



Covenant Academy

STUDENT HANDBOOK

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*Covenant Academy exists to inspire and
equip authentic leaders for Christ.*

Foreword

Covenant Academy has assembled a faculty and staff who are committed to Jesus Christ as Lord and Savior. The school supports the Christian home, the church, and Christian education as they work together to meet the needs of every student. All employees view their work as a calling to ministry.

Covenant Academy is a Christ-centered institution. The school's strong desire and commitment is to serve children and support the family as it strives daily to teach students.

The purpose of this handbook is to communicate the policies and expectations of the school in order to maintain a Christian environment conducive to the training and instruction of young people. It does not attempt to address every situation that may arise during the school year.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

CORE VALUES

- 1.** Covenant Academy will infuse a biblical worldview into students and families in every aspect of their school experience.
- 2.** Covenant Academy will support families as they fulfill the Biblical mandate for Christian education of children.
- 3.** Covenant Academy will encourage staff, students, and families to be actively involved in and committed to a Bible-believing local church body.
- 4.** Covenant Academy will hire and retain professionally equipped Christian role models who pursue life-long learning.
- 5.** Covenant Academy will provide a challenging, Christ-centered and biblically- based curriculum.
- 6.** Covenant Academy will encourage and provide ministry opportunities to the local community and beyond.
- 7.** Covenant Academy will exercise Biblically based stewardship of all resources.

GENERAL INFORMATION

TELEPHONE USE

The school phone is available to students for school purposes. Personal cell phones, iPods, iPhones, and/or other electronic devices are not to be in use during the course of the school day (8:15 a.m. to 2:45 p.m. for 1st – 6th grade) and (8:35 am - 2:35 pm for Kinder). Items will be confiscated for a minimum of 24 hours. Parents will be notified. The administration may impose further consequences based on individual circumstances.

PERSONAL PROPERTY

Students are responsible for their personal property. This includes athletic bags, school bags and all contents therein.

Items that present a violation of fire code or other safety guidelines will be removed and the owner notified.

We strongly recommend that students not bring items of value to be stored in their bags.

SCHOOL ATTENDANCE

PREFACE

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction. The instructional program designed by each teacher is a progressive and sequential experience. Therefore, it is generally impossible for that experience to be “made-up”. Failure of a student to attend class regularly will be treated as a serious problem.

ABSENCES

- **Known in advance**
When a student will be out of school and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the teachers, and secure the class assignments for that period of time. All course work and homework assignments are due on the day they return to class.
- **Not known in advance**
When the time of the absence is not known in advance, the parent and or student should secure their work as soon as possible. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence.
- **Minimum days present for credit**
In order to receive the full benefit of an education, a student must attend class. Therefore, a student must be in attendance at least 90% of the school year to receive credit for that year.

All absences are counted equally, whether planned or unexpected, when assessing total days absent.

REPORTING BACK TO SCHOOL AFTER ABSENCE

Upon returning to school after an absence, the student is to bring written documentation from the parent(s) detailing the cause of the absence. A telephone call to the office or the teacher will not be accepted in place of documentation. The student must present the documentation before returning to class.

TARDINESS

Students who arrive late to class cause a disruption to that class and miss valuable instruction. Following are tardy guidelines:

- Students arriving to class late will be considered tardy.
- Detentions will be served immediately after school.
- 3 tardies = 1 absence.

SCHOOL CLOSING

In times of emergency, parents should follow local KISD announcements made on local radio and TV stations.

KEC-Channel 2	KERV AM 1230	KRNH FM 92.3 (The Ranch)
KVHC-Channel 10	KRVL FM 94.3	KWSP FM 99.9 (The Rose)

ACADEMIC INFORMATION

GRADE POINT AVERAGE AND CLASS RANK

- Each student's grade point average (GPA) is calculated each semester.
- A student must earn a 70% average per year to receive credit and pass to next grade.

REPORT CARDS

The school year at Covenant consists of two semesters with each semester divided into two grading periods. Report cards are emailed following each quarter. The final report of the year is mailed to the parent or guardian.

A parent-teacher conference is required for any failing grade.

TEXTBOOKS

Teachers issue textbooks to students. Students are responsible for the care and security of their books. Textbooks should have an identification number and student name written on the inside cover. If a textbook/workbook is lost or damaged, a form is completed by the teacher. The cost of replacement books must be obtained before grades or transcripts can be released.

