafness, seizures, death	2 doses. Additional doses may be needed depending on medical condition or vaccine used.
Influenza (Flu) Contagious viral infection of the nose, throat, and sometimes lungs; spread through air and direct contact	Infection of the lungs (pneumonia), sinus and ear infections, worsening of underlying heart or lung conditions, death	1 dose each year 2 doses in some children aged 6 months through 8 years
COVID-19 Contagious viral infection of the nose, throat, or lungs; may feel like a cold or flu. Spread through air and direct contact	Infection of the lungs (pneumonia); blood clots; liver, heart or kidney damage; long COVID; death	1 or more doses of the current COVID-19 vaccine depending on health status. For more information: www.cdc.gov/covidschedule
Mpox Contagious viral infection spread through close, often skin-to-skin contact, including sex; causes a painful rash, fever, headache, tiredness, cough, runny nose, sore throat, swollen lymph nodes	Infected sores, brain swelling, infection of the lungs (pneumonia), eye infection, blindness, death	2 doses
Dengue Viral infection spread by bite from infected mosquito; causes fever, headache, pain behind the eyes, rash, joint pain, body ache, nausea, loss of appetite, feeling tired, abdominal pain	Severe bleeding, seizures, shock, damage to the liver, heart, and lungs, death	3 doses

*Tdap protects against tetanus, diphtheria, and pertussis

**Healthy adolescents: Meningococcal ACWY vaccine (2 doses); Meningococcal B vaccine (2 doses if needed).

Last updated June 2025

Information taken from the Texas Department of State Health Services at <http://www.dshs.texas.gov/immunize/school/>

APPENDIX III – COMMUNICABLE DISEASE CHART

CONDITION	INCUBATION	STAY HOME UNTIL
COVID-10 Colds Flu	varies	Symptomatic children should stay home
Chicken Pox	10-21 days	Six days after last crop of blisters appear or until temperature is normal; with no complications or moist lesions
Conjunctivitis (Pink Eye)	1-3 days	Until 24 hours of antibiotic drop therapy is completed or released by a physician
Impetigo	Variable	Until adequately treated and/or released by a physician
Mumps	1-26 days	Until temperature is normal for 24 hours and swelling is gone
Pediculosis (Lice)	7-10 days	Until under treatment and free of live organisms and nits
Rubella	7-21 days	Seven days after appearance of rash or released by a physician
Streptococcal Infections	1-2 days	Until after 24 hours of antibiotic therapy and when fever* has subsided

***Note:** Fever is a temperature of 100° Fahrenheit (37.8° Celsius) or higher.

Information taken from the Texas Department of State Health Services at https://dshs.texas.gov/IDCU/health/schools_childcare/School-Health.aspx

APPENDIX IV – MEDICINE AUTHORIZATION**(As posted via Family Portal>School Information>Web Forms>Address/Medical... Form)**

Student Last, First Name _____

Medicine Authorization Checklist

By checking the following, I hereby understand that these are the medications that the school may have on-hand and that they may be given to my child as needed. By checking the boxes on the right (via FACTS Family Portal), I give the school permission to administer the recommended dosage as needed and inform me afterwards via the FACTS Family Portal Medical Notification system. Otherwise, the school will wait for my permission prior to administering any of the unchecked medicines below.

- ☐ Neosporin
- ☐ Calamine or Caladryl
- ☐ Topical Benadryl
- ☐ Band-Aid or Ace wrap
- ☐ Regular Strength Tylenol (Acetaminophen)
- ☐ Jr. Tylenol (Acetaminophen)
- ☐ Regular Strength Ibuprofen
- ☐ Jr. Chewable Ibuprofen
- ☐ Regular Strength Benadryl
- ☐ Children's Benadryl Chewable
- ☐ Tums/Antacids

I, the parent and/or legal guardian of the above-named minor do hereby appoint Covenant Academy to act on my behalf in authorizing emergency medical, dental, surgical care and/or hospitalization for the above-named minor in the event I cannot be reached. I agree to be financially responsible for all such treatment.

☒ Yes ☐ No

APPENDIX V – COMPUTER/INTERNET USAGE AGREEMENT

(As posted via FACTS Family Portal)

Acceptable Use

A student's use of a network user account must be in support of education and research and be consistent with the educational objectives of Covenant Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets or other confidentiality restrictions.

Privileges

The use of the computer network and the internet is a privilege, not a right; and inappropriate use will result in the cancellation of those privileges. The school administration will make the final decision as to what is inappropriate use. In addition, the Covenant Academy network administrator may deny, revoke, or suspend specific user accounts at any time as required or as may be deemed appropriate by the school administration.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive, rude, or disrespectful in your correspondence to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal personal information about yourself or any other person.
- Note that electronic mail (E-mail) *is not private*. Further, all correspondence sent to or from Covenant Academy's network is subject to being reviewed, monitored, and archived by the network administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or otherwise subject the network to any harmful viruses, spyware or other malicious software or code.
- All information accessible by Covenant Academy users via the network should be assumed to be private property. Use of graphics, documents and content obtained from other websites may be subject to copyright law. Due care must be taken to avoid infringing upon the copyrights of the creator of such works. Any infringement upon any such rights shall be the responsibility of the user and not Covenant Academy.

