



Parent - Student Handbook

Updated February 2021

GENERAL INFORMATION

OUR PHILOSOPHY

Covenant Preparatory School exists as a Christ-centered, blended school model committed to an authentic Classical Christian education stressing the fundamentals of spiritual development, academics, and community outreach.

OUR VISION

To see a community of strong Christian families influencing their community, nation, and the world for Jesus Christ and His glory. (Acts 1:8).

OUR MISSION STATEMENT

Covenant Preparatory School strives to deepen our student's relationship with Jesus Christ and the world he has given to us, as well as prepare them for fruitful and joyful service to God and man.

GOALS

MINISTRY TO THE FAMILY

- To establish a school that operates as a servant to the family
- To encourage parents to fully accept their responsibility for the spiritual, moral, and social education of their children
- To encourage parents to see their highest calling and their most fundamental responsibility as that of training their children to be faithful disciples of Christ
- To demonstrate respect for the God-given authority of the parents
- To effectively and systematically integrate the home and the school in the delivery of an academic education
- To aid families in Christian growth and to help them develop Christ-centered homes
- To encourage regular attendance and involvement in a local church
- To teach the students the Biblical view of marriage and the family

ACADEMIC TRAINING

- To teach that the Bible is the only inspired, infallible, authoritative Word of God
- To teach all subjects from a Biblical worldview as parts of an integrated whole with Scripture at the center
- To teach and encourage our students to develop and apply a God-centered perspective to all that they do
- To provide students with a classical education, in which grammar (the fundamental facts and rules of each subject), logic (the ordered relationship of particulars in each subject) and rhetoric (the expression in speech and writing of the ideas of a subject) are emphasized in all subject areas

- To encourage every student to develop a love for learning and to achieve their academic potential
- To encourage the students to develop self-discipline and responsibility from God's perspective
- To teach history as the providence of God
- To teach the students how to research and to reason logically from a Biblical perspective
- To teach the students to understand and use the fundamental processes (reading, writing, speaking, and listening) in communicating and dealing with others

EQUIPPING GOD'S PEOPLE FOR A LIFETIME OF PERSONAL MINISTRY

- To encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ
- To challenge our students, their families, and our fellow staff members to become progressively more knowledgeable of and obedient to the will of God as revealed in the Holy Scriptures
- To encourage students to use their knowledge and skills in willing and joyful service to the Lord
- To provide a clear model of Biblical Christian life through the school staff and Board of Directors
- To impart an understanding of each Christian's place in the Body of Christ and its worldwide mission, providing opportunities for the student's involvement
- To teach the students how to study God's Word
- To teach the students to hide God's Word in their hearts through memorization and meditation

STATEMENT OF FAITH

- We believe the Bible to be the only inerrant, authoritative Word of God, and that it is, therefore, the final authority in matters of faith and practice. (2 Tim. 3:16; 2 Pet. 1:19-21)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Deut. 6:4; Matt. 28:19)
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father. (Heb. 1:2; Matt. 1:21-23; Col. 3:1)
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and salvation is by grace through faith alone. (John 3:38; Eph. 2:8-9; Acts 16:31)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Gal. 5:16; Rom. 8:14-27)
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (Jn. 5:28; 1 Cor. 15:52-53; Rev. 20:12-15)

- We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:21-23; 1 Cor. 12:13)

NON-DENOMINATIONAL STANCE

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. It is not our intention to replace the local church or to take its place in teaching doctrine and the details of following Christ; we exist rather as a service to the body of Christ. There shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctions. Classroom discussion of secondary doctrine shall be on an informative, nonpartisan level. Teachers shall be careful not to speak to the students in a manner that would cause offense to the parents. Presentation of all sides of an issue is encouraged. The teacher shall encourage the students to follow up any questions they have with their parents and pastor.

NON-DISCRIMINATION STATEMENT

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

EDUCATIONAL PHILOSOPHY

We believe that the Bible clearly instructs parents, not the Church or State, to bring up children in the discipline and instruction of the Lord. The Church's commission is essentially to spread the Gospel and train believers. (Matt. 28:18). The State has been directed to enforce God's laws and protect the innocent. (Rom. 13). Therefore, we seek to teach and discipline in a manner that supports the family. (Eph. 6:1-4).

We recognize that an excellent education is founded upon disciplined, eager attention to learning; that this discipline rests upon the student's moral character; and that this moral character can only be developed through a personal relationship with Jesus Christ. We will encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ.

We will seek to teach and discipline in a manner that supports the family. We believe that God's character is revealed not only in His word, but also in every facet of the creation.

Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.

