

COVENANT LOVE COMMUNITY SCHOOL HANDBOOK

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COVENANT LOVE COMMUNITY SCHOOL

PURPOSE STATEMENT

Our purpose is to partner with families to build godly character in children through relationships, service, and academic excellence.

CORE VALUES

Care Learn Connect Serve

VISION STATEMENT

Our graduates are servant leaders transforming the world.

GENERAL SCHOOL INFORMATION

- School Address:** Covenant Love Community School
1768 Dryden Road
Freeville, NY 13068
- School Phone :** 347-4413
- School Fax:** 347-4466
- School E-Mail:** Office@clcschool.org
- School Website:** www.clcschool.org
- Parking:** Please park in the center of the parking lot. The space next to the building is reserved as a bus lane. Parents may use the bus lane to drop children off if there are no buses in the lane.
- Visitors:** We welcome you at any time! Please check in at the school office when you arrive. If you wish to visit a classroom, please make prior arrangements with the classroom teacher.
- Telephone Usage:** Students may make phone calls to their home as deemed necessary by their teacher or a member of the school staff. They are expected to make all of their after-school social plans prior to coming to school. Students may bring personal cell phones, however, they must be silenced during the school day and not used unless given specific permission to do so.
- Lost & Found:** If an item is found labeled with a child's name, it will be returned. Any item found without a child's name will be deposited in the Lost & Found bin. Please feel free to stop in and look through the collection to reclaim items that belong to you.
- Library Usage:** Books may be checked out for 2 weeks unless otherwise labeled. Each student may have up to 2 books at a time. Borrowed books may be renewed for 1 week unless that book is on a waiting list. All overdue items must be returned before any additional materials may be borrowed. Students who have handed in their signed permission slips may borrow 1 CD and 1 DVD for 1 week at a time.
- Computer Usage:** Students must have permission from school personnel and must be supervised at all times when using a school computer. No unauthorized internet usage will be permitted. Use of personal laptop computers and other electronic devices during school hours must be approved by school personnel and subject to all school computer regulations and the discretion of the classroom teachers.

Field Trips:	Field trips are scheduled to enhance and extend classroom learning. Parents will be notified of scheduled trips through letters home which will include a permission statement that will need to be signed, dated and returned to school before the trip. Field trip costs are covered by the yearly Activity Fee.
Extracurricular Activities:	The following activities are available for interested students: Worship Dance and Flag classes, Instrumental Music lessons, and Ski Club. Some of these activities involve an additional fee. Other community sponsored sports programs are available seasonally. Information will be sent home with students as we receive it in the school office.
Fund Raisers:	The school will plan at least one Fall and one Spring fundraiser each year to supplement school income and help balance the budget. Because we count on everyone to make these efforts successful, there will be a minimum suggested donation amount established for families who choose not to participate. Fundraising events may also be initiated by the 8 th grade class for their class trip. If your child is raising funds for another organization or club, please do so outside of school hours.
Homework:	Homework is a useful tool for learning responsibility, establishing good study habits and reinforcing classroom work. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. It is the responsibility of each student to complete assigned homework. We encourage parents to be aware of the assignments and provide a suitable work environment at home. We urge families to plan out-of-school activities wisely so that adequate time is provided. Parents may consult with the teacher about any questions relating to assignments.
Stewardship:	<p>Following are guidelines for responsible stewardship. We expect each student to:</p> <ul style="list-style-type: none"> • use resources, tools, and areas according to the purpose for which they were created. • be responsible for their personal belongings. • respect and care for the school buildings, grounds, equipment, resources, and displays. • keep their desks, storage areas and coat hooks neat and free from clutter. • be responsible for any damage inflicted on structures, furniture, books, or equipment that is beyond normal wear.

Parent-Teacher: Communication:	We encourage Parent-Teacher Communication. During the school day, teachers have limited time to meet with parents. However, if you need to contact a teacher during the day, you can send a note with your child, or call the school office and leave a message. Teachers will let parents know when they are available to take after-hours calls.
Tutorial Help:	The school office can assist you in finding a qualified tutor that is available at an hourly rate.
Personal Conduct:	<p><i>“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” I Timothy 4:12.</i></p> <p>Following are guidelines for personal conduct. We expect all students to:</p> <ul style="list-style-type: none"> • act with respect, courtesy and propriety toward all. • be edifying in their speech, greet adults respectfully, and respond when spoken to. • maintain control of their bodies (keeping feet and hands “at home”). • respect the property of others by not going into another person’s belongings or space without the specific permission of the owner. • walk in a quiet and orderly manner from place to place, being careful to not block the hallways.
Illegal/Harmful Substances/Objects:	Covenant Love Community School has a “Zero Tolerance” policy regarding possession and/or use of any illegal or harmful substance or object.

