



"Teach them the good way
wherein they should walk..."
1 Kings 8:36

COVENANT BAPTIST ACADEMY
PO BOX 89 • 112 KEY KYLE ROAD • SWEETWATER, TENNESSEE 37874
PH 423-337-7000 • FAX 423-337-2328
www.covenantbaptistacademy.org • covenant@charterinternet.com

Parent / Student Handbook



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Purpose of Handbook

This handbook is your guide to a successful school year. It outlines our spiritual goals and many aspects of school life that are vital to the growth of our students and the operation of our school.

This is a Parent/Student Handbook. Both students and parents are expected to read it carefully and discuss its contents. We want you to understand what Covenant Baptist Academy offers you and what is expected of you in return.

We recognize that it is impossible to foresee all possible situations in the writing of this handbook. Where situations arise that are not covered in the following pages, or if special circumstances present themselves that require a modification of procedure, CBA reserves the right to act in accordance with God's leading, good sense, and the best interests of the school and its students.

Goals

The specific goals of Covenant Baptist Academy which are implicit in the Philosophy and Statement of Faith include the following:

1. To establish and carry on an educational institution where the students may obtain a sound Christian education, which allow children to know that God is the central source of knowledge, attitudes, and skills.
2. To provide a Christ-centered school experience for children in which a high quality academic result is achieved.
3. To provide an atmosphere where children, teachers, and parents can work together in Christian love, submission and openness.
4. To provide programs in which the Word of God is studied and spiritual growth is given its proper place in the total development of the child.
5. To lead the child, under the guidance and power of the Holy Spirit, to an experience of being born of the Spirit through personal faith in the Lord Jesus Christ.

It is desired that CBA be an extension of the Christian home. The objective of CBA is to teach and present the Scriptures as the inerrant, authoritative Word of God. God's Word is the basis of our faith and walk as Christians as we seek to exalt the Lord Jesus Christ.



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Aims and Objectives

I. For the spiritual growth of students, the school seeks:

- To teach and foster right attitudes toward the Bible as God's inspired Word.
- To lead pupils into a personal, saving relationship with Christ as Lord and Savior.
- To engender a desire to know and do the will of God.
- To teach students to evaluate all ideas and conduct in order to make wise judgments based on God's absolute truth.
- To foster students' self discipline based on reverence for God and respect for all authority.
- To encourage a God-consciousness in students and help them develop a consistent Christian philosophy of life by integrating all subjects with the Bible.

II. For the student's personal and social development, the school aims:

- To develop a proper understanding and acceptance of themselves as God made them and to help them in the full development of their capabilities in Christ.
- To foster wholesome, personal relationships through development of social skills based on the Christian concept of love.
- To show a realistic and Biblical view of life and work and provide skills for future endeavors in college and/or an occupation.
- To develop the proper attitudes, understandings, and skills necessary to the establishment of God-honoring homes.

III. Academically, the school endeavors:

- To promote high academic standards that help students gain a comprehensive command of the fundamental process used in communicating with others.
- To teach and encourage the formation of good study habits.
- To teach students methods of research.
- To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
- To help students develop positive attitudes toward learning.
- To encourage student to realize their full academic potential as individuals uniquely created by God.
- To promote good citizenship through an understanding and appreciation of our Christian and American heritage of freedom and human dignity.
- To impart a knowledge of current world affairs and relate them to God's plan for man.
- To encourage students to continue the use of these acquired academic skills to fulfill God's plan for their lives as they face the demands of an ever-changing world.



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Admissions Policy

1. All applications are made to the governing authority of Covenant Baptist Academy, which reserves the right to accept or reject any application.
2. Applicants and parents agree to work with and support Covenant Baptist Academy, and its philosophy and rules.
3. Applicants agree to receive instruction in the Christian faith and understand that the school will endeavor to be guided by a Christian world life view of all its programs and activities.
4. Covenant Baptist Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Covenant Baptist Academy does not discriminate on basis of race, color, national or ethnic origin in administration of its educational policies and admission.