God wants us to love Him with our mind, as well as with our heart, soul, and strength. (Matt. 22:37). We seek to challenge children individually at all levels and teach them how to learn, by using the proven classical method. We will integrate the classical curriculum with Biblical teaching to provide an education that is pervasively Christian. We want to help parents teach their children that all they do should be done “heartily, unto the Lord.” (Col. 3:23). We seek to encourage quality academic work and maintain high standards of conduct.

We will encourage the students to develop wisdom, discernment and a love for learning, and we will help them live up to their full academic potential. Students will be taught how to learn for themselves and how to express what they have learned; *how* to think rather than simply *what* to think. We will teach them how to ask good questions rather than simply providing them with good answers.

HYBRID-SCHOOL MODEL

The Hybrid-School model takes the best aspects of traditional, full-time, private schools, as well as home schools, and creates a unique college-simulated model. Our version of the Hybrid-School model uses a university-style (block) schedule adapted to the grammar and logic schools. Students in K through 8th grade will attend classes Monday, Wednesday, and Friday from 8:30-3:00 PM. The educational process is continued at home where parents continue their instruction or monitor student progress on Tuesdays and Thursdays. Instructors provide parents with detailed instructions for days spent off campus.

SCHOOL NAME

God Promised Abraham, “I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you” (Gen. 17:7). The divinely appointed instrument of the covenant’s fulfillment is the faithful teaching of our children (Gen. 18:19). We gratefully and joyfully claim the covenant promise for ourselves and undertake the education of our children in the confidence that we serve a covenant-keeping God of grace who is faithful in all His ways.

SCHOOL CREST

The cross represents the centrality of Christ’s sacrifice as the cornerstone of our faith and of Christian education. It is an ancient symbol of Christianity to remind us of our connection with the church through all the ages. The shield depicts the Christian life as warfare and the call to all believers to “Put on the whole armor of God.” (Ephesians 6:11). The garland reminds us that our days are few, and therefore it is necessary to “redeem the time” that God has appointed to us.

SCHOOL MOTTO

“To glorify and enjoy God and his world forever.”

SCHOOL COLORS

Maroon, Gray and White

SCHOOL BOARD and Relationship to Sandhills Presbyterian Church

CPS was founded in 2013 by Paul and Kristin Rizzo, former members of Sandhills Presbyterian Church. With the goal of continuing to mature into a full K-12 school the Rizzo's joined with the leadership of the church in January of 2018 to form a new board, in order to take advantage of the finances, the building, and the manpower that SPC is able to provide. As long as CPS remains on Sandhills Presbyterian Church's campus, the school board will be made up of a contingency of the leadership of Sandhills Presbyterian Church and/or individuals approved by the leadership. CPS seeks to serve the entire Christian community. Its students attend a wide variety of Christian churches in the area. Parents are invited to voice their suggestions through writing or by meeting with the Headmaster.

ENROLLMENT & ADMISSIONS

Covenant Prep is open for enrollment to any qualified student. It does not discriminate in enrollment with regard to race, gender, nationality, or ethnic origin. In case of limitations in space and/or personnel, priority is given to teachers employed by the school, children of the Board of Directors, and to those who have children currently enrolled in the school.

NEW STUDENT ENROLLMENT GUIDELINES

New students are permitted to enroll at Covenant Prep and register throughout the school year.

PARENT AND STUDENT RESPONSIBILITIES

Covenant Prep is a Hybrid-School Model. Both parent involvement and student cooperation are essential if Covenant Prep is to successfully fulfill its mission; a mission that includes a vital spiritual element. Therefore, as a condition of acceptance to this school, parents of each student applying for admission must be in agreement with the school's Statement of Faith. It's also necessary Covenant Prep have parent and student guidelines to facilitate acceptance of those students appropriately suited for a Hybrid-School Model format. Those guidelines are as follows:

PARENT GUIDELINES

- Parents must be in agreement with the school's purpose and spiritual objectives and be willing to abide by the school's rules and regulations.
- Parents must be committed to the parental responsibility for providing a quality, Christian education for their children.
- Parents must be active members of a Christian church in keeping with Covenant Prep's Statement of Faith.
- Parents must be willing to provide Covenant Prep with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or home school.
- Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
- Parents must be willing to adhere to the financial policies laid out in the "Financial Policies" section of the Student Handbook.
- Parents must be committed to providing partnership instruction in the satellite classroom on the days a child is not attending Covenant Prep in order to provide quality education in accordance with goals and objectives of Covenant Prep. Parents are responsible for providing regular structure for completing home assignments, checking assignment sheets and monitoring the student's completion of these assignments; helping the student as needed.
- One parent, or approved tutor, must be actively involved in the educational process with a student during the at-home class days.