UNIFORM REQUIREMENTS AND DRESS CODE

Covenant Academy has a required uniform dress code. Student clothing must be conservative, neat, clean, pressed and properly fitted.

Covenant Academy reserves the right to determine the appropriateness of all clothing worn at school and school functions.

Students who do not follow the guidelines for dress code will be subject to disciplinary action and/or forfeiture of privileges. All decisions rest with the administration.

WHERE TO PURCHASE

- Beginning the 2009–10 school year, **all polo shirts must have the Covenant Academy logo** and be purchased from Land's End.
- All plaid garments must be purchased from Land's End.
- All khaki shorts, pants, skorts, and/or capris must be dark khaki in color, have a flat front and be plain (no embroidery, embellishments, or designs). Approved providers are listed below.

****Mandatory Chapel/Field Trip Outfit(s):**

Girls- chapel/dressy field trip: plaid pleated skort and white polo with logo
regular field trip: cobalt polo with logo and khaki shorts/pants

Boys- chapel/dressy field trip: khaki plain front pants and cobalt polo with logo
regular field trip: cobalt polo with logo and khaki shorts/pants

Approved Uniform Provider:

Land's End
preferred school #9001-2818-2
1-800-469-2222
www.landsend.com/school

Approved Providers for *bottoms only*:

Land's End
preferred school #9001-2818-2
1-800-469-2222
www.landsend.com/school

Children's Wear Outlet
thechildrenswearoutlet.com
click on school uniforms
and shop K12 and/or
Genuine

Academy Sports and Outdoors

WHAT TO WEAR

Students may wear any combination of *school approved* uniform items on non-chapel days.

Non- Chapel Days:	Chapel Days:
<p>Boys: Red, white, or cobalt Covenant logo polo; tucked Black or brown belt Khaki pants or knee length shorts Socks and shoes with enclosed toe and heel</p>	<p>Boys: Cobalt Covenant logo polo, tucked Khaki pants Brown or black belt Socks and shoes with enclosed toe and heel</p>
<p>Girls: Red, white or cobalt Covenant logo polo; tucked Khaki skorts, shorts, capris or pants Plaid skort (Clear Blue Plaid) Black or brown belt with garments with loops Socks and shoes with enclosed toe and heel</p> <p>Optional: White knee highs or white tights</p>	<p>Girls: White Covenant logo polo; tucked Plaid skort (Clear Blue Plaid) White knee-high stockings or white tights Brown, navy or black dress shoes</p>

HAIR

Students will keep their hair neat, clean, well groomed, and in traditional styles and colors.

- Length in front should not hamper vision.
- The minimum acceptable standard for *boy's haircuts* will be as follows:
 - Hair is off the collar in back and off the eyebrows in front, the bottom of the ear is plainly showing, and the sideburns do not extend below the bottom of the ear.
 - No facial hair will be allowed.

COSMETICS

- Girls K-6th are not permitted to wear make-up.
- Neutral tone lip gloss.
- Fingernail polish in traditional tones may be worn.

JEWELRY

- Boys may wear watches, necklaces, and finger rings only.
- Girls may wear watches, bracelets, finger rings, pierced earrings (two (2) pair maximum).
- No cartilage earrings may be worn.
- Piercings other than 2 earlobe piercing are not permitted.

FOOTWEAR

- All footwear must have an enclosed heel and toe.
- Shoes must be clean and in good repair.
- Sandals and flip-flops are not permitted.
- Dress shoes may be worn any day.
- Regular dress shoes must be either dark brown or black or combination thereof with enclosed heel and toes.
- Boots must be worn under the pant leg.
- Shoes with wheels are not permitted.

COVENANT WEAR/DOLLAR DAY ATTIRE

Dollar Day Attire consists of approved Covenant Logo wear t-shirts and blue jeans, pants, skirts, skorts or knee length shorts.

- Clothing must fit properly and be of modest length.
- Jeans must not be ripped or torn.

All guidelines related to hats, hair, jewelry, and footwear will remain in effect.

MISCELLANEOUS INFORMATION

Students who are enrolled at Covenant Academy must be in uniform while on campus during the entire school day (8:15 am – 2:45 pm for 1st-6th grade and 8:30-2:35 for Kinder).