SCHOOL DAY DETAILS

School Hours:

Academic Day Grades Pre-K to 8	8:30 - 2:45
School Office	8:00 - 3:00
Student Lunch time	11:40 – 12:20

Morning Arrival Times: Students should arrive at school fed, well rested, and on time. Parents driving their children to school should plan to arrive between 8:00 and 8:20.

Afternoon Departure Routine: Our goal is to keep our students safe and supervised. The school day officially ends at 2:45 PM. Please let us know what your child's normal departure routine will be (i.e. bus to home, bus to childcare, parent pick up, car pool, etc.) Unless we hear from you, we will plan for all K-8th grade children to ride the appropriate bus home every day. Pre-Kindergarten students may not ride the district buses, therefore other arrangements need to be in place.

We need to hear directly from a parent or guardian if the normal routine will not be followed on any given day (i.e. child is riding home on their normal bus, but getting off at a different location; child is being picked up rather than riding the bus; child is being picked up by someone else, etc.). You may send in a note or telephone the school office to let us know what the adjusted plan will be.

Parents may pick up their students between 2:45 and 3:00. Please note the following:

- Upon arrival, report to the Dismissal Monitor to sign your child out on the dismissal list.
- Once your child is signed out, you are responsible for his/her safety and behavior.
- Any child not picked up by 3:00 will be sent to the After School Program until parents arrive. The program fee will be charged.
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Late Arrival/Early Departure: There are occasional situations that will make it necessary for a child to arrive late to school, or leave early (i.e. medical appointments, illness). Parents must sign their children in or out whenever they are entering or leaving the building. The Sign-Out Sheet is located at the reception desk.

Snacks & Lunch: We do not have a cafeteria, so students should bring their lunch/snack every day. We have a microwave for student use, and hot water is available in the school office for instant soup or noodles. We maintain a limited school pantry for students to purchase snacks or lunch items if they have left theirs behind. This is a back-up plan, and parents should not use it as a regular meal option.

We have a "Carry in - Carry out" policy. All containers, wrappers, uneaten food, etc. will come home in your child's lunch box.

Students are allowed to eat food only during scheduled snack or lunch times. If your child needs to eat at other times due to a medical condition, please send a note to the homeroom teacher with the information.

ATTENDANCE - ABSENCES AND TARDINESS

Absence: When a student is absent, a note explaining the reason for the absence must be submitted to the home room teacher upon the student's return to school. An absence is recorded as excused or unexcused, according to the following definitions:

Excused Absence – illness (of student; of a family member for whom the student must take over responsibilities short term); medical or dental appointment; court appearance; a death in the family; impassable roads from home to school; a closing in the student's district ; approved music lesson, competition, or performance; religious observance; athletic event travel; other absences approved in advance by the principal and/or administrator.

Unexcused Absence – Any absence, tardiness, or early departure for which the pupil has no valid school approved excuse; shopping trips, oversleeping, skipping classes; accompanying a parent to work; electing to stay home; any absence without a parent/guardian note; family vacations (except as noted below).

Family Vacation – We strongly recommend that family vacations be planned around scheduled school vacation periods. Family vacation days taken when school is in session are unexcused unless the following criteria are met:

1. The family trip is educational in nature and an educational itinerary is submitted at the time of request.
2. The parent obtains approval of the absences from the school administrator at least 2 weeks prior to the trip.
3. Arrangements are made for school work to be made up, as determined by the subject or classroom teacher.

Frequent absence from school is detrimental to the child's education. Students who are absent in excess of 20 days are in danger of failing the grade, or may be required to repeat a course. Demonstration of proficiency is required.

Medical Appointments During the School Day: Lateness or absence due to a medical appointment, when accompanied by a note, is considered an excused tardy or absence. If the school is notified of the appointment in advance, an excused absence for the student will be noted at the beginning of the school day, and confirmed when the student returns to school.

Tardiness: A student arriving in his/her classroom after 8:30 AM is considered late to school, or tardy. If a student is late three times during a marking period the parents will be contacted and a Disciplinary Action Notice will be sent home.

We believe starting the day by arriving late is detrimental because it is poor training, it distracts the rest of the class, and causes the student to miss a vital part of the school day.

SCHOOL CLOSINGS AND DELAYS

In the event of a school closing or delay, we follow the Dryden School District's lead. In most cases if Dryden closes or has a delay, we will do the same. At the present time, Dryden is the only district that notifies us directly of delays or cancellations. Therefore, parents of other districts will need to rely on radio, television, and internet announcements regarding interruptions or delays in bus transportation for their specific district. If another district has a delay or closing when we are in session, parents may opt to 1) wait for their child's bus, 2) provide their own transportation, 3) keep their child at home if their district is closed. (An absence because of a school closing is considered an excused absence.) The closing of any district other than Dryden will not affect our schedule.