- Covenant Prep does not recommend the parent work during at-home school days, since the Hybrid-School Model requires a parent be actively involved during at home school days. If both parents are required to work during at-home school days, it's the recommendation of Covenant Prep tutors be utilized, or other educational options be explored.

PARENTAL ROLES RELATED TO AT-HOME INSTRUCTION

In GRAMMAR SCHOOL, parents will serve as “*co-teachers*” in the satellite classroom at home. Parents will receive instructions from the instructor at the school on a regular basis outlining home assignments and preparations needed for the next class. They will also take extensive responsibility for direct instruction in some courses (i.e. spelling, vocabulary and penmanship).

In LOGIC SCHOOL, parents will begin transitioning from “*co-teacher*” to “*private tutor*” in the 6th grade. Parents should still read each assignment sheet, assist with structuring time for a student, offer assistance as needed and verify each assignment is completed in a timely manner. Parents may contact teachers to verify instructions when necessary. Parents may spot-check work for understanding of concepts.

COMMUNICATION WITH CO-TEACHER & PRIVATE TUTOR

Effective, consistent communication between the teacher and co-teacher/private tutor is vital and accomplished primarily through the assignment sheet. Teachers develop weekly assignment sheets based on departmental standard provided by the Administrator. We also challenge our parents to commit themselves to supporting the following tenets as the Lord allows:

- Parents *are encouraged to attend* any Educational Workshops provided by the school. The objective is to seek unity through communication as well as to answer any lingering questions a parent may have.
- Pray for the mission, teachers, administration, and Board of Covenant Preparatory School.
- Cooperate fully with the educational policies of Covenant Prep, doing my best to make Christian education effective in the lives of each of my children; so, they may love and serve the Lord Jesus all of their lives.
- Support the school financially, in addition to tuition payments, as the Lord gives opportunity and means.
- Assume volunteer duties and responsibilities for Covenant Prep as opportunities arise and as God provides the strength and time.
- Resolve matters of dispute with a person or persons involved; not gossip or criticize the school before my children and follow the Bible's instruction on settling matters of dispute contained in Matthew 18. (*Summarized, with reference to Covenant Prep, in our Grievance Policy*).
- Seek the advancement of Covenant in all areas; spiritually, academically and physically.
- Know and support the policies of our school.

- Use of the Tongue: We realize the tongue is one of the most significant threats to God’s work at Covenant Preparatory School. Therefore, we expect ourselves and each other to use the tongue in a manner that praises God, encourages and heals, speaks the truth, is sensitive to all faiths and seeks to build -- not destroy. When we fail, we will be eager to repent, forgive and correct those offenses, as the Bible requires. *“So also the tongue is a small part of the body, and yet it boasts of great things. Behold, how great a forest is set aflame by such a small fire!”* (James 3:5)

STUDENT GUIDELINES

- Students must be willing to adhere to Covenant’s “Student Code of Conduct”.
- Students must be willing to adhere to Covenant’s “Dress Code” policy.

ADMISSIONS PROCEDURES

1. Meeting with the Headmaster: Attend a family interview with the Headmaster.
2. Review School Material, Pray & Complete Forms: If after a meeting with the Headmaster you are still interested in Covenant Prep, please carefully review the material about the school. If you have questions, please contact us. We want to help you make the wisest decision possible for your children. If after reviewing the school material and praying about your decision you still want to proceed, please complete all of the forms provided by our administration. Please note that there is a per-student application fee required at this time.
3. Testing and Evaluation: Placement testing may be required for admittance to Covenant Prep and is administered/evaluated prior to course registration. Testing is done so we can more appropriately place students in courses and in order each family might better determine the comparative relationship between a student and Covenant Prep's level of course work. A per-student testing fee may be required at this time.
4. School Admission’s Family Interview: School admission is a one-time process that is handled by the admissions committee. The purpose of this meeting is to make certain all of your questions about Covenant have been answered and to make certain Covenant is the appropriate school for your family. Your admission forms will be given to our Admissions Department, they will call you to arrange an interview. At least one parent and potential students must attend the interview.
5. Letter of Acceptance: After the interview process has been completed, each family will receive a letter from the school administrator. This letter will indicate the admission committee’s decision.

6. Enrollment Agreement: This will be included with the letter of acceptance. Return it along with all applicable fees to enroll your child(ren).

SCHOOL REGISTRATION

REGISTRATION GUIDELINES (NEW STUDENTS/CURRENT STUDENTS)

Students will register at Covenant Preparatory each year. Covenant Prep operates both a fall and spring semester during a complete school year. *When available, it is recommended that students and parents read the Student Handbook prior to registering.*

FINANCIAL POLICIES

TUITION PAYMENTS

OPTION 1 – Single Payment:

Pay ENTIRE school year tuition by **AUGUST 1ST**. This option can be paid for with either a check or automatic bank withdrawal.