Security

Security on any computer network system is a high priority, especially when the system involves many users. If a security issue is identified by any user, the user must notify the school administration immediately. In turn, the Covenant Academy's network administrator must be advised so that the potential security threat can be assessed and corrected if necessary. Do not demonstrate the problem to other users. *Do not use another individual's user account logon credentials*. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in cancellation of network privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or any data belonging to Covenant Academy or another user.

No Warranty

Covenant Academy makes no warranties of any kind, whether expressed or implied, for the services provided through a computer network. Covenant Academy will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, no matter how such may be caused, including whether by the negligence of any party or by the errors or omissions of the individual users. Use of any information obtained via the Internet is at the risk of the individual user. Covenant Academy specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

APPENDIX VI – DRESS CODE

Please visit Covenant’s online storefronts to find the approved items available.

PREFERRED PROVIDER	Approved Provider	Approved Provider
FLYNN O’HARA Retail location to shop in-store, get fitted, or pick up your online order. Provides uniform items for ALL categories: plaid, chapel, daily, and physical training items. (Storefront or online) School Code: TX154	LAND’S END Provides SELECTED chapel, daily and physical training items. Preferred School #: 900090473	FRENCH TOAST Provides SOME selected uniform basics. <i>Note: Out of Stock Items will reappear when back in stock.</i> School Code: QS618MG

Once items are purchased from approved vendors for all categories (unless otherwise noted), students are expected to follow the guidelines as outlined within each category.

Daily Uniforms, <u>ALL GRADES</u>
<u>Polos</u> <ul style="list-style-type: none"> Navy, Red, or White Logo: Optional Worn tucked in
<u>Pants/Shorts</u> <ul style="list-style-type: none"> Khaki or Navy Belt: Black, brown, or tan required except for approved elastic waist in PK-1st
<u>Skirts/Skorts/Dresses/Jumpers</u> <ul style="list-style-type: none"> Khaki or Navy Hemming is NOT recommended. Skirt length may not be more than 5 inches above the ground when kneeling. Navy or Black Kick/Cartwheel/Bike shorts, solid Navy or White full-length tights, OR solid Navy or White ankle length leggings are to be worn under skirts/skorts.
<u>Classroom Outerwear</u> (required for year-round use) <ul style="list-style-type: none"> Spirit Wear sweatshirt Solid Navy sweater w/logo or fleece jacket w/logo for the classroom purchased through school sales or one of the school vendors.

Spirit Wear Days, <u>ALL GRADES</u>
1. Shirts: Covenant Spirit Shirts or Sweatshirts (including House or Athletics) 2. Shorts: Daily Uniform shorts or pants, uniform length blue denim shorts, or blue jeans. No rips, holes, or tears. Athletic shorts are reserved for athletics or Free Dress days. 3. Spirit Wear is different from “free dress.” Free dress allows for other athletic or cargo styles.

“Head to Toe” Guidelines, <u>ALL GRADES</u>	
Boys	<ol style="list-style-type: none">1. No pierced jewelry or jewelry of similar appearance.2. Hair length to be off the collar and above eyebrows. No unnatural or distracting colors.3. In general, young men are to be clean-shaven (no beards, mustaches, sideburns below the middle of the ear or stubble). Juniors and seniors may have neatly groomed facial hair.
Girls	<ol style="list-style-type: none">1. No pierced jewelry other than earrings. Any jewelry worn shall not be of a distracting nature. Teachers shall have discretion to determine whether any jewelry might be distracting.2. Hair Accessories: Covenant Plaid or solid white, red, or navy accessories only (colors may be mixed but no patterns other than the Covenant plaid). House colors when appropriate.3. Make-up and hairstyles should be modest. Hair must be kept from covering the eyes. No un-natural or distracting colors.

Dress Code, *continued*

“Head to Toe” Guidelines, <u>ALL GRADES</u>, <i>continued</i>	
All Students	<ol style="list-style-type: none"> 1. White, navy, or black no-show or athletic socks 2. Athletic shoes (non-distracting colors from uniform and no light up or roller shoes) 3. See Chapel Day Uniform section for more socks and shoe options. 4. Hats (solid navy, red, or white cap or Covenant logo available on Land’s End caps), scarves and sunglasses are not to be worn unless outside. 5. Hoodies are not permitted.

Chapel Day Uniform items are required for Chapel on Fridays but may be worn any day of the week.