When we close or delay school, specific information for Covenant Love Community School will be relayed to the following local radio stations and can be found on these stations' websites:

Radio Stations:

WHCU (870 AM, 95.9 FM)
WNYY (1470 AM, 97.7 FM)
WQNY (98.7 FM, 103.7 FM)
WYXL (97.3 FM)
WIII (99.9 FM, 100.3 FM)
HITS (103.3 FM)
VINE (96.7 FM)
www.wskg.org/closings

TV:

YNN Ch. 10

We will also send a group email message to each family regarding the details of the closing or delay.

In the event of an early closing once school is already in session, we will have it announced on the radio stations and also contact parents at home and/or work to notify them of the early dismissal. There will be at least one staff person present to supervise students until they have all left.

If the need arises for the building to be evacuated, all precautions for the safety of the students will be taken.

OUTDOOR POLICY

Students should come to school prepared to go outside for morning time, lunch and/or recess breaks every day. ***Every student should have two pairs of footwear at school at all times***; one pair for indoors and one for outdoors. In addition, every child needs appropriate attire for the weather conditions: hats, gloves/mittens, snowpants/suits, snow boots, etc. ***Students should also bring in a complete change of clothing, including underwear***. Even with appropriate outerwear, the children's clothing may still get wet.

We want to encourage students to get fresh air and exercise whenever possible. Therefore, all students will be asked to go outside. However, during extreme weather conditions that could pose a threat to students' health and well-being, we will keep students inside. See Extreme Weather Conditions below.

If, for health reasons, you desire your child to stay in on a given day, please send a note with your child indicating this. In the case of children with chronic health problems, parents should state the conditions under which they would not want their child to go outside. This letter will then be kept on file.

*** EXTREME WEATHER CONDITIONS *** Extreme conditions warrant special precautions. For example, at temperatures of 0° F or below, children with bronchial or asthmatic conditions experience increased stress that could trigger a reaction. We have been advised that -15° F is a danger zone for extended outdoor activity and -30° F can result in frostbite of exposed skin within minutes. Our policy is to keep students inside when air temperature and/or wind chill factors reach 10° F or below.

MEDICAL INFORMATION AND POLICIES

We will be receiving medical and health care services from the Dryden School District. Therefore, we will comply with New York State public school regulations.

Health Records for New Entrants: All new students to CLCS must have updated immunizations in order to enter. Minimum requirements for all students are:

- Diphtheria Toxoid-containing vaccine for PK–12 students: 3 doses
- Tetanus Toxoid-containing vaccine, and Pertussis vaccine (DPT, DTaP) if born on or after 1/1/2005: 3 doses;
- Tetanus, Diphtheria, and Pertussis booster (Tdap) for students entering grades 6-9: 1 dose
- Poliovirus vaccine (IPV or OPV) for PK–12: 3 doses;
- Measles, mumps and rubella (MMR) for PK students: 1 dose;
- Measles, mumps and rubella (MMR) for K-12 students: 2 doses of measles-containing vaccine and 1 dose each of mumps and rubella (preferably as MMR).
- Hepatitis B vaccine for PK–12: 3 doses;
- Haemophilus Influenza type b (Hib) for PK students: 3 doses administered before 15 months of age OR 1 dose administered after 15 months of age;
- Pneumococcal Conjugate vaccine (PCV) for PK students born on or after 1/1/08: 4 doses before age 2, OR 1 dose after age 2;
- Varicella vaccine for PK-12: Physician verification of child having had chickenpox (varicella) OR 1 dose if born on or after 1/1/08.

Physical Exams for New Entrants: Upon entrance, each new student needs to have documentation of a physical exam that was given within the past 12 months. If the physical was given more than 6 months ago, we need a statement from the doctor giving release for full participation in Physical Education. Please be sure that the physician's or clinic's report of immunizations and the physical exam report are in the school office by the first day of school.

Physical Exams: Physical exams are required for students in grades Pre-K or K, 2, 4, 7 and all new entrants. They will be done by the Dryden School physician if you desire. For those who prefer to schedule a physical exam with your family physician, arrange to have it done between July and May of the current school year. ***Please be sure to send a copy of the report to the school office.***

Health Screenings: During the course of the year we will be doing vision and hearing screenings. If there was any follow-up indicated as a result of the CLCS health screenings from last year, please be sure that a copy of the physician's report is brought into the school office.

Health history forms: A "health history" form will need to be completed for all children attending CLCS. Yearly updates of this form will be requested each September.

Administration of medications: Only a licensed doctor, nurse or pharmacist may administer medications in school (including over the counter medications). Therefore, the CLCS staff may not give medications. Please arrange to have your child take any necessary medications at home before and after school, rather than during school, whenever possible. ***In order to take any medications (including Tylenol/Ibuprofen), your child must have current:***

- Written orders from your health care provider allowing children to self-medicate;
- Written orders from your health care provider with the medication, dosage, and frequency of the medication to be taken;
- Written permission from you for your child to take the medication noted.