OPTION 2 – Multiple Payments:

Pay tuition monthly, quarterly or biannually through setting up automatic bank withdrawals. If a bank withdrawal is not desired, payments may be made using a personal check. However, please submit all payments by the due date or a late fee may be assessed.

All tuition payments are due by the **20th** of the month, unless it falls on a weekend or holiday. In such case, the payment will be due the following business day. A \$50 late fee will be assessed after 5-business days from the due date. For the monthly payment option, tuition payments are broken up into 10-monthly payments. If enrollment happens after the school year has commenced, tuition may be prorated.

REFUND POLICIES

Please read these policies carefully. It's important to understand CPS enters into a contractual agreement with its employees on an annual basis. Therefore, we are not able to provide refunds outside of the policies stated below.

APPLICATION FEE: Non-refundable

REGISTRATION FEE: Non-refundable, once a student has signed an acceptance letter. *Covenant Prep is limited on class size and a student's slot is reserved once they accepted. The registration fee reserves their slot in their applicable class.*

TUITION: If a student withdraws from Covenant Prep, the following refund policy applies:

- Fall Tuition: NON-REFUNDABLE after 7/1
- Spring Tuition: NON-REFUNDABLE after 12/1

If a student withdraws before the deadlines listed above, any tuition payments made toward the semester will be 100% refundable. However, if a student withdraws after the deadlines listed above, the undersigned are responsible for all tuition payments through the end of the semester in which the student withdraws, except in the following special cases:

1. A family moves to a location more than fifty miles from the school campus
2. A student is expelled or asked to withdraw by the school
3. A student has a physician documented medical reason for withdrawing

All payments made beyond the deadline are treated as a tax-deductible donation to the school and the undersigned will receive a donation letter from the school for tax purposes. Transcripts will not be released for students who are withdrawn until tuition is paid through the end of the required period as described above.

STUDENT CONDUCT

STUDENT CODE OF CONDUCT

The purpose of Covenant's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage development of positive Christian relationships among its students. Therefore, it is important specific guidelines be followed regarding behavior while attending Covenant Prep.

- Students shall show respect to adults at all times. A title (Mr., Mrs., etc.), along with the adult's last name, shall be used when addressing an adult.
- Students shall treat each other with respect, kindness, and compassion just as God commands us in Matthew 7:12: *"So in everything do to others what you would have them do to you."*
- There shall be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from a teacher should not have to be repeated.
- The school facility and grounds shall be kept clean, orderly, and in a manner that shows an attitude of gratefulness.
- There shall be no horseplay, running, or rough play during or between classes.
- Use of profanity is not permitted.
- Public displays of affection between sexes such as hand holding, kissing, etc. are not permitted.
- Students shall not bring radios, tape players, tapes, records, computer discs or any other media equipment to school unless specific permission is given by the school administration.
- Cell phones and tablets are not allowed in the classroom.
- Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any Covenant-sponsored event.

DRESS CODE

Covenant Prep's dress code is intended to give concrete, practical witness to the school's commitment to fulfill its stated aims to honor God and disciple students. It's designed to encourage modesty, decency, and propriety and to discourage the use of clothing as a significant means of establishing self-identity or gaining attention or social status. Uniforms are not optional for Covenant students and complete and joyful compliance is expected.

Covenant Preparatory School is a workplace for students, a work setting where the standard for both academics and conduct is high. The school dress code seeks to complement and reflect those high standards, while also helping maintain students' focus on the task at hand and on issues of personal character.

The Headmaster retains the authority to determine the appropriateness of a given student's attire, or hairstyle, and may remove from the campus, or otherwise discipline,

any student deemed to be inappropriately dressed. The administrator also reserves the right to grant a limited variance to these regulations for special purposes, such as special dress days or instructional exercises, provided high standards of modesty are always upheld. All elements of the dress code are in force on school days.

School uniforms can be ordered directly from Land's End. Please contact the school for more information.