****Please note that the Covenant Plaid items are only available through Flynn O’Hara unless otherwise noted.**

Chapel Day Uniforms, <u>GRAMMAR SCHOOL</u>			
	GRADES	Clothing Items from Daily Uniform Options	“Head to Toe”
Boys	PK-6	Navy Polo and Khaki Pants	<ol style="list-style-type: none"> 1. Navy sweater or fleece jacket as described in Classroom Outerwear. 2. White, navy, or black socks. 3. Laced, leather or leather-like, casual “dress sneaker” or boat shoes in black, brown, or tan (no accent colors).
NOTE: Boys in grades PK-6 may wear khaki shorts on chapel days during the months of August and September.			
Girls	PK-3	<u>Flynn O’Hara</u> Covenant Plaid Jumper with White Peter Pan Collared Button Down Shirt	<ol style="list-style-type: none"> 1. Hair Accessories: Covenant Plaid or solid navy only 2. Navy sweater or fleece jacket as described in Year-round Classroom Outerwear. 3. White socks or tights.
	4-6	Navy Polo and <u>Flynn O’Hara</u> Covenant Plaid Skort	<ol style="list-style-type: none"> 4. “Mary Jane” shoes in navy, black, or brown OR laced, leather or leather-like boat shoes in brown or tan (no accent colors).

Chapel Day Uniforms, <u>GRADES 7-8</u>			
	GRADES	Clothing Items from Daily Uniform Options	“Head to Toe”
Boys	7-8	Navy Polo and Khaki Pants	<ol style="list-style-type: none"> 1. Navy sweater or fleece jacket as described in Year-round Classroom Outerwear. 2. Navy or black dress socks with brown or black oxford dress shoes (laced or slip on, non-white soles) OR white socks with laced, leather or leather-like boat shoes in brown or tan (no accent colors). 3. No socks are required with boat shoes if wearing with shorts on a non- chapel day.
Girls	7-8	Navy Polo and <u>Flynn O’Hara</u> Covenant Plaid Skort	<ol style="list-style-type: none"> 1. Hair Accessories: Covenant Plaid or solid navy accessories only 2. Navy sweater or fleece jacket as described in Year-round Classroom Outerwear. 3. Dress flats in solid navy, black, brown, or tan OR laced, leather or leather-like, boat shoes in brown or tan (no accent colors). White socks may be worn with boat shoes. 4. Slip-on dress ankle bootie (low or no heel) in tan or brown (no Western, peep-toe, or combat styles)

Chapel Day Uniforms, <u>HIGH SCHOOL</u>		
Mens	Covenant Plaid Tie	<ul style="list-style-type: none"> • Long Ties are available in two lengths: 52”from <u>Flynn O’Hara</u> or 57” from <u>Land’s End</u>. • Bowties may be purchased through the business office.
	Shirt	<ul style="list-style-type: none"> • Long or short sleeve white button-down oxford • Some vendors’ shirts are made of thin material and will require a solid white t-shirt to be worn underneath.
	Blazer	<ul style="list-style-type: none"> • Note: Navy Blazers may be found at an alternate retail store but must be approved by administration.
	Khaki Pants	<ul style="list-style-type: none"> • Brown, black, or tan belt required.
	Socks/Shoes	<ul style="list-style-type: none"> • Same as 7/8-Navy or black dress socks with brown or black oxford dress shoes (laced or slip on, non-white soles) OR white socks with brown or tan laced boat shoes (no accent colors). • Same as 7/8-No socks required with boat shoes if wearing with shorts on a non-chapel day.
Womens	Shirt	<ul style="list-style-type: none"> • Long sleeve, $\frac{3}{4}$ length, or short sleeve white button-down oxford • Note: Only shirts with a straight edge along bottom may remain untucked. • Some shirt styles are made of thin material depending on the vendor and will require a solid white tank top to be worn underneath.
	Navy Blazer	<ul style="list-style-type: none"> • Note: Navy Blazers may be found at an alternate retail store but must be approved by administration.
	Covenant Plaid Skirt	<ul style="list-style-type: none"> • Navy or Black Kick/Cartwheel/Bike shorts, solid Navy or White full-length tights, or solid Navy or White leggings must always be worn under the skirt. • Hemming is NOT recommended. Skirt length may not be more than 5 inches about the ground when kneeling.
	“Head to Toe”	<ul style="list-style-type: none"> • Hair Accessories: Covenant Plaid or solid white, red, or navy only (colors may be mixed but no patterns other than the Covenant plaid) • Same as 7/8-Dress flats in solid navy, black, brown, or tan OR laced boat shoes in brown or tan (no accent colors). White socks may be worn with boat shoes. • Same as 7/8-Slip-on dress ankle bootie (low or no heel) in tan or brown (no Western, peep-toe, or combat styles)

PE Uniforms, GRADES 7-10 (as directed by instructor/coach)

Physical Training & Athletics	
FLYNN O’HARA (Storefront or online)	LAND’S END Preferred School #: 900090473

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