- Tattoos are not permitted in any form.
- Hats are not to be worn in the building, but may be worn outside.
- No logos of any kind other than Covenant wear.
- Shorts for either girls or boys should not be form fitting but roomy in the leg and seat.
- Girls should wear shorts under their skirts/jumpers. They cannot extend below the hem of the garment.
- Girls are not permitted to wear pants under their skirts.
- Skirts, skorts and/or jumpers cannot be more than 3 inches above the middle of the knee cap.

HEALTH AND SAFETY

STUDENT ACCIDENT POLICY

In the case of accident or acute illness the staff will take all necessary steps to arrange for the proper emergency medical services. All risks and hazards incidental to such treatment, including transportation, will be the responsibility of the parent and/or guardian of the child in need.

STUDENT HEALTH POLICY

In case of student injury, illness or fever of 100° or more, the student is to be picked up from school as soon as possible. Students must be kept home for twenty-four hours without symptoms before returning to school. The school personnel will use universal precautions to prevent the spread of infectious disease at school and at official school functions.

ADMINISTRATION OF PRESCRIPTION DRUGS

A note signed by the parent/guardian must accompany all prescription and non-prescription drugs. Also, a written order of the physician (prescription label acceptable) must be submitted to the teacher of all prescription drugs. The note must specify both the dosage and the time a medication is prescribed. The medication must have a current pharmacist's label and be in the original bottle (with the child's name, dosage, date and physician's name). All medication must be kept with the teacher labeled with the child's name.

ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS

Use of non-prescription ointments, topical lotions, and acetaminophen require only a note signed by the parent, specifying time and dosage to be given. All medication must be kept with the teacher labeled with the child's name. Medication will be returned to the family at the end of each year and any medication left over will be discarded.

MEDICATION

Any case involving a student found with any medication or drugs in his/her possession at school, even if prescribed, will be treated as a drug violation.

Medicine should be administered to students by parents at home. In exceptional circumstances, a volunteer, school staff or other designated personnel may administer a medication orally or topically at school if the following procedure is followed:

1. A written permission is given by the parents authorizing the school to administer the medicine to the student.
2. The medicine is in the original bottle from the pharmacy, includes the name and number of the pharmacy, the student's name, the name of the drug and dosage, and the time that the medicine is to be administered.
3. The medicine is kept in a locked cabinet in the school office.
4. Each dosage administered to the student is recorded and kept on file.

The above procedures include drugs that are to be used in an emergency for an individual student.

REQUIRED IMMUNIZATIONS

State law requires that each child entering school must have certain immunizations according to the chart below. A complete health certificate signed by a physician is due upon entrance to school. These requirements are set by the state and must be followed.

The county schools wish to remind parents that a child cannot be registered unless he/she meets these requirements. Parents who are in doubt as to whether or not their children meet these standards should contact their family physician. The physician and not his nurse or a member of his staff must sign all health records presented to school officials. Immunization records must be in school possession within thirty days of enrollment. If the records are incomplete, proof must be shown that immunization is under way.

Immunization records from city or county health units are acceptable for immunization records, but the school must still have a health certificate signed by a physician.

IMMUNIZATIONS REQUIRED FOR CHILDREN UNDER 12 YEARS OF AGE

POLIO	Four doses of oral vaccine (one of the three doses since 4 th birthday)
DPT/DtaP	(Diphtheria, Tetanus, Whooping Cough): Five doses (one since 4 th birthday)
RUBELLA	(German measles, 3-day measles): Two doses (given thirty days apart) of vaccine after 1 st birthday. History of disease is not acceptable.
RUBEOLA	(Red measles): Two doses (given thirty days apart) of vaccine after 1 st birthday. History of disease is not acceptable.
MUMPS	One dosage of vaccine after 1 st birthday and before 16 months of age.
<i>Note: Rubella, Rubeola and Mumps are usually listed together as MMR and given together.</i>	
HIB	3 or 4 doses in primary series. Series complete if one dose given after 15 months of age. HIB is not given if child is 5 years of age or older.
HEPATITIS B	Not required if born before July 1994.
VISION & HEARING	A screening is held each year.
SCOLIOSIS	A screening is held each year.