For upper body wear, students must wear a collared shirt free from emblems, logos, or other writing (**except for the CPS logo**). Only the top button may be worn unbuttoned. Accepted colors include white, burgundy and gray. Colors shall not be extremely bright, nothing which calls undue attention to a student. **CPS requires students to have the CPS logo on all upper body wear.**

- All upper body wear must be tucked in.
- Lower body wear includes khaki or navy-blue dress slacks or shorts for boys. Khaki, navy-blue, or burgundy plaid skirts for girls. All lower body wear with belt loops must be worn with a black or brown belt. The hems of skirts must be worn no higher than the knee and skirts must not have immodest slits. Khaki or plaid jumpers/polo dresses are allowed for girls. Girls must obey the school standard for the length of their lower body wear, and it may not be more than four inches above the knee when kneeling.
- All clothes must be neat and clean at the beginning of the day, and may not be torn, have fringed edges, or any other unusual features which will call undue attention to the wearer.
- No clothing shall be *excessively tight and form-fitting, or excessively loose, or be of an immodest design or style*. All clothing shall be worn in a neat and modest manner.
- Students are permitted to wear sneakers (tennis shoes). We encourage wearing dress shoes, although it is not required as we want to place an emphasis on the need to be active. The soles of shoes may not exceed one inch in thickness, nor may the combined sole/heel height exceed two inches. All shoelaces must be tied and all buckles must be buckled. Shoes should not be excessively bright and should be free of characters (Spiderman superman etc...). They may be in the following colors: black, brown, or gray. *No house slippers, flip flops or sandals are permitted on normal uniform days*. Socks, tights, and knee-highs are permitted in the following colors: black, white, khaki, gray, and burgundy.
- All students must have footwear on including socks, tights or knee-highs according to gender.
- Hair must be kept groomed and clean and may not include bizarre coloring or styles.
- Boys may not wear earrings or other pierced jewelry. Girls may wear only one earring per ear; no other pierced jewelry is allowed.
- No one may wear a tattoo, either temporary or permanent.
- No hats or other head coverings, such as bandannas, may be worn in the building.

- Any article of clothing or item of jewelry deemed to be unusually distracting (due to color, pattern, cut, etc.) is unacceptable for school wear.
- Zip-up jackets that may be worn in the classroom should be burgundy, white, or gray solid (ideally having an official CPS logo) or be of similar school colors. Coats or other outerwear (hats, gloves, etc.) may not be worn in class. Coats and other outerwear may be worn outdoors during the school day and need to be solid in color without any advertisements, etc. on them; a dark solid color would be best.
- PLEASE label all outerwear with your child's name on it.

ADDITIONAL DRESS CODE FOR LOGIC SCHOOL

BOYS:

- White or light blue button-down shirt in long or short sleeve with school crest.
- Belt and a “plus one” item is required. The following “plus one” items are approved with their dress shirt: tie, bow tie, vest or sport coat. Sport coats will not require a school logo and may be purchased from any store (colors will be burgundy, gray, navy or tan).
- Dress shoes are encouraged. However, students may wear plain colored, or predominantly plain colored, sneakers to school with their uniforms. Gray, black or navy muted colors are best.
- Pants and outer wear remain the same.

GIRLS:

- White or light blue button-down shirt in long or short sleeve with school crest. Lands End offers a variety of styles designed to tuck in or leave out.
- Belt and a “plus one” item (optional). The following “plus one” items are approved with their dress shirt: tie or tab.
- Dress shoes are encouraged. However, students may wear plain colored, or predominantly plain colored, sneakers to school with their uniforms. Gray, black or navy muted colors are best.
- Skirt and jumper options remain the same, but polo dresses are only for grammar school since polo shirts are no longer worn.

It is also optional for all students in Logic School to bring a change of clothes/shoes for recess. The Logic School Bathrooms are being remodeled and provide plenty of room for changing and storing clothing. All athletic apparel must be solid in colors (maroon, blue, gray or white) and must be in accordance with the school's modest dress code design or style stated above.

CONDUCT & DISCIPLINE

The backbone of any school is how teachers and students relate to one another, and how they relate to God, which is manifested in obedience to His revealed will. A teachers' love for their pupils should be visible to all through their love for God and learning, and their desire to intellectually disciple their pupils to love the same. Students should respond to their

teachers' love by heartily embracing the worldview expressed both inside and outside the classroom and by obeying the letter and spirit of all that teachers command with a joyful heart. Love for the LORD, for His Word, and for one another, within appropriate, established boundaries, should characterize all that we do. Even the most common and mundane areas of our lives are to be lived in such a way that God is honored and glorified. Covenant Prep deeply desires our staff and students would adorn the Gospel of the Lord Jesus Christ by rejecting the anti-authoritarian, selfish, and unloving attitudes surrounding us, preferring instead to speak and act with love, grace, and respect, flowing from a grateful and joyous heart.

In order students might have tangible ways to see and then model these intangible ideas, we have listed some guidelines to help them. They are expectations we desire our students' parents share as well. The list is not intended to be exhaustive, but representative. At Covenant Prep, they are to be *cheerfully* manifested at all times, in every situation.

BASIC EXPECTATIONS

- Students are expected to exemplify basic Christian standards of behavior, conversation, and attitude.
- Students are expected to be obedient in the classroom, the first time something is asked of them. There should be no talking back or arguing with teachers or staff. Non-verbal communication (facial expressions, rolling of the eyes, etc.) that is disrespectful is not allowed. Prompt and cheerful obedience is expected at all times.
- Students are expected to leave electrical music devices, games, computers, cellular phones, or anything that could prove distracting to their schoolwork at home.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- Students are expected to treat all of the school's materials and facilities with respect and care, as though they were their own. This includes any textbooks that may be distributed to the students.
- Students are expected not to run or make noise in hallways, but to be silent and orderly unless given permission by a teacher to do otherwise.
- Quiet talk and good manners are to be the visible standard during lunchtime.
- Students are expected to address all adults by name (i.e., Mrs. Smith, Mr. Johnson) when speaking generally. When given a directive or when asked a question requiring a response of "yes" or "no," then the student will add "sir" or "ma'am" as a demonstration of the honor and respect they are due. (Lev. 19:32).

DISCIPLINE POLICY & PROCEDURES

Discipline is to be thoroughly Biblical, defined by the Scriptures, proceeding from a Biblical philosophy of discipline. Covenant believes parents should work in partnership with the school to ensure Scripture is used when addressing discipline administered to a child. **(Under no circumstances does Covenant Preparatory School practice spanking or similar forms of corporal punishment.)** The primary goal of the CPS staff will be to practice "preventative" discipline through the use of good teaching techniques, and CPS expects parents to instill in their children the importance of having

good manners and respect for others. The school will control the impact of serious discipline by limiting or withdrawing the participation privileges of consistently uncooperative students.

The following are Scriptures CPS believe are important for parents and staff to utilize in partnership.

Biblical discipline is:

- motivated by and performed in love (Prov. 3:12, 13:24; Heb. 12:6).
- effective with wise recipients (Prov. 17:10).
- often identified with the use of mild rebuke. (Prov. 29:15).
- often accompanied by restitution and/or apologies, public and private (Matt. 5:23-24).
- completed by repentance (including no lingering attitudes), a restoration of fellowship, love, and forgiveness (2 Cor. 2:6-8; Matt. 18:15).

Discipline will be administered in light of a student's particular offense and attitude. There are two levels of offense at Covenant, each treated with a particular procedure:

- Classroom level
- "Office Visit"

The vast majority of discipline is handled at the classroom level through the use of mild verbal rebuke for the purpose of sound classroom management. The goal in all discipline is restoration and healing. It is Covenant's desire parents be supportive, active, and involved in their child's training through the use of godly discipline.

OFFICE VISITS

There are five basic behaviors that will automatically necessitate discipline from the Headmaster. Those behaviors are:

- Disrespect shown to any staff member or peer, whether in the form of a look, a response, or any other action. The staff member will judge whether or not disrespect has been shown, attempt to address it or send the student to the Headmaster if unable to deal with it individually. (Ex. 20:12; Prov. 6:16-17; Rom. 13:1,7).
- Dishonesty in any situation, including lying or otherwise deceiving, cheating, forgery, and stealing. (Ex. 20:15-16; Prov. 6:16-17, 19).
- Rebellion, i.e., outright disobedience (active or passive) in response to instructions. (Col. 3:20; 1 Sam. 15:23).
- Malicious or selfish physical harm or intent to harm another student, including fighting, shoving, tripping, etc. (Jas. 4:1; 1 Cor. 13:5).
- Obscene, vulgar, profane, or malicious language or action, including swearing, taking the Lord's name in vain, name-calling, and dirty joke telling. (Ex. 20:7; Eph. 4:29, 5:4).

Normally, during an office visit, the Headmaster will:

- Investigate and determine the nature of the offense (consulting teacher, student, others).
- Seek to give Godly and Biblical counsel to the student. (2 Tim. 3:16)
- Contact that student's parents to explain the situation.
- After the parents have dealt with the offense, the Headmaster will also require restitution or apology, if appropriate, and then pray with and for the student before the student reenters their classroom. If a student is sent to the office, the following accounting will be observed. Within either semester of the school year:
 - The first time a student is sent to the Headmaster, the student's parents will be contacted, and punishment will be dealt with by the parents. The parents' assistance and support in averting further problems will be sought.
 - The second office visit will be followed by a meeting with the student's parents and the Headmaster.
 - Should the student require a third office visit, a two-day suspension will be imposed on the student.
 - If a fourth office visit is required, the student will be expelled from the school. (This is of course assuming a consistently repeated offense).

RE-ADMITTANCE

Should the expelled student desire to be readmitted to Covenant Prep at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

GRIEVANCE POLICIES & GUIDELINES

It is important that institutions that purport to be Christian in their mission and relationships actually demonstrate a fidelity to Christian principles in their spheres of influence. To this end, Covenant has established Biblical guidelines for the resolution of disputes and grievances in the operation of Covenant Preparatory School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Covenant's operations, between any two parties connected in a direct way to the school. This includes students, parents, volunteers, staff, administration/board.

STUDENTS/PARENTS TO TEACHERS

1. All concerns about the classroom must first be presented to the teacher by parents, or if a student is mature enough, by the student himself. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
2. If the problem is not resolved, parents or student may bring the concern to the Headmaster. If a student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision in writing to the Covenant Preparatory Board.

PARENTS/PATRONS TO ADMINISTRATION

1. If the parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they shall bring their concerns to the appropriate person. A respectful, Christ-honoring demeanor is required at all times, by all parties involved.
2. If the situation is not resolved, they shall present their concerns to the Headmaster.
3. If there is still no resolution, they shall submit a written request for a hearing with the Covenant Preparatory Board.
4. This procedure also applies to school board members who are acting in their capacity as parents/patrons, and not as representatives of the Covenant Board.

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:5-20.

Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically based mediation. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for

Christian Conciliation of the Institute for Christian Conciliation as printed in the Guidelines for Christian Conciliation.

The parties agree these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

SCHOOL—HOME COMMUNICATION

Communication between the school and the home are vital in any healthy academic setting, but because we function in something of a team-teaching situation with the parents, they are especially important. *All members* of the school community are encouraged and expected to make proper and ongoing use of any communication methods the school may devise, in accordance with any relevant school guidelines. Communication is a two-way street, and we encourage parents to be in direct contact with the teachers, or the headmaster should any concerns or questions arise.

ACADEMIC POLICIES

GRADING, EVALUATION, AND FEEDBACK

We believe that grades are not a commentary on the relative worth and value of the individual, but rather an accurate reflection of the quality of his/her work in a given subject at a given time.

At Covenant Preparatory School, grades serve four basic purposes:

- They help us teach, correct, and train.
- They help us in the ongoing placement of students at a level and in subjects responsive to their needs, background, and abilities.
- They provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his parents and other parties, such as college entrance boards or other schools to which the student may transfer.
- They provide us with a just and legitimate means of holding students accountable for the quality of their work.

GRADING SCALE

%	GRADE	GRADE POINT
100 – 90	A	4.0
89 – 80	B	3.0
79 – 70	C	2.0
69 – 60	D	1.0
59 – 0	F	0.0

ATTENDANCE REQUIREMENTS

A student enrolled at Covenant Prep is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Due to the limited number of in-class days, it is vitally important to each student's progress to attend each class day and period. Please use the ample time in the non-class days to schedule personal activities (i.e., dentists, etc.).

- Short-term absences: If a student needs to be absent from school for a day, for any reason, parents should contact the teacher and copy the school administrator by email or phone as soon as possible.
- Long-term absences: If a student needs to be absent for two or more consecutive on campus days, parents should notify the school in writing explaining the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

- Extended absences: We will cooperate with families taking their children from school for vacations, parents returning from deployments etc. when extended absences are voluntary (versus emergency or illness). Parents will work with the teacher and student to ensure any concepts missed are taught and understood to an appropriate level. This may require all schoolwork missed to be promptly completed within a week's time. We require for any planned, extended absence a student's teacher(s) and school administration be notified in writing thirty days in advance. It is a *parent's responsibility* for the student's work to be completed and turned in upon returning from the absence.

BOOKS & MATERIALS

CPS will provide complete booklists and recommended sources with contact information upon acceptance and registration. Parents must acquire all curricular materials by orientation for students to begin coursework.

MISCELLANEOUS

CPS PARENT FELLOWSHIP

We will utilize a Parent Fellowship to organize and execute volunteer opportunities in and out of the classroom. Volunteers have the task of assembling a parent community to meet the following needs and others as necessary throughout the year:

- Develop and sponsor creative events to promote CPS
- Host special school events such as school picnics, socials, etc. to support the school program and strengthen the CPS community
- Oversee and coordinate teacher appreciation

LUNCH

All lunches are “brown bag” and must be brought by the students. We ask parents think very carefully about the snacks and lunches they send to school with their children. Whole foods, as opposed to processed, pre-packaged ones are always best. Foods with high levels of sugar are an unwise choice, as they will invariably lead to poorer classroom performance.

In addition, students should have clear or light-colored drinks, due to the likelihood of spills, particularly with the younger children. If your student forgets lunch, he/she may call a parent to have a lunch brought.

CLOSED CAMPUS

CPS is a closed campus. All visitors, including parents, must check in with the Headmaster at the church. Classroom visits must be scheduled in advance and may not always be possible due to space limitations and the disruptions visits cause.

SCHOOL AND OFFICE HOURS

The school day begins promptly at 8:30AM and ends at 3:00 PM for K-8. Meetings with the Headmaster are available by appointment.

CHAPEL SERVICES

While Covenant Prep begins every day with prayer and praise, Chapel Services are held every week at 8:30 on Wednesdays in the sanctuary of Sandhills Presbyterian Church and led by the pastors of Sandhills Presbyterian Church, or staff of CPS. The purpose of chapel service is to worship the Lord and attend to His word. All students and teachers are required to attend chapel, and all parents are welcome to join us during that time.

PARENT-TEACHER CONFERENCES

In August, a Back-to-School Night is held. It affords parents and teachers an opportunity to become familiar with one another. Parents are given a brief overview of the goals and activities of each class and are encouraged to sign up for a parent-teacher conference. In early October an afternoon is set aside for parent-teacher conference. All parents are *strongly* encouraged to attend. Parents are always welcome to schedule teacher conferences anytime during the school year.

PARENTAL INVOLVEMENT AND PARTICIPATION

The Bible instructs parents to teach their children God's truth (Deut. 6:6-7). Parental responsibility goes beyond teaching children the Bible. It extends to showing how God relates to all of life: our work, the literature we read, the entertainment we consume, science, the arts, participation in community activities, our homes, our personal relationships, and our speech. When parents entrust the academic responsibility to participate in their children's education, they still need to understand, monitor and assist their children's progress in cooperation with the school.

Parents are strongly encouraged to exercise their God-given authority to see their children do assigned homework. In some cases, parents may be asked to review material with their children. Parents will be asked to work with the school in exercising discipline when necessary. And again, parents are encouraged to attend Educational workshop meetings. When parents have concerns about a particular course, they should bring their concerns directly to the teacher first. If the parent-teacher communication fails to resolve the issue, parents are encouraged to bring the concern to the Headmaster.

CPS encourages parents to make suggestions for more effective education and communication and to express any concerns they have by contacting the Headmaster or a member of the school board.

Volunteer (non-paid) parental assistance will be requested from time to time to help with transportation, chaperoning and other practical activities. CPS recognizes work and childcare responsibilities vary from family to family and that some parents may be unable to help in certain ways.

ARRIVAL AND DISMISSAL

Please drop your children off at school no more than 15 minutes prior to the scheduled start time. Please call the school office if you will be more than 10 minutes late to pick up a child, or if there are any unusual carpool changes. We must be notified if anyone other than a family member or the regular carpool will pick up a child.

INCLEMENT WEATHER

The school's decision to close on an inclement weather day will be emailed to parents.

FUND RAISING

CPS seeks to limit the number of fund-raising events involving parents and students throughout the school year. However, participation is strongly encouraged to maximize efforts from the few events held each year. To assist with fundraising please contact the Fundraising Committee.

MEDICAL POLICY

- Please report all contagious diseases to the school. This is of great help when other students in the class develop symptoms.

- Please do not send a child to school until they have been symptom-free for at least twenty-four hours.
- Prescription medicine should be given at home. A written letter of authorization is required by a parent and turned into the school prior to any non-prescription medication being taken by a student. If you have any special needs, please contact the school office.

ILLNESS POLICY

We ask that families follow the procedures below when deciding whether or not to send a student to school with certain symptoms.

- Intestinal viruses: Students suffering from intestinal viruses are permitted back in the classroom once the symptoms of nausea are gone, assuming there is no fever associated with the illness.
- Fever: Students running a fever of 100° or higher are not permitted in class. If a student becomes ill at school and has a fever of at least 100°, parents will be contacted to come pick him/her up.
- Illnesses requiring antibiotics: Students should follow their physicians' recommendations regarding when they can be exposed to other children. For example, students with strep throat are typically told not to be around others for at least 24 to 48 hours after the first antibiotic treatment.
- Common colds: Students are permitted in class with minor cold-like symptoms. However, if flu-like symptoms (such as a fever) appear, parents will be contacted to pick-up their child.

Asbestos Compliance Report



November 9, 2018

The United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988 and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation and that we are in compliance. The Management Plan is available for your review at anytime during normal school hours (Monday, Wednesday, Friday, 8:30 AM – 3:30 PM). The Asbestos Program Manager, Bill Crisp is available to answer any questions you may have about asbestos in our building (910-639-5707).

Bill Crisp

Covenant Preparatory School Treasurer