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General Information

School Hours

- Doors open at 7:30 AM
- Classes begin at 8:30 AM and end at 3:30 PM
- Late Stay charges will apply if a student stays after 3:45 PM

Attendance

- Students are expected to be at school each day.
- Students who are ill should be kept at home. Do not send a child to school if he/she has a temperature of 99.5 or has had vomiting or diarrhea in the previous 24 hours.
- If a student is absent, parents/guardians are to call school by 10 AM each day the child is absent. If you need to call before school opens, please leave a message on the answering machine.
- When a student is absent, he/she needs to bring a note to school the first day he/she returns. Notes must include the date, the student's name, and the reason for absence. The note must be signed by a parent or guardian.
- If a student is absent more than three days, a doctor's excuse will be required before the student will be allowed to return to school and before make-up work will be allowed. (If the student has received prior approval from the principal, a doctor's excuse will not be necessary.)
- Students will have two days for each day absent to make-up work. Make-up work will only be allowed if the absence was an excused absence.
- Three tardies will equal one unexcused absence. Being tardy can be coming in late or leaving early without good reason (i.e. doctor, dentist appointments, etc.)
- Covenant Baptist Academy must follow state guidelines regarding the reporting of unexcused absences to the Truant Officer. Students who have a total of five unexcused absences during the school year will be reported to the Truant Officer.
- If you are late, or if you must pick up your child early, you must come into the office and sign your child in or out. Please try not to pick up your child early unless it is absolutely necessary. (Doctor/dental appts., etc)



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Visitors

Anyone who is not a student or employee of the school is considered to be a visitor. Any visitor to the school during school hours must:

1. Report to the school office, not the classroom.
2. Inform the secretary of the reason for the visit.
3. Be scheduled for a meeting with the teacher. No informal or unscheduled visits are allowed.
4. Park in the parking lot. Do not park in the driveway.
5. Be considerate. Remember that classes will be in progress during school hours.

School Rules

The school has a commitment to families to maintain its standards and requirements for all students. Because of these commitments, we feel we must state: going to Covenant Baptist Academy is a privilege; not a right.

Covenant Baptist Academy reserves the right to make, amend, or prescribe the rules or policies for conduct, dress, appearance, or any unforeseen problems that may arise any time during the school year. The school expects full cooperation from both the students and parents. Students and parents should never undermine any aspect of the school program. There are proper channels through which problems or disagreements may be discussed and it should be done only through these channels:

1. Conference with the teacher
2. Conference with the principal
3. Conference with the board

All students will be expected to:

1. Follow directions
2. Treat everyone with respect and courtesy
 - a. "Yes Ma'am" and "No sir" will be used to address or respond to an adult.
 - b. Titles (Miss, Mrs., Mr.) are to be used.
3. Respect others and their property
 - a. Keep hands, feet, and objects to yourself
 - b. No destruction or misuse of school items
 - c. No running, throwing items, rough-housing, or dangerous horseplay is permitted.
4. No chewing gum or sodas (unless the teacher permits)
5. No cellular phones, pagers, electronic items, or other disruptive items are allowed.
6. Follow the dress code



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Miscellaneous Information

Snacks and Lunches

- Lunches should be healthy. Students need all of the food groups, including milk and/or juice for healthy development and growth.
- Lunches should not require refrigeration by CBA.
- Lunches should not require more than 2 minutes to heat in the microwave.
- Snacks should not require heating.
- No sodas are allowed at school unless the teacher allows them on special occasions.
- No sweets for snack time.
- Students will return home with trash and uneaten food. This allows the parents to see what is eaten or wasted. It also helps the school with cleanup.

Chapel/Nursing Home Ministry

- Chapel will be held on alternate Wednesdays in the Fairview Baptist church sanctuary. If the weather is too cold or bad, chapel may be held in the school.
- The Nursing Home Ministry will also take place on alternate Wednesdays.
- All students are expected to attend both chapel and the nursing home.
- Family and friends are always welcome to attend. A schedule may be obtained from the school secretary.