Also, medications must be in the original "pharmacy labeled" package. If you need to give it at home too, take some out at home and send us the original bottle. Since we are an elementary school, we will require that all medications and orders that come into the school be kept in the school office. Students will come to the office to take their medicine, where we will supervise and log their self-medication. As an option, parents may choose to come into school to administer medication to their children.

Emergency Information Procedure Forms: These emergency information forms provide the school with parental and/or emergency contact numbers and permission to access medical treatment for your child should an emergency occur. ***Your child should bring this form to the school office the first day of school.***

Communicable Diseases: Every effort is made to keep communicable diseases out of the school to protect both your child and others. Parents are asked to keep children at home when any of the following symptoms appear:

- Discharge from the nose,
- Coughing,
- Inflamed or sore throat,
- Inflammation or discharge from eyes or ears,
- Headache, if persistent or severe,
- Vomiting or diarrhea, within 24 hours,
- Chills,
- Fever, within 24 hours,
- Body rash,
- Lice or their eggs (nits).

In-School Illness or Injury: When a child becomes ill or injured in school, the parents will be called. If parents are unable to be reached, the emergency contact (given on the emergency information card) will be called. Parents or emergency contacts are responsible for seeing that an ill or injured child gets safely home or to a physician. ***If it appears that immediate medical treatment is warranted, 911 will be called.***

DRESS CODE

Our school guidelines are based on the following criteria: modesty, appropriateness, safety, and full participation in the school day. Following are the specifics of what is expected in school:

- Overall clean and neat appearance, no tattered clothing.
- Clothing should be appropriate for all of the activities of the day.
- Appropriate footwear for the activities of the day and an extra pair of shoes or sneakers at school in case one pair gets wet or muddy.
- Warm clothing and appropriate outerwear for the weather conditions. We will be outdoors every day at lunchtime unless the weather is severe.
- Hats removed upon entering the building.
- Clothes should be loose enough to allow for free movement.
- Appropriate undergarments (bra, underwear, slip, etc.) should be worn, but not seen.
- Shirts and tops should cover shoulders and midriffs. No spaghetti straps, but tank tops with wide shoulder straps are okay. Students should be able to reach, raise arms, and move around without exposing tummies.
- Necklines should be modest.
- No offensive images or text on clothing. No images or text that draw inappropriate attention to various parts of the body.
- No see-through clothing.
- Shorts should be long enough to cover the upper half of the thigh.
- Skirts/dresses should be down to the knee. If worn with leggings or shorts, then mid-thigh is allowed.
- Pants should not be dragging on the ground or falling off the hips.

We hope that these guidelines are helpful. If we see questionable attire at school we will discreetly ask the student to change clothes or make appropriate adjustments before school begins. If a student does not have something at school to change into, we will have a few articles of clothing available in the school office (no style or fit guarantees!), or they may make a phone call home to have another set of clothing delivered. We will contact the parents if a student has ongoing difficulty with compliance. If you have any questions, please contact the school office.

REPORT CARD INFORMATION

Report cards are primarily a communication vehicle, an opportunity for teachers to evaluate and comment on their students' performance and effort in their personal and academic journey toward wisdom and knowledge. Colossians 2:2-3 sums it all up, *"Our purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, both of the Father and of Christ, in whom are hidden all the treasures of wisdom and knowledge."*

The format of our report cards and grading key is as follows. The Grading Key has categories for Performance, Effort, and Check List. We hope the information given will provide you with a clear idea of how your child is doing. Below is a basic description of each report card:

Primary Report Cards (grades PK – 2) use the check list symbols ++, +, **, *, and NA. (See chart below.) These symbols are used to describe particular aspects of the different subject areas as well as general work habits and conduct. This performance grading scale was chosen because the evaluation process for these grade levels is based more on teacher observation of skills than on objective testing procedures.

Intermediate Report Cards (grades 3-4) use letters (E, V, S, W, NP) for performance, numbers (1-5) for effort, and check list symbols (++, +, **, *, NA) for evaluating subject specific criteria. (See chart below.)

Middle School and Jr. High Report Cards (grades 5-8) use numeric scores for performance in core academic subjects. Subjects such as Music, Art, Physical Education and Bible, that are not evaluated with an objective testing format, will use the letter rating guide (See chart below). Effort scores and Subject specific check list marks as found in the Grading Key will complete the report card.

Grading Key

Check List (PK-2/3-8)	Performance (Grades 3-4)	Performance (Grades 5-8)	Effort (Grades 3-8)
++ Excelling		98-100 Outstanding	1 Diligent, self-motivated
+ Proficient	E Excellent	90-97 Excellent	2 Usually attentive and engaged
** Progressing	V