



**COVENANT LIFE SCHOOL
PARENT/STUDENT HANDBOOK
2011-2012**

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MISSION & PHILOSOPHY

Mission Statement

Educating students who will think biblically and live passionately for Christ

Vision Statement

Producing graduates who engage their world with hearts and minds forged by God's Word

Core Values Statement

Our values are expressions of what the Covenant Life School community believes. We seek to practice the following core values to guide students in fulfilling God's call on their lives.

Love for God

We pursue a personal relationship with God through Jesus Christ.

Devotion to Truth

We pursue, promote, and defend biblical truth in all subjects.

Love for Learning

We discover the beauty in all subjects and pursue a life of learning.

Commitment to a Biblical Worldview

We engage the world of ideas with biblical discernment.

Partnership with Families

We work closely with parents in the task of educating and training their students.

Philosophy of Education

Amazed by the Cross and guided by God's Word, we seek to develop...

- **Wise** students who, through an ever-deepening revelation of God's holiness and man's sin, embrace God's standards for living.
- **Passionate** students who experience the love of God and respond by loving Him, loving others, and loving truth.

- ***Clear-minded and articulate*** students who engage their culture with a biblical worldview and persuasive proclamation of the gospel.
- ***Fruitful*** students who faithfully steward their gifts and mature into disciple-makers themselves.

We pursue these goals knowing that our students, although made in God’s image, are sinners in need of a Savior. This salvation is through Jesus Christ, and comes by faith alone. Folly is bound up in the heart of a child (Proverbs 22:15). Yet through regeneration and the sanctifying work of the Spirit, they can put sin to death and bring God great pleasure. That motivates us to be patient with them and encourage them daily. Without minimizing sin, we strive to magnify grace in the gospel.

Under the parents’ delegated authority, a Christian teacher guides students to think and live according to Scripture. This is a high calling. We seek to model a love for God and the local church, as well as a love for learning. It is equally essential that we model Christian character. We view our students as individuals with unique gifts and needs. Without stooping to mere entertainment, we seek to make knowledge attractive through a broad range of age-appropriate teaching methods and resources. We maintain biblical standards for student appearance, conduct, and academic achievement, and we communicate regularly with parents. We aim to instruct, exhort, rebuke, and encourage with all humility, depending on the Holy Spirit to convict and illumine.

Learning is a hard but wonderful privilege. It is an incremental process. Good teachers link new information to previously-learned information and reinforce new skills through repetition. Students learn most effectively as active participants -- by asking and imitating and doing, not simply hearing. The goal of learning is to gain wisdom as biblically defined: “The fear of the Lord is the beginning of wisdom; all those who practice it have a good understanding” (Psalm 111:10).

Whether our graduates continue with formal education or move directly into a vocation, Covenant Life School challenges them to be life-long learners devoted to serving God, the local church, and their community. Our curriculum is anchored in the authoritative truth of Scripture and is saturated with theological instruction. It stresses the rich history, literature, and language of western civilization. It cultivates an awareness and appreciation of music and the arts. It provides thorough training in scientific observation and mathematical reasoning. It acquaints students with the computer skills necessary to perform in an increasingly technological age. In each subject, each grade, we are teaching students to master the tools of learning, not just the facts, with the goal of producing disciples who love the Lord with all of

their heart, soul, mind, and strength.

Faculty & Staff Qualifications

All of our faculty and staff are members in good standing of Covenant Life Church and support the church in its policies and activities. They provide the students and parents with an example of godly character and serve as effective role models. They have been professionally trained in their field of expertise and evidence gifts of the Spirit necessary to fulfill the school's mission.

At times the school employs professionals from outside the church community to provide instruction beyond the capabilities of the full-time faculty. In such cases, these professionals are in full support of the school's philosophy and mission.

School Board

Covenant Life School has a School Board which is comprised of the school principals, pastors appointed by Covenant Life Church, and parents. The Board holds ultimate authority and responsibility in all matters pertaining to the school. This board is responsible for the raising, disbursement, and accounting of all monies; the appointment of faculty and staff; and the setting of policy. The board delegates responsibility for the maintenance and operation of the school to its principals and head, who act as instructional leaders to the faculty and provide counsel and leadership to the students, parents, faculty and staff in matters related to the training of children and young adults in the school program.

ADMISSIONS

Admissions Standards

Covenant Life School was originally commissioned by the pastors of Covenant Life Church to help church members with the spiritual formation and training of their children in the context of the academic setting provided by the school. The privilege of enrollment has been extended to Christian families who share the values and biblical priorities of our school community. Because of the school's emphasis on character training and spiritual formation, enrollment is reserved for those students who desire to grow in Christ. Knowing that the quality and effectiveness of a school's ministry is directly affected by the character and commitment of its parents

and student body, we have identified specific criteria to guide our student admission decisions. Student eligibility for enrollment is re-evaluated each year according to the following criteria:

1. **Local church membership.** Parents must be members in good standing of a local church.
2. **Consistent values.** Parents and students must be committed to abiding by and demonstrating values that are consistent with those of Covenant Life School.
3. **Parents effectively serving in their God-given role as parents.** Because God has given parents, not teachers, primary responsibility for training their children, admission will hinge on the parents commitment and ability to exercise their biblical roles.
4. **An evident desire to know and follow Christ.** We are overjoyed when a student responds to the gospel, and we look for growing evidence of faithful obedience to God and his ways.
5. **A willingness to receive instruction.** We look for students to respect authority and to receive correction humbly from peers and adults, as the discipline of the Lord.
6. **A positive influence on others.** The student's potential impact on his/her classmates will be a very significant factor. Our desire to serve each family must be balanced by a passion to preserve the spiritual integrity of each classroom and the entire school.
7. **The composition of the student's class.** Admission decisions will be made with the strengths and weaknesses of the entire class in mind.
8. **Participation in Youth Ministry.** Different churches structure the ministry to youth in a variety of ways. Students of Covenant Life School are expected to willingly embrace and participate in all means of spiritual growth provided by their local church.
9. **A realistic expectation for academic success.** The student's academic history must show a willingness to work at all classroom assignments and the basic skills necessary to succeed in the school's academic program.

The above standards are stated as principles which will be applied with discretion based on the student's age. We expect students to demonstrate increasing maturity and faithfulness to these standards as they grow older.

If the school administration determines that a student is not eligible for admission, the student's parents may appeal the decision. A written appeal should be submitted to the Head of School, who will present it to the

School Board for review. The School Board will make a final decision. The appeal should be submitted in a timely fashion so that the Board has sufficient time to review and discuss it.

Admissions Procedure

The admission procedure for the following school year is communicated to CLS families early in the school year and posted on the school website. Any questions should be addressed to the school office.

Financial Aid

The cost of a quality private Christian education is an investment well worth the sacrifice needed. However, we believe that deserving students should receive help when necessary to make enrollment possible.

We have established a Financial Aid Program to provide assistance to families with a demonstrated financial need. The total amount available for financial aid is determined annually by the school board based on philanthropic gifts to the school's financial aid fund.

During enrollment season families are encouraged to submit an application in a timely manner to receive the best consideration for assistance. Information and applications are available at the school website.

Honor Code: Kindergarten – Fifth Grade

The honor code's role in the elementary grades is to set the standard for attitudes and behavior at the same level that God does. The following principles constitute the Elementary Honor Code:

Love God – And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Mark 12:30

Obey Authority – Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you. Hebrews 13:17

Work Diligently – Whatever you do, work heartily, as for the Lord and not for men. Colossians 3:23

Serve Others – Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. Philippians 2:3-4

Honor Code – Middle School and High School

Attendance at Covenant Life School is a privilege which comes with certain responsibilities. I, therefore, personally accept each of the following responsibilities as a student at Covenant Life School.

To God Almighty:

- I want to grow in a personal relationship with God through Jesus Christ. (Rom 1:16)
- I want to grow in following after Christ and obeying His commands in all the areas of my life. (Deut. 26:17)
- I am willing to submit to the word of God and to allow the Bible to guide me in all areas of my life (I Cor. 10:31) (II Tim 3:16)

To my parents:

- I will attempt to honor my parents in everything I think, say and do (Ex. 20:12)
- I will seek to learn all that I can from them (Eph. 6:1-3)
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78:1-8)

To my church:

- I will submit to all the authorities in the church that God has placed over me (Titus 2:1-5)
- I want to grow in making worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20)
- I will attempt to be an example of godly character wherever I am. (I Tim 4:12)

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13:17)
- I will seek to do all the work I have been assigned with diligence, honesty and integrity (Eph. 5:8-17)
- I will do my utmost to learn as much and achieve as much as I possibly can (Phil. 4:8-9)

To my classmates:

- I will honor and respect the time, work and feelings of my fellow students (Rom. 12:9-18)
- I will model honesty, integrity, kindness, and modesty in my relationships (Phil. 2:3-7)
- I will love others by confronting their sin (and receiving their correction) in a spirit of humility (Eph. 4:15-16)

I, therefore, pledge to uphold these Christian responsibilities, realizing that I will be able to enjoy the privilege of attending Covenant Life School only so long as I faithfully and with integrity seek to fulfill this commitment.

Non-Discrimination Policy

Covenant Life School does not discriminate on the basis of race, color, or nationality in the administration of its educational policies, admission policies, or programs. Covenant Life School gladly admits students of any race, color, and nationality to all programs and activities with the same rights and privileges as all students in the school. We believe that Christ came to all ethnic groups, saving some from all ethnic groups, thus glorifying himself *through* all ethnic groups. We count it a privilege to serve qualified students from all racial and ethnic backgrounds.

GENERAL INFORMATION

Asbestos Management Plan

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Since our building was completed after October 12, 1988, our “management plan” consists of the documentation that to our knowledge no asbestos-containing building materials were specified for use or used in this building. Any person may review this documentation during normal business hours without cost or restriction. To do so, contact the church’s facility manager at 301-869-2800.

Carpool Procedures

STANDARD MORNING PROCEDURES:

- Parents may drop children off anywhere in the drop-off loop in front of the building. Students will walk down the sidewalk and enter the school through the school entrance doors.
- Do not park in the drop off loop or along the front driveway at any time. To do so is a violation of the fire regulation and presents a dangerous situation to students who are entering or leaving the building.
- Drivers who wish to enter the building should either drop off their riders first or park in the school parking lot (across from the school entrance) and escort them into the building through the school entrance.
- Please do not park in the church parking lot (across from the main entrance).
- We suggest students arrive at 7:55 a.m. to get to their class on time.

STANDARD AFTERNOON PROCEDURES:

The parking lot is a dangerous place. In order to ensure the safety of the children and achieve an efficient afternoon pickup, the following policy shall govern the dismissal of students:

- Students must observe directions given by all faculty members on duty.
- Students are expected to leave the campus soon after dismissal, unless supervised by an adult. This includes early dismissal days.
- They should be extremely careful when crossing roads or parking areas.
- Carpool drivers should arrive between 3:00 and 3:15.
- Carpool drivers must follow the prescribed route through the parking lot and drop-off loop, and may not park in any loading areas or no-parking zones (including the front drop off lane).
- All students will remain under the supervision of school staff until their car pool arrives. *Drivers must stay in their vehicles in the designated carpool lane and their riders will be brought to the car.*
- *Never park in the drop off loop or along the front driveway.*
- Please do not park in the church parking lot or the Sovereign Grace parking lot, or use the Sovereign Grace parking lot as a turn-around.
- Carpool drivers who arrive after carpool procedures conclude will be charged a late fee per student (elementary school only). Students can be found waiting in the designated late carpool room. Drivers will need to park in the school parking lot and come in the building to pick up the students. The late fee will be waived for situations beyond the driver's control. Kindergarten parents who are late will also be charged a late fee and will need to pick their student up in the office.
- Late carpool fees will be charged to the carpool driver. Teachers on late carpool duty are serving you to guard the safety of your children, so please thank them when you pick up your riders and your Late Carpool Notice.

Communication

ParentsWeb: One primary means of communicating information to school families will be RenWeb ParentsWeb. The school calendar of events, uniform information, forms (medication release, immunization, supply lists, field-trip permissions, etc.), grade and class information, and general school information will be maintained there.

“Calling Post” Automated Messages: As the need arises, Covenant Life School uses a service called “Calling Post” to leave automated messages for families. This is especially useful when communicating time-sensitive information. Please train your children to take a message if they receive a call from “Calling Post.”

MESSAGES & PHONE CALLS:

- Our school phone number is 301/869-4500.
- The school office is open from 8:00am - 4:00pm each day. If you call at other or busy times, you may get our voice mail.
- Faculty and staff have their own voice mailboxes, where messages may also be left. Refer to the Faculty and Staff Directory (pg. 3)
- Please do not ask school personnel to relay information to other school families or carpool drivers.
- Due to their classroom responsibilities, teachers are generally not available during school hours to receive phone calls. Please allow 48 hours for a reply to non-emergency emails and phone calls.
- In the event of an emergency and you cannot get through to us, call the CLC office at 301/869-2800. They will be able to pass on the message to us.

Drugs & Medications

Children are not allowed to have any drugs or medications in their possession. According to law (Annotated Code of Maryland, Title 8, COMAR Title 10, Subtitle 27.22.05), Covenant Life School is not allowed to keep or dispense any medications to students except as directed in writing by a primary healthcare provider's order and according to the directions of the prescription label and the written request of the parent. The school also may not administer non-prescription medications (such as aspirin, acetaminophen, ibuprofen, cough drops, or topical medicines like Benadryl and Neosporin) unless under the primary healthcare provider's written order and parents' written permission. The parent (not the student) must bring these medications into the school office. All medications must be clearly labeled and kept in the office under lock. All medications must be administered to students at school by one of our trained School Medication Assistants.

Lockers

Each student in Grades 6-12 will be assigned a personal locker with a combination lock. All student possessions must be kept in the locker. (Note: Additional storage will be provided for winter coats and sports bags.) No tape or stickers may be applied to lockers, inside or out. Magnets may be used to hang pictures, schedules, or other items, and students may decorate the inside of their lockers to suit their taste. The administration will conduct periodic locker inspections to insure that lockers are neat and that their contents are consistent with biblical standards. Students may not jam the locking mechanism to keep the lock unlocked. Committing your combination to memory or storing it in a safe place (other than your locker!) is recommended.

Lunches

Students should bring a bagged lunch. On occasion, student organizations may also offer lunch & snack items for students to purchase. A limited number of microwave ovens are available for middle and high school student use in the lunch room. We encourage parents to use "lunch box coolers" in their children's lunches, since refrigerator space is unavailable.

School Safety

OUR COMMITMENT: The safety of our students, your children, is a matter we care deeply about. We have developed an Emergency Procedures Manual in compliance with our accrediting commissions and local authorities. We have procedures for Safe-In-Place emergencies, lock downs, tornados, etc. We ask that everyone comply with guidelines and procedures put out by the school in order to assure the safety and well-being of all students while they are at Covenant Life School.

BUILDING EVACUATION (FIRE) DRILLS: Building evacuation drills are conducted 10 times each year. We have developed a procedure for accounting for all students in the building at the time of an emergency that would require evacuation. We also have a procedure for contacting parents in such an event.

USE THE SCHOOL ENTRANCE DOORS: For security reasons, we ask that all students and parents enter and exit the building through the school entrance doors. The exterior doors will remain open throughout the day; the interior doors to the school corridor will be open until 8:15 a.m. After 8:15, the interior doors will be locked and electronically controlled by the receptionist in the main school office. Parents and others will be able to enter with the approval of the receptionist. There will be a school security guard posted at the entrance of the church lobby when school is in session.

IDENTIFICATION BADGES: Everyone who is not a student or part of the school staff must stop at the receptionist's window in the main school office to pick up a badge to wear while in the school areas. All Volunteers, Lunch Monitors, and Visitors need identification badges.

STUDENTS MUST SIGN OUT DURING THE DAY: We need to be able to verify who has left the building during the school day. All students leaving the building at any time other than during regular dismissal must sign out with the receptionist in the main school office.

School Hours

- **MORNING:** School begins promptly at 8:05 a.m. each day. Students will not be allowed in the building before 7:50 a.m. We suggest arriving at 7:55 a.m. for students to get to class on time. Kindergarten hours are: 8:10 a.m.-12:00 p.m.

AFTERNOON DISMISSAL: 3:10 p.m. (Monday—Friday)

HALF DAY SCHEDULE: Half days of school will dismiss at 12:15.

The schedule for Grades 6-12 will be:

1 st Period	8:05-9:05
2 nd Period	9:09-10:22
3 rd Period	10:26-11:15
4 th Period	11:19-12:00

TWO-HOUR DELAY SCHEDULE: School will begin at 10:00 a.m. when there is a two-hour delay. The schedule for Grades 6-12 will be:

1 st Period	Cancelled
2 nd Period	10:00-10:32
3 rd Period	10:34-11:21

Lunch and the remainder of the day will be as normally scheduled.

If the **2 hour delay** is **on a Wednesday**, secondary chapel will be cancelled. HS 1st period and MS 2nd period classes will be 2nd period (10:00-10:32).

See “Weather Policies” below for information on delayed openings.

Summer Office Hours

The school office is closed the second week after graduation until one week before the start of the next school year. Communication with the office can be maintained by email or phone messages.

Weather Policies

CANCELLATIONS: We follow Montgomery County Public Schools (MCPS) for school cancellations, late openings, and early closings due to inclement weather. This information is available on the radio, television, or Internet starting at 6:00 a.m. If you have e-mail at your workplace or at home, you can register at www.schools-out.com for e-mail notification.

DELAYED OPENINGS: We follow Montgomery County Public Schools (MCPS) for late openings due to inclement weather. A two-hour delay cancels Kindergarten classes at CLS. If there is a two-hour delay on a scheduled half day, school will be cancelled. If there are weather delays during a secondary exam week, please check RenWeb ParentsWeb for

announcements about the secondary exam schedule. If MCPS calls for more than a two-hour delay, *CLS will have a two-hour delay.* (See “School Hours” above for how delays affect the middle/high school schedule.)

EARLY CLOSINGS: We follow MCPS for early closings due to inclement weather. CLS will stop teaching classes at the time of school closing. Parents should pick up their carpools at that time. CLS will supervise all students until their rides arrive.

MAKE UP-DAYS: A certain number of snow days are built into the school calendar. In the event that days in excess of these are missed due to bad weather, the school will schedule makeup days later in the year.

Websites

For Covenant Life School families, our administrative software, RenWeb, is central to how information is gathered, stored, updated and communicated within the Covenant Life School community. Current information about Covenant Life School with downloadable forms and information pages are available there. RenWeb ParentsWeb can be found at: www.renweb.com using login button and the District Code: COV-MD.

Our website (www.covenantlifeschool.org) is used for presenting our school to the public and interested families.

Withdrawal and Tuition Reimbursement

In the event that a student is withdrawn or expelled during the school year, parents will be expected to pay a \$400 withdrawal fee. Any remaining tuition will be refunded, pro-rated according to the date of departure.

PARENTS

Affirmations of Parental Responsibility

The following are principles that Covenant Life School holds to be essential for us to work together with parents to ensure a truly Christian and God-honoring education. All parents involved in Covenant Life School must be able to make these affirmations.

1. I believe that God has given me the primary responsibility for training my children and providing a suitable education for them.

2. I desire to have my children receive a distinctively Christian education. I will seek to teach biblical principles and truths to my children and make relevant applications of God's Word to the circumstances of our family life.
3. My goal for the instruction of my children is academic excellence built on the foundation of theological truth and godly character. I will seek to develop my children's character according to the standards of God's Word.
4. I will carry out my responsibility to effectively secure in my children the proper attitude toward authority and the willingness to adhere to the policies, standards and practices of Covenant Life School.
5. I will view quarterly Parent Meetings as mandatory and will make a wholehearted effort to initiate and attend conferences scheduled by the teachers.
6. I will seek to meet the school's recommended guidelines for my involvement and participation in school.
7. I will endeavor to develop and maintain a godly atmosphere in my home by exercising control over inappropriate influences on my children and by modeling a Christ-like life to the best of my ability.
8. I will demonstrate my faith to my children through personal devotion to the Lord Jesus Christ and through faithful involvement in my local church.
9. I will maintain integrity in all of my dealings with the school, which includes the full payment of annual tuition for my children's education.
10. I have read the *Discipline Policy* of Covenant Life School. I understand and agree with this philosophy and practice and will take advantage of the opportunities that arise through the school's disciplinary actions to disciple and train my children.
11. I have read the *Parent/Student Handbook* of Covenant Life School and agree to abide by the policies and practices it contains.
12. I understand that acceptance into Covenant Life School is decided annually, and that continued enrollment is contingent upon satisfying the Admission Standards.

Communicating Concerns & Suggestions

SUGGESTIONS & RECOMMENDATIONS: Each person has a different perspective of our school, and so each one has a unique opportunity to make suggestions which could lead to improvement in something we do. We want the parents to have a legitimate sense of ownership when it comes to the school, and we desire to see every service, program and curriculum through as many eyes as possible. Please help us by passing your thoughts along to us. The best way to do this often is in writing. This will help you to focus your thinking and it better enables us to understand your thoughts and respond properly. Also, general thoughts are helpful, but specific recommendations are most helpful.

CONCERNS OR PROBLEMS: Even in the best situations, people may have concerns, or problems may arise. We want to hear any concerns you have and we want to do what we can to solve problems. The best rule to follow is to communicate first with the person on the school staff that is closest to the area of problem or concern, and go to others with greater authority only if the situation cannot be resolved at that level. The administrators are eager to speak with parents if they have any concerns that haven't been resolved in direct discussion with faculty, staff or other administrators.

Field Trip Participation

We are very grateful for the way parents support our program by participating in school field trips. Our policy requires that parents complete and sign the Driver Information Form found on ParentsWeb. Typically we are not able to have younger children (siblings or other children under your care) accompany drivers and chaperones on field trips.

Involvement & Participation in the School Community

Covenant Life School represents the cooperative effort of parents, teachers and staff, and other friends of the school who work together to provide a quality, well-rounded, Christ-centered education for our students. One of our goals is to provide ways for parents to meaningfully participate in their children's school experience.

We realize that not all parents are in the position to be practically involved in the life of the school to the same degree. We are grateful for however much and in whatever ways each parent is able to volunteer. However, because parental involvement has such a significant impact on the atmosphere of the school, we ask that each parent endeavor to set aside two days (or the equivalent) per year to serve in the school or participate in school activities.

Following are a few suggestions:

- Volunteer to assist teachers or office staff at school on a regular schedule.
- Assist classroom teachers from home.
- Help with special events in or beyond the classroom – lunch monitoring, parties, field trips, feasts.
- Help with one of our school fundraisers – Legacy Races, Covenant Classic, Annual Benefit
- Attend special events – Concerts, All-School Chapels, Awards Assemblies, Art Shows, etc.

We also expect all parents to support Covenant Life School by upholding the standards we have established for the school, fulfilling their financial obligations to the school, faithfully attending Parent Meetings, maintaining

open and honest channels of communication with the faculty and staff, and attending parent-teacher conferences. Thanks for the way you do this!

Parents should contact their child's teacher or the school office to find how they can make the most helpful volunteer contribution to the school.

Parent-Teacher Conferences

Our goal is to assist parents in training their children. The parent-teacher conferences are a prime opportunity for us to learn how to assist you best and to share with you our observations. We value your time so we schedule these conferences only when we believe they are necessary. If we have not requested a conference with you and you would like one, please take the initiative to contact us with that request. We want to meet with you, and there doesn't have to be a problem in order for us to meet! Parent-teacher conferences are normally scheduled at the conclusion of each quarter, but it is not unusual to have them throughout the year. Please let us know how we can serve you best.

Parent Meetings

Parent meetings are key events in the school year. We put a lot of work into preparing for these meetings: developing a brief teaching which will help you grow as a parent, or bringing a relevant update on current events in the life of the school, preparing report cards, displaying student work for you to see, and developing goals for the following quarter so you know what your children are studying and experiencing. We also view this as a key time to have personal contact with you to pass on many positive things about your children, answer questions, and schedule parent-teacher conferences. Our desire and expectation is that both parents are intimately involved with their children and make it a priority to attend these meetings and arrive on time.

STUDENTS

Attendance

GENERAL INFORMATION: Students are expected to be at school unless they must be absent due to illness, injury or an emergency. Parents are requested to call in by 8:20am that day to notify the school of their child's absence. They must provide a written note for the absence the day their child returns to school. To participate in an athletic competition, students must attend school by noon (12:00pm) on the day of the competition. We discourage student absence for vacations. Parents should contact the principal and their child's teacher as early as possible with planned absences for reasons other than illness, injury, or emergency. The teachers may be limited in the amount of help they can provide for students that have missed due to vacations.

ABSENCE: If your child is ill and will not be coming to school, please call the school office between 8:00 a.m. and 8:20 a.m. to inform the office of the absence.

TARDINESS: Students are expected to be in their classrooms and ready to begin the school day on time each morning. When students enter the classroom late, they are not able to be prepared for early classroom learning, and they disrupt their classmates and teacher from the activity that is going on when they enter the room. Therefore, we adhere to the following procedure:

1. The school entrance doors will be unlocked by 7:50 a.m. to let students in. Students are to go directly to their 1st Period Classroom.
2. We recommend that secondary school students arrive by 7:55 a.m. to make sure they get to their classrooms by the 8:05 a.m. bell.
3. Secondary students need to be in their class by 8:05 to be on time. Elementary students need to be in class by 8:10.
4. Students arriving late must stop at the receptionist's window in the main school office to get a tardy slip before reporting to class. The reason for tardiness must be stated on the tardy slip.
5. Teachers will not allow tardy students into the classroom unless they have a tardy slip from the receptionist.
6. Students arriving *after 8:30* must have a note from their parent or be accompanied by their parent (or carpool driver) to the receptionist in order to receive a tardy slip. Otherwise the tardiness will not be excused.

EARLY DEPARTURE: Students who need to leave school early (e.g. for a doctor's appointment) must check out with the receptionist in the main school office and check back in if they return to school. Students will not be allowed to leave early without a note from a parent or guardian. Students who need to leave early on a regular basis (e.g. seniors who have a part-time job) should submit written permission from their parents at the beginning of the year.

SICKNESS: Students should not be sent to school if they are ill. Students arriving with a fever or an obvious illness may be asked to return home. Students with communicable diseases will not be allowed to attend school until permission is given by the child's attending physician.

ABSENCE DUE TO SCHOOL ACTIVITIES OR SPORTS PARTICIPATION: When a scheduled school activity, student service organization or athletic competition conflicts with academic commitments, club/team members in good academic standing will be released from class in time to prepare for or travel to the competition or activity. The Athletic Director or Faculty Advisor will be responsible for informing the principal when students should be dismissed. Non-members of the group/team will require special permission from the principal in order to attend an activity that conflicts with academic commitments. This should be requested at least 24 hours in advance. Permission will be granted at the principal's discretion, taking into consideration the student's academic standing and the number of students who would be absent from school.

FAMILY VACATIONS: From an educational standpoint, absences for the purpose of vacation are rarely in the student's best academic interest. Parents should be aware that absences can have a significant impact on a student's ability to master class material - especially prolonged absences. The secondary school requires that a Pre-Absence Form be completed by middle and high school students before they will be absent. This form will serve both the students and their families in understanding the amount of work that will be missed during their absence.

ACADEMIC CONSEQUENCES FOR BEING ABSENT OR TARDY

LATE HOMEWORK: Late work is any assignment (homework, project, paper, etc.) turned in after the completion time and date assigned by the teacher. If a student fails to complete an assignment on time or is absent from class when homework is collected, he/she will be expected to turn in that assignment, along with any subsequent assignments, the next time that class meets. Students can always bring in a signed note from their parents,

asking for a deadline extension due to extenuating circumstances (see “Study Detentions” for further explanation).

Consequences for unexcused late homework include a Study Detention and grade deduction:

- 10% off for one class period late
- 20% off for two class periods late
- 100% off for three or more periods late or quarter grades are due (whatever comes first)

Exceptional situations should be discussed with the teacher(s) and, as necessary, the principal.

If a student misses three or more consecutive days of school (due to sickness, vacation, etc.), he/she will be expected to turn in all missed assignments within one week of returning to school. New assignments should be submitted on time as the student makes up missed assignments.

On quarterly report cards, teachers will only give an “Incomplete” due to extenuating circumstances – not for late assignments that have not been submitted.

MISSED TESTS: If, due to sickness or vacation, a student misses school on a day a test is given, he/she will be expected to take the test the following day. This may be administered during the regular class period, during another period (study hall, etc.), or after school, at the discretion of the teacher.

If a student misses three or more consecutive days of school (due to sickness, vacation, etc.), and thus misses a test or tests given during that period, he/she must schedule make-up test times with the teacher(s) the day he/she returns to school. This is the student’s responsibility. If the student fails to take this initiative, the teacher may administer make-up tests at his/her convenience without advance notice.

DISCIPLINARY CONSEQUENCES FOR BEING ABSENT OR TARDY

EXCUSED TARDY: A student with a valid reason for being tardy will be marked as “Tardy—Excused.” To help students understand the value of arriving to school and class on time, consequences will be issued.

UNEXCUSED TARDY: A student without a valid reason for being tardy will be marked as “Tardy—Unexcused” and consequences will be issued to help students understand the value of arriving to school and class on time. Three unexcused tardies will result in a detention.

EXCUSED ABSENCE: A student who misses more than half a day of school will need a written note from a parent or guardian explaining the reason for the absence. Assuming the reasons are valid, there will be no consequence for the absence.

UNEXCUSED ABSENCE: A student who misses more than half a day of school without a written note from a parent or guardian will be given an unexcused absence. Other consequences may also be imposed.

Cell Phones

As technology has evolved, cell phone use has become more of a concern. Covenant Life School permits students to have cell phones for communication before and after school hours. However, with input from the Parent Advisory Committee we have tightened the policy to minimize misuse of this privilege:

- Cell phone usage is not permitted between student arrival and dismissal
- Cell phones are to be turned off and put away during the school day
- A student's cell phone will be confiscated if it rings inside a locker or is used without permission at any point during the school day
 - 1st Offense: Detention; student may retrieve phone at end of school day
 - 2nd Offense: Detention; Parent conversation; parent may retrieve phone at end of school day
 - 3rd Offense: A \$10 fine and Parent may retrieve phone at end of the day.
- If parents need to contact their student during the school day, they should call the school office.
- If students need to contact their parents during the school day, they may bring their cell phone to the school office and make a call with permission from the faculty or office staff.

Discipline Policy

OBJECTIVES: Biblical education in Covenant Life School takes place in the larger context of Christian parents training their children “in the discipline and instruction of the Lord” (Eph. 6:4). Parents have the responsibility to effectively secure in their children the proper attitude toward authority and the willingness to adhere to the policies, standards and practices of Covenant Life School (1 Tim. 3:4). When parents are faithful and effective in their role, the school is then able to assist them in the character training and spiritual formation of their children.

All discipline is intended to be redemptive in nature. The primary goal of our discipline policy is to help our students grow in godly character. Our disciplinary actions provide parents the opportunity to lead their children through biblical self-examination and then to apprehend the grace of God to change (Heb. 4:16). We have found some of the most fruitful times of training, formation, and change take place as parents and students embrace these unique and important opportunities. The more transparent and proactive parents are about informing the school administration of disciplinary situations, the easier it is for the school and parents to agree on a mutually acceptable disciplinary consequence.

The secondary goal of our discipline policy is to provide and protect an environment where our students can learn and grow. Our disciplinary actions enable us to identify students who persistently demonstrate improper attitudes toward authority or who resist the school policies and standards. These students may forfeit the privilege of attending Covenant Life School.

GUIDELINES FOR GRADES 6-12: We expect all students to embrace with due seriousness their responsibility to submit to the authority of God's Word and the school's policies, standards, and faculty. Secondary school students (Grades 6-12) are expected to conduct themselves according to the Honor Code, which they sign each year. Integrity requires that they abide by these biblical principles at all times and all places, not just in the classroom or during the school day.

In the event that a student should fail to do the above, the faculty and administration will engage the student in a disciplinary procedure which typically includes a progression of reproofs and consequences. The school will communicate with and involve the student's parents during the disciplinary process. If the student does not respond satisfactorily to these actions, the school may employ the disciplinary actions noted below.

General types of student behaviors requiring a disciplinary response include the following: late to class, chewing gum, classroom disruption, dress code infraction, and disobedience. More grievous infractions include bullying; deception; disrespect for authority; disrespect for any person; disregard for Biblical moral standards; failure to control anger or other disruptive emotions; fighting; intentionally harming another person's feelings or property; recurring foolishness or uncontrolled behavior; lying; cheating; plagiarism; profanity; and stealing.

Because of our commitment to moral purity and healthy relationships, we ask that students show wisdom and discretion in their interactions with each other. We expect each student to communicate honestly with their parents about romantic feelings, words, or actions. We insist that students avoid suggestive speech and sexual contact of any kind (Eph. 5:3-14).

When behavior occurs outside the school context that might involve significant disciplinary consequences, we rely on parents to inform the appropriate principal. We respect your integrity!

DEFINITIONS OF DISCIPLINARY ACTIONS:

DETENTION: In order to reinforce the standard of conduct and behavior expected for students enrolled in Covenant Life School, detentions may be issued by either faculty or administration in response to any misconduct that may be displayed by students. Detention will be a 45 minute period served on designated Tuesdays, Wednesdays or Thursdays from 3:15 to 4:00pm

STUDY DETENTION: In order to reinforce the importance of homework, middle and high school students may receive a study detention for assignments that are incomplete or that they fail to complete on time (unless they have a written excuse from a parent). Specific policies regarding the completion of homework and assignments may range in strictness from the middle school to the high school and between faculty members.

Students will be expected to serve a detention after school and complete the unfinished assignment. The completed assignment must be turned in at the next class.

Students who arrive late for detention, or who miss detention without express permission, will receive an additional detention. Athletic practice or competition is not a valid reason for missing detention. Students receiving multiple detentions will be required to meet with the principal and possibly receive a two-hour work detention and/or other disciplinary consequences.

Due to life's demands and family priorities, students will not always be able to complete every assignment when it is due. If a student brings a written note from a parent explaining why he or she was unable to complete the assignment, that student will not be issued a study detention. However, the student will be expected to complete the assignment by the following class day. Covenant Life School encourages parents to exercise this privilege in a way that safeguards each child's well-being while maintaining high standards of personal responsibility and diligence. It is rarely in a student's best interest to postpone a homework assignment. If a teacher suspects that this privilege is being misused, he may contact the parents to clarify the intent of this policy.

WORK DETENTION: A work detention is an after school assignment that involves physical labor on the grounds of the school. Work detentions will be a minimum of 2 hours. Work detentions lasting longer than 2 hours will be assigned on a Saturday morning.

SUSPENSION: A suspension is defined as an involuntary, short-term separation from Covenant Life School classes and activities for disciplinary purposes. The duration of the suspension will be at the discretion of the school administration, depending on the offense. During the period of the suspension the student is not permitted to participate in any extra-curricular activities. The time served is considered an unexcused absence from the classroom. Students can expect to receive a reduced class participation grade for classes missed. All class work, quizzes, tests and reports must be made up at the discretion of the teacher.

IN-SCHOOL SUSPENSION: Same as above, but served at a designated location within the school under staff supervision. Time assigned is served from 8:00 a.m. until 3:00 p.m.

DISCIPLINARY PROBATION: Students with serious or recurring patterns of unacceptable conduct may be placed on disciplinary probation. Disciplinary probation is defined as a period of grace during which a student must demonstrate a recognizable change in sinful attitudes, words or behavior that have been displayed in the students reoccurring patterns of misconduct. Disciplinary probation is meant to be a proactive service to the student but it is also a clear indication that the student's current enrollment status is in question for the following semester. Therefore Disciplinary Probation serves as a warning that the student is in danger of being dismissed from the school if patterns of behavior do not significantly improve. A Behavioral Contract outlining specific behavior and standards will be required.

BEHAVIORAL CONTRACT: A Behavioral Contract is a written contract between the student and the school outlining specific behavior and standards of conduct that the administration indicates must be met by the student in order for the student to remain in school and not be dismissed. This contract would begin at the outset of the Behavioral Probation period and be reviewed periodically throughout that period in order to monitor the student's progress. Failure to meet the criteria within this contract will result in dismissal from the school.

ACADEMIC PROBATION AND CONTRACT: As an academic institution, Covenant Life School requires specific standards of performance be consistently met by the student. However, extenuating circumstances can exist of which the administration may not be aware, therefore the school administration may request an interview with the parents of a student in order to discuss any specific details relevant to the student's academic performance. In addition, a contract outlining specific details regarding academic improvement may be requested for that student.

A student is placed on Academic Probation when that student receives at least 2 D's or one F for any two consecutive report periods (quarters) in a

school year or if their average is below a C- by the end of the first semester of the year. The student may have up to two report periods to improve their grades in order to be considered for removal from Academic Probation status. In addition, while on Academic Probation, the student may be restricted from extracurricular activities in order to afford the student additional time to focus on their academic endeavors. Students who do not improve their grades will jeopardize their future enrollment at the school.

Academic Probation is not a punitive measure implemented by the school administration, but is a safeguard initiated by the administration to serve the student by making them aware of their current academic standing and by setting restrictions that will help them focus upon priorities that will ensure their success as a student in our school.

WITHDRAWAL: The School Board may request that parents withdraw a child from Covenant Life School due to significant instances or patterns of misconduct. Such difficult decisions involve consultation with parents and the student to prayerfully determine the best course of action. A student who is withdrawn during the school year will be ineligible for enrollment the following school year. The long-term goal is restoration with repentance.

DISMISSAL FROM THE CLS COMMUNITY: This is the most severe consequence the school can impose on a student. Dismissal is defined as the termination of a student's enrollment in Covenant Life School initiated by the School Board in response to extreme instances or patterns of misconduct. A student who is dismissed during the school year will be ineligible for enrollment the following school year. This disciplinary consequence becomes part of the student's permanent school record.

If parents believe the School Board has misjudged the situation, they may submit a written appeal to the Head of School. The School Board will review this appeal with all due consideration.

When students are required to miss school due to a suspension, withdrawal, or dismissal, the administration has the right, if deemed necessary, to inform the faculty and students of the disciplinary proceedings in order to maintain unity in the school and to prevent misunderstanding. Parents will be notified of such action.

A student who has been withdrawn or dismissed from Covenant Life School is eligible to re-apply for admission after one full year has passed. The family should submit an application and then schedule a joint interview with the principal and the family's pastor. The principal and pastor will make a recommendation to the School Board, which has responsibility for making the final admissions decision.

Driving Policy

Students with valid Maryland state licenses may drive to and from Covenant Life School. The following guidelines will govern this policy:

1. Any student wishing to drive to and from school must submit a permission form (available on RenWeb) signed by a parent.
2. Vehicles must be registered with the school office.
3. Student drivers must abide by all Maryland state laws.
4. Students must park vehicles in designated area(s) upon arrival. During orientation student drivers will be informed about the student parking lot. Students should not be in the parking lot at other times.
5. Vehicles may only be used for transportation to and from school at the beginning and end of the school day or for specific approved school activities.
6. Student athletes can drive their vehicles to practices and home games, but should not drive to events held at other schools unless it is at the specific request of the Athletic Director and they have parent permission.
7. As a rule, student drivers will not be used as transportation for field trips or other school events. Any exceptions must be approved by the high school principal.
8. All vehicles must leave the school grounds immediately after the driver's final commitment of the school day (including study detention, athletic contests, student organization activities, etc.).
9. Driving privileges may be denied if warranted by a student's disciplinary record; privileges may be suspended or revoked if, in the opinion of the administration, a student driver or student rider disregards these guidelines or uses a vehicle irresponsibly.
10. If students are to transport other students for carpool, written permission from both the driver's and rider's parents must be on file at the school office.

Electronic Devices (iPods, Games, Etc.)

Electronic devices for entertainment purposes may not be used at any time during the school day. They will be confiscated and returned only to the parents. This includes field trips.

Food, Gum, and Drinks

To maintain the good condition of our facility, we ask that students not eat or drink in the classrooms unless given special permission. Open sodas, juices, and coffee are permitted only in the lunch room – not in lockers or in the hallways. Gum is not allowed anywhere in the facility at any time during the school day. Students may use water bottles in class with teacher permission.

Internet Usage Policy

Covenant Life School policy requires that our computers, network and internet resources be used in a manner that conforms to the school's educational mission and values. Our aim is to glorify Christ in all we do, including our use of technology in the school. It is therefore a requirement that any Middle or High School student using the computer equipment and internet access at Covenant Life School read, agree to, and sign this acceptable use policy. Parental permission is also required.

Covenant Life School has invested in a well-equipped computer lab with internet access. This provides students with access to a variety of valuable in-school software and online resources. Our goal is for CLS students to become competent in a range of skills and applications in our increasingly technological-digital world in a guided, appropriate setting. We have taken the precaution of installing internet blocking software for the protection of the students. In addition the students are required to conform to a number of restrictions on their use of the computers as outlined below. The network administrator will review the system on a regular basis to ensure that the system is being used properly. All files saved on the computers by the students are accessible by the network administrators, and should not be considered private. Students should expect that a record of their internet usage will be viewed by a third party. Students may not change or erase files showing the history of their internet usage.

ACCEPTABLE USES:

1. **PURPOSE:** The computer lab at Covenant Life School provides access for educational purposes only. This includes classroom activities, individual research, and extra-curricular assignments.
2. **SUPERVISION:** Students may only use the computers or internet if a teacher is in the lab.
3. **PERMISSION:** Student use of the internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians and school personnel may revoke approval at any time.

4. **LAB HOURS:** Students will have access to the internet via computers in the computer lab only. Internet use is only permitted during school hours, unless a special exception is made by a teacher or principal.
5. **PERSONAL STORAGE:** Students may save files on their personal My Document file or to a USB flash memory stick. Students may not store files on the hard drive of the computer.
6. **ACCOUNT SECURITY:** Students must log off the computer when done and must not share their password with other students or allow others to log into their account.
7. **EMAIL:** The computers may not be used for receiving or sending personal e-mail, but may, with permission, open it momentarily to print or send homework or school related document.
8. **PRINTING:** Please print single copies. Students must get permission to print multiple copies or use the color printer.

SAFETY GUIDELINES FOR STUDENTS:

1. Never give out your password, last name, address, or phone number on the internet.
2. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
3. Keep your parents informed about your internet usage. Get their input and advice to make sure you are using the internet in a way that is edifying.

UNACCEPTABLE USES:

1. **CHAT:** Students may not access or participate in chat rooms, instant messaging, or blog sites. This includes chat windows in email accounts.
2. **GAMES:** Students may not play games on the computers.
3. **FACEBOOK:** Students may not access Facebook unless for classwork with teacher permission.
4. **HACKING:** Students may not log on with someone else's password or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
5. **HARASSMENT:** Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harassment, or post another person's private information.
6. **STEWARDSHIP:** Rough treatment of the computer lab equipment is not acceptable.
7. **WEB PROTOCOL:** Students may not access Web sites that contain inappropriate, pornographic, or violent material. If a user accidentally accesses this type of information, he or she should immediately turn off the monitor and notify a teacher and/or computer lab monitor.

8. The computers may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the computer lab monitor.
9. Students may not buy or sell products or services on our network. Students may not advertise or participate in political lobbying on our network. The internet may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

DISCIPLINE POLICY

1st – Offense: Verbal Warning

2nd – Offense: Parent note; one week suspension of computer lab privileges

3rd – Offense: Parent meeting, indefinite suspension of computer lab privileges. Offences beyond three may include school suspension, further fines, and/or Disciplinary Probation. More grievous offences may result in dismissal from school.

Pranks and Joking

Appropriate humor is an essential part of a healthy school. However, inappropriate humor can easily breed disrespect, strain relationships, and hinder true fellowship. As Solomon said, “Reckless words pierce like a sword” (Prv. 12:18). So do reckless pranks. In order to prevent harmful attempts at humor, we ask that students stay within these four biblical boundaries:

RESPECT: Do you respect the person you are targeting? Will this prank or joke inconvenience or embarrass him? (1 Pe. 2:17)

HONOR: Will this prank or joke build others up or tear them down? Is it a form of retaliation? How would others interpret your intentions? (Rom. 12:10)

LOVE: Will this prank or joke strengthen your friendship with the other person? Are you doing it to bless him/her or to please yourself? (Rom. 12:10)

WISDOM: Will this prank or joke cause any damage? Could it inconvenience people other than those you have targeted? Have you gotten approval from someone in authority? (Lk. 2:52)

We ask that students refrain from any attempts at humor that might fall outside these boundaries.

Uniforms

Why does Covenant Life School require students to wear a uniform? We do not want students to promote an identity through their clothing. Uniforms insure a standard of modesty and neatness which glorifies God and helps students focus on academics. Second, they simplify our lives – students are less tempted to compare and parents face less pressure to keep up with the current fashions. Third, they minimize costs. Though uniforms are not cheap, they get a lot of wear and pay for themselves over time. As you keep these goals in mind, we trust that our uniform policy will prove to be more of a blessing than a burden.

A detailed description of the uniform policy is available to all school families on RenWeb ParentsWeb. Students are urged to embrace the “spirit of the law” as they uphold these standards.

Students are expected to be in uniform from the time they enter the facility until the time they leave the facility. Students who fail to wear the uniform properly can expect disciplinary consequences. Should the infraction extend to a distraction in class, alternative clothing will be provided to the student so that their dress will come into compliance with our parameters. Additionally, parents will be notified as soon as possible.

Please remember that our first task is to teach and instruct your children academically and also to help train their hearts in truth and grace; an effective dress code should help students and faculty toward that goal. Our teachers embrace the opportunity of encouraging and correcting our students in this area, however, we desperately need to partner with parents in order to be successful. Our hope is that all parents will work diligently to support and follow this dress code daily. We know that students (or teachers) are not perfect and we do not expect this. We simply want to address these situations consistently, immediately, and effectively with firmness and grace.

ACADEMICS

Dropping a Class

To drop a class, a student must get an “Add/Drop” form from the Registrar in the main school office; obtain permission signatures from his/her parents, teacher, and principal; and return it to the high school office. When a 9th-12th grade student drops a class from their schedule it will not be reflected on their transcript if dropped by the end of the first quarter. If the class is dropped after the first quarter it will be shown as withdrawn. A “W” will be in place of a year-end grade on their transcript.

Elective Classes

HIGH SCHOOL ELECTIVES: Beginning in 9th Grade, high-school students have a variety of electives available to them. Electives are offered for different amounts of credit and range in demand of work required. For a current list of electives and their credit values, please contact the office.

MIDDLE SCHOOL EXPLORATORY CLASSES: For students in Grades 6-8, the exploratory program encourages students to “explore” various areas of interest and build upon and utilize the skills taught in core classes. Exploratory classes meet twice a week for one quarter. Students will take four different exploratory classes in the school year. Students are assigned to different classes based on their input.

Field Trips

To enhance the educational experience and expose students to unique learning opportunities, we seek to provide one field trip (or equivalent activity) per grade per quarter. The Middle School Retreats (Grades 6-8) and the Work Internship Week (Grades 9-12) are viewed as equivalent activities.

Grading Policy

GRADE SCALE: Grades are computed according to the following scale:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Decimal Grade</u>
97.50-100	A+	4.3
92.50-97.49	A	4.0
89.50-92.49	A-	3.7
86.50-89.49	B+	3.3
82.50-86.49	B	3.0
79.50-82.49	B-	2.7
76.50-79.49	C+	2.3
72.50-76.49	C	2.0
69.50-72.49	C-	1.7
66.50-69.49	D+	1.3
62.50-66.49	D	1.0
59.50-62.49	D-	0.7
below 59.49	F	0.0

WEIGHTED GRADES: Advanced courses in 9th – 12th Grades are weighted.

HONORS CLASS: Add 0.5 to total grade for quarter, exam, or year-end

ADVANCED PLACEMENT CLASS: Add 1.0 to total grade for quarter, exam, or year-end.

ACADEMIC HONORS: Secondary school students with high academic achievement are acknowledged each quarter as follows:

SUMMA CUM LAUDE:	Quarter GPA 4.1 or higher
MAGNA CUM LAUDE:	Quarter GPA 3.8 - 4.09
CUM LAUDE:	Quarter GPA 3.5 - 3.79

YEAR-END CALCULATION OF GRADES:

For students in grades 6-12, year-end grades will be computed as follows:

- 20% first quarter grade
- 20% second quarter grade
- 10% midyear exam grade
- 20% third quarter grade
- 20% fourth quarter grade
- 10% final exam grade

Note: Some middle-school classes do not give a midyear or final exam. For these classes, each quarter will represent 25% of the final grade.

Mid-year and final exams will not affect quarterly grades (or vice versa).

Colleges and employers who inquire about student’s grades will be given a copy of the student’s high school transcript. Only year-end grades will be recorded on transcripts.

STUDENT ADVANCEMENT: Students must achieve a year-end grade of a D- (60%) or better to pass required core courses and advance to the next class. Advanced courses have prerequisite minimum grades.

Homework

Homework is a valuable and important part of every student’s educational experience. Homework is beneficial in the following ways: 1) it helps students acquire basic knowledge and skills, 2) it helps students remember what they have initially learned, 3) it helps students acquire and develop critical thinking skills, and 4) as they pass through the grades, it helps students develop more sophisticated study skills and the ability to work independently.

All students at Covenant Life School will have homework. The length and frequency of the assignments will obviously vary from a few minutes a week with our youngest students to a more regular and rigorous schedule for our high school students.

Parents play a critical role in helping students gain the full range of benefits from homework. We ask that parents support our standards of excellence

and help hold their students accountable to fulfill their responsibilities. We will seek to give assignments that are educationally appropriate, of sufficient length and frequency to accomplish our educational objectives, and no longer or more frequent than necessary to do so. Our hope and goal is that students will become intrinsically motivated to please God and only turn in their best possible work.

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Teachers are encouraged not to assign homework over short holidays. They typically give one homework assignment per class over long holidays.

If students fall behind in homework due to an extended illness or some other circumstance, the parents should make arrangements as necessary with each teacher. Students will be expected to make up all missing assignments, quizzes, and tests.

Academic Ineligibility

In order to remain eligible for extracurricular participation (athletics, student organizations, etc.), students must maintain a combined grade point average* (GPA) of 2.0 (C average).

Any student receiving two D's or one F on the weekly eligibility report will typically be suspended from extracurricular participation for one week, during which time his or her ability to correct the problem will be evaluated. Students should meet with their instructors to determine how best to improve their grades. If a student believes that the grade on the weekly eligibility report is incorrect, it is the student's responsibility to talk with the instructor about the grade.

Athletes may participate in practices but may not sit or travel (including early dismissals) with the team when on extracurricular activity suspension.

Exceptions may be made for student athletes whose grades are low despite diligent effort on their part. The school administration will discuss such cases directly with the parents.

* Combined grade point average -- the combined average of a student's grades in all academic subjects during a particular grading period.

Graduation Requirements

ACADEMIC DIPLOMA: Intended for the typical college-bound student, this diploma requires a total of 26 credits as shown below.

Subject	Credits	Comments
Bible	4	
English/Literature	4	
History Science Math Foreign Language Art Discovery	3 3 3 2	Total of 15 credits (11 specified + 4 of student's choice) is required from these 6 subject areas for an Academic Diploma. Algebra 1, Geometry and Algebra 2 are required for the Academic Diploma.
Physical Education	1	1/2 credit per year (9 th /10 th)
Career Development	.5	Annual work internship
Electives	1.5	

GENERAL DIPLOMA: With the approval of his parents and the CLS administration, a student may elect to take a reduced academic load during high school. The general diploma requires a total of 22 credits as shown below.

Subject	Credits	Comments
Bible	4	
English/Literature	4	
History Science Math Foreign Language Art Discovery	2 2 2 1	Total of 11 credits (7 specified + 4 of student's choice) is required from these 6 subject areas for a General Diplom. Algebra 1 and Geometry are required for the General Diploma. The Spanish requirement may be waived in certain cases for the General Diploma.
Physical Education	1	1/2 credit per year (9 th /10 th)
Career Development	.5	Annual work internship
Electives	1.5	

Library Policy

Covenant Life School maintains a library for all grades, which is available to students and their parents. It provides resources for student research and recreation, as well as for their parents. It is intended to be a place where students can learn in a welcoming, joyful, and comfortable environment. The collection includes books and video tapes for check-out, as well as reference materials. The book collection is divided into two major sections for the upper and lower school grades.

All books and videos are checked out and returned according to the following standard procedure:

- Registered students will be given a library ID.
- Books are checked out only by a librarian.
- Only secondary school students and adults may borrow from the secondary school section.
- Only adults may check out videos from the library.
- Books must be returned by the due date. Late fees may be assessed on overdue materials.
- Books may be returned to the librarian's desk or in the book drop.
- Reference materials may not be taken from the school premises.
- All overdue library materials must be returned before report cards or transcripts can be issued.

RenWeb Online Grades

As a service to students and parents, teachers in Grades 3-12 post student grades online using a program called RenWeb. Teachers update their grades periodically — every one or two weeks, on average. Using a confidential login and password, students and parents may check the grades at any time. RenWeb enables teachers to indicate late and missing assignments as well as to communicate via e-mail with parents. RenWeb online grades may be accessed through RenWeb ParentsWeb: www.renweb.com Use the login button and the District Code: COV-MD.

Report Cards

ELEMENTARY GRADES (K-5): Our understanding of grades is that they are a summary statement of our evaluation of how a particular student is doing in an area. Since the natural tendency is for people to place too much emphasis on grades, filling out report cards is one of the most difficult things a teacher has to do. Please keep current in communication with your child's teacher(s) to have an accurate understanding of how your child is performing at school.

We believe that character and effort are sometimes more important than the achievement grades. This is because the achievement grades are a measure of competency, while the effort and character evaluations are a measure of motivation and maturity. We believe that motivation and maturity are the real keys to success in school and in life.

Our report cards are designed to be understood and interpreted by the parents. We don't want our young students comparing themselves with any other students or trying to interpret the report cards themselves. Please consider carefully the definitions included on the report card. Much time and thought has gone into the design of our report cards. If we use and interpret these instruments as designed, they will be valuable tools we can use.

SECONDARY GRADES (6-12): Report cards are more formal for secondary students. While the same principles apply to all students, the grade becomes more significant for students as they get older. There are effects of student grades that are beyond our control when a student's grade point average (GPA) is calculated. A student's GPA, along with his or her college entrance exam scores (SAT), can affect a student's eligibility to apply for admission to some colleges and universities. Many scholarship programs look closely at student grades as well. One of our goals is to help our students achieve the highest academic results they can with integrity.

NOTE: All outstanding invoices need to be paid quarterly and all athletic uniforms must be returned, clean and mended, in order to receive report cards.

CONFIDENTIALITY: Student grades are to be kept confidential. Throughout the school year grades and report cards are available to parents on ParentsWeb. At the end of the school year, an official copy of the report card will be mailed to the parents. Though faculty and administrative personnel have access to grades, they are not to share these with other students or parents.

Standardized Testing

Students in grades 10-11 take the PSAT/NMSQT in October. Each spring we also administer standardized tests which help to document the relative progress and achievement of each K-10th grade student and the school as a whole. Any results which are out of the ordinary will be brought to the parents' attention. You can help your children prepare for these tests by making sure they get adequate rest, eat a normal breakfast, and are as relaxed mentally as possible.

Test Scheduling

Secondary teachers agree on a test schedule at the beginning of the year. Each teacher is assigned a certain day of the week for giving tests. For example, 9th Grade history tests may be given on Tuesdays, while 9th Grade math tests are slotted on Fridays. Though teachers are free to trade slots (periodically) with other teachers, our goal is that students would have no more than two major tests in a single day.

Textbooks

Most textbooks are provided free of charge for student use (included within the cost of tuition). Because we re-use most student texts, students should take care of them and return them in good condition. Paperbacks will typically be wrapped in contact paper by the teachers; students should make brown paper covers for their hardcover texts. Students will be billed for textbooks that are not returned in good condition.

EXTRA CURRICULAR ACTIVITIES

Student Service Organizations

Student service organizations allow high school students to contribute meaningfully to the community of our school and supplement their academic curriculum. Each service organization is formed with the express goal of supporting the values of the school. The following student service organizations will be offered during the 2011-2012 school year, and others may be started:

CHAPEL WORSHIP BAND: Leads student worship during weekly chapel. Criteria for involvement: musical gifting, godly character, zeal for worship. Audition is required.

NATIONAL HONOR SOCIETY: Supports the school's mission to achieve academic excellence built on a foundation of theological truth and godly character.

Criteria for involvement: nomination by faculty on the basis of grade point average (minimum career GPA: 3.5), character, leadership, and service. Only Juniors and Seniors are eligible.

STUDENT COUNCIL: Leads the student body in service and spiritual growth; voices student concerns to the school administration; initiates

student activities; operates student snack bar. Criteria for involvement: godly character, election by student body or appointment by the principal.

SPIRITUAL LIFE COMMITTEE: Encourages spiritual growth and expression in the student body by assisting with chapel and leading other activities and initiatives. Criteria for involvement: godly character, willingness to serve and appointment by the principal.

Student Publications

Students in the Journalism Elective receive hands-on experience in writing, editing, layout design, leadership, use of web-based software and aspects of business management. Covenant Life School students produce the following publications:

THE GROWL: The student newspaper, *The Growl*, contains serious and sometimes not-so-serious news, feature articles and cartoons for the edification and entertainment of the student body.

SOLI DEO GLORIA: Covenant Life School’s annual yearbook chronicles the year and captures memories with photographs and articles from all aspects of student life. The entire student body (K-12) is included in the yearbook.

Sports

Covenant Life School is a member of the Potomac Valley Athletic Conference (PVAC). We view our athletics program as a healthy supplement to our academic curriculum. We encourage students to take advantage of the opportunities to develop their character and their physical abilities for the glory of God in the context of athletic competition.

Assuming we have coaches and sufficient players, we will offer the following teams each year:

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
MS Boys	Soccer, Cross Country	Basketball	Baseball
MS Girls	Soccer, Volleyball Cross Country	Basketball	Softball
Varsity Boys	Cross Country, Soccer	Basketball Wrestling	Baseball
Varsity Girls	Cross Country, Soccer, and Volleyball	Basketball	Softball
Varsity Coed			Golf

The Parent/Student Athletics Handbook outlining our policies and values is available online.

Attendance at Sports Events: Covenant Life School and church families are welcome and encouraged to attend school athletic events. Team schedules and directions to away games are available online. Our fans have been an outstanding example of encouraging both the Cougars and their opponents. This is the tone we want to maintain at all times. In addition, we ask that parents keep their children under their close supervision at all times, and specifically we ask for your cooperation with the following house rules for games in the main gym:

1. Consider visiting teams and fans as our honored guests
2. **O**versee personal belongings by keeping them with you
3. **U**nderstand that use of the court is only for team players
4. **G**lorify God by demonstrating good sportsmanship
5. **A**ttend the game and avoid roaming the facility
6. **R**espect decisions made by the officials
7. **S**upervise children at all times

Thanks for supporting your Cougars!