Holiday Procedures

- Covenant Baptist Academy does NOT celebrate Halloween in the classroom or school.
- Covenant Baptist Academy does NOT celebrate Christmas with the use of Santa Claus.
- Covenant Baptist Academy does NOT celebrate Easter with the use of the Easter Bunny.



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Parties, Phone Calls, and Miscellaneous Drop-offs

- Parties must be approved by the classroom teacher prior to scheduling.
- Flowers, gifts, etc. are NOT allowed because it disrupts the entire class.
- Forgotten lunches, coats, books, etc. are to be left with the secretary in the school office. She will arrange for them to be delivered to your child.
- The school phone is for school business only.
- If you need to reach your child or children during school hours, leave a message with the secretary and she will make sure your child receives the message.

Cell Phones and Personal Electronics (iPods, MP3 players, etc.)

- Cell phones and other PE's are not allowed in the classroom. They must be signed in at the office when the student arrives at school. They must be signed out before the student goes home in the afternoon. Any item(s) taken up by the teacher will go directly to the principal and the student will need to go to the principal to retrieve the item(s) at the end of the school day, if this is the first offense. Upon subsequent offenses, the item(s) will be kept for a period of time. If the offense(s) continue to be a problem, the item(s) may be taken away permanently by the principal.



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Dress Code

God is to be glorified in all areas of our lives, even in the way we dress.

All clothing must fit properly and be neither too big, too baggy, too small, nor too tight. All clothing must be worn as it was designed to be worn. Clothing should be clean and may not have holes or tears. All clothing must be modest. All questionable items of clothing may be deemed unacceptable by the teacher.

Boys and girls may wear shirts that are solid colored, long, or short-sleeved polo shirts. Each student is required to purchase from the school:

1. A green polo shirt with the school logo
2. A "Fun in the Son" shirt for field trips
(Sizes and prices will be discussed at Parent Orientation and Registration)

Boys may wear a button-up Oxford shirt. Boys' shirts must be tucked inside their pants. No hooded shirts are allowed. For Chapel, boys are required to wear button-up shirts and ties. (No polo shirts)

Girls may wear skirts/jumpers/dresses during the school week. They should be plain, floral, or geometric print. Dresses should not be sleeveless. Skirts, jumpers, and dresses must come to the bottom of the knee when standing. Leggings or tights may be worn with dresses or skirts. For Chapel, girls are required to wear a skirt, jumper, or dress.

Shorts are not allowed (except for PE), with the exception of K3-K5 student who may wear shorts.

Pants may be standard jeans (with 5 or fewer pockets at waistline/hips only), casual or dress slacks in solid colors. Leggings(not under dress or skirt), sweatpants, and decorations on pants are not permitted.

Belts: If pants or skirts have belt loops, belts must be worn. It will not be acceptable to cut loops off clothing in order to go without a belt. (K3-K5 does not have to wear a belt.)

Socks/Stockings/Shoes must be worn at all times. Shoes must not have open toes or heels. No sandals are allowed.



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P.E. Clothes: Students may bring a change of clothes for P.E. classes. Shorts must be to the top of the knee when standing. Plain, solid color t-shirts, Christian t-shirts, or "Fun in the Son" t-shirts may be worn.

Hair: No fad hair styles. Hair must be kept clean and neat. Hair must not come below the eyebrows. Boys' hair must not touch shirt collar.

Piercing: Girls may wear one set of earrings in the earlobes only. No other piercing will be accepted.

Tattoos: No visible tattoos (permanent or temporary) are permitted. This includes writing or drawing on skin with pens.

Make-up and Jewelry: Must be modest.

Disciplinary Actions for Dress Code Violations

K3 through 4th grade:

- 1st Violation: Note sent home informing parents of violation
- 2nd Violation: Student will be sent home to change or parent may bring change of clothes that meets school policy.
- 3rd Violation: Student will miss recess.
- 4th Violation: Parent Conference

5th Grade and Up:

- 1st Violation: Note sent home informing parents of violation.
- 2nd Violation: Student will be sent home to change or parent may bring change of clothes that meets school policy.
- 3rd Violation: Student will be given detention.
- 4th Violation: Student will be paddled and will be given detention.
- 5th Violation: Student will be given 3 day suspension from school.
- 6th Violation: Student will be expelled from Covenant Baptist Academy.



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Disciplinary Actions

Covenant Baptist Academy uses many different disciplinary actions for infractions of the school rules. We try to modify a child's behavior with various methods. We do use Corporal Punishment, Detention, Suspension, and Expulsion for disciplinary problems when other methods of discipline have proven ineffective for repetitive problems or in cases of extreme behavioral problems.

Written notification will be sent home the day the punishment is administered. This should be signed by the parents and returned to the school on the next school day. Students who receive detention more than three times during the school year will be charged a fee.

Disciplinary Actions for Academic Dishonesty

Academic dishonesty is copying work done by others on assignments and tests. Academic dishonesty also includes plagiarism. Plagiarism is the presentation of someone else's words or ideas as one's own. In writing papers, students must be careful to give credit to the proper source of the information. At CBA, students are instructed in class how to avoid plagiarism. If there is ever a question in a student's mind about plagiarism, he/she should consult the teacher before handing in the work.

The first time cheating occurs, the grade for the lesson will be an automatic zero. If the offense is committed again, a conference with the parents will be requested and suspension will result.

Grade Cards/Progress Reports

- Grade Cards will be sent home every nine weeks. K3-K5 will have their own schedule.
- Progress Folders will be sent home every two to three weeks. This is intended to keep parents involved and informed in their child's education. Parents are to look through the folders completely and then sign the form stating that they have read the papers in their child's folder. Tests are to be returned with the folder.
- Grading Scale:
 - A = 95-100
 - B = 85-94
 - C = 75-84
 - D = 70-74
 - F = 69 and below



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Drop-off and Pick-up Procedures

- Covenant Baptist Academy has a one-way driveway.
- Always keep cars in single file.
- Always approach with the passenger side door next to the school.
- Always stay in car. The teacher will bring the student to your car.
- The teacher will check for authorization to pick up child (every day during the first two weeks of school and as needed during the school year).
- If driver is recognized as Unauthorized:
 1. The child is to remain with the teacher...NO EXCEPTIONS!
 2. The driver will be asked to pull to the parking lot and park.
 3. After the teacher has finished her "car duty", he/she and the driver will obtain confirmation from the parents or contact person.
 4. The driver must show driver's license to confirm their identity.
 5. If parents or contact person states the driver does have authorization to pick up the child, the parent or contact person must state that fact again to a second staff member.
 6. The teacher will fill out an "Unauthorized Pick-up" form giving the driver's name, driver's license number, make and model of car, license plate number.
 7. The driver must sign and date the form.
- If a student is not picked up by 3:45, he/she will be taken back to the classroom for "After-School Care." There they will wait quietly until picked up. Parents must park in the parking lot and come inside to pick-up students in "After-School Care." Tardiness in picking up a student will result in a fine for each 15 minute period.

Going Home with a Classmate

If a student is to go home with another student, they both must bring a note to the teacher giving the following information:

- Date of visit
- Name of "guest" student
- Name of "host" student
- Name of person who will pick-up the child
- Signature of parent/guardian

Students should work out plans for rides, sleepovers, and going home with other students prior to school.



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TANAS State Accreditation

TANAS (Tennessee Association of Non-Public Academic Schools) has the following published on their website (http://www.tanasonline.org.php5-1.dfw1-2.websitetestlink.com/?page_id=142) concerning state accreditation:

ADVANTAGES OF BEING STATE ACCREDITED (ALSO KNOWN AS AGENCY APPROVED OR CATEGORY II)

1. The title of "state accredited."
2. Facilitates the transfer of students between private and public schools. Students may transfer without loss of credit for completed work.
3. Facilitates entrance into colleges and universities.
4. Schools may join TSSAA.
5. Schools may qualify for certain federal and state grants.
6. College students would be eligible to do student teaching at the school.
7. Schools may purchase Tennessee Proficiency and Basic Skills Tests and Gateway Tests from the State Department of Education.
8. Teachers can transfer back to public school without loss of teaching experience.

DISADVANTAGES OF BEING STATE ACCREDITED

1. Schools must hire only State Certified Teachers and Administrators.
2. Limits curriculum choices.
3. Building facility requirements are more stringent.
4. More costly due to staff salaries, accreditation fees, building compliance upgrades, etc.

ADVANTAGES OF REMAINING NON-ACCREDITED (ALSO KNOWN AS CHURCH-RELATED OR CATEGORY IV)

1. Schools may hire teachers and administrators that may be very qualified, but not Tennessee certified.
2. Schools have a wider range of curriculum choices. (Accredited schools are limited to A-Beka, Bob Jones, Alpha Omega, or School of Tomorrow)
3. Less ties between church and state.
4. Less start up expenses with regard to equipment and supplies.



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DISADVANTAGES OF BEING A NON-ACCREDITATED SCHOOL

1. When transferring a student between private and public schools, especially at the high school level, the student may be required to complete testing provided by the public school to verify credits earned.
2. When a graduate applies for entrance into colleges or universities, a student may need to provide more stringent verification of high school accomplishments, such as a successful GED score or a higher score on an ACT or SAT test, than what is required from a student graduated from an accredited school.
3. Schools are unable to join TSSAA.
4. Schools will be unable to qualify for many federal and state grants, which are reserved only for accredited schools. However, other grants may be available.
5. College student teachers are not eligible for college credit for time training at non-accredited schools.
6. Schools may not purchase Tennessee Proficiency and Basic Skills Tests from the State Department of Education.
7. State Certified Teachers that choose to teach at a non-accredited school cannot use their accumulated years of service as part of their professional career path.



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Legal Status of Covenant Baptist Academy

Covenant Baptist Academy operates legal in the state of Tennessee by the virtue of its membership in Tennessee Association of Non-Public Academic Schools, T.C.A. 49-50-801.

Membership in TANAS in no way denotes state control of Covenant Baptist Academy. The school is exempt from state accreditation and does not refer to itself as being accredited.

The school is classified by the Tennessee State Department of Education as a Category IV, Church-Related School, Exempt from Accreditation.

Students transferring back to public school from Covenant Baptist Academy may be required to take pre-placement tests. Students graduating from Covenant Baptist Academy are accepted at colleges and universities. However, students who score below average on ACT or SAT college entrance exams may be required to take GED before admission.

Parent Signature

Date



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Policy Agreement

Dear Parents:

Welcome to Covenant Baptist Academy! We are excited about the coming school year and the opportunity to work together with you to give your child a "complete" education that will reinforce the teachings at the home. What is a "complete" education? A complete education is one that does not exclude God from the process but rather acknowledges that, "the fear of the Lord is the beginning of knowledge", Proverbs 1:7. We realize what a responsibility it is to educate a child and we do not take it lightly. We do not merely instruct academically but also direct your child's development toward good manners, good citizenship, and ultimately toward a life that is pleasing to God. Christian character will be taught, developed, and rewarded at Covenant Baptist Academy, instead of being downplayed or ridiculed. We thank you for choosing Covenant Baptist Academy to assist you with this important responsibility.

Please sign and return this page after reading and agreeing to the following points contained in the Parent Handbook.

- Goals, Aims and Objectives
- Policies and Procedures
- School Rules
- Corporal Punishment
- Attendance
- Dress Code
- Conduct and Discipline
- General Information

Student Signature

Date

Father's Signature

Date

Mother's Signature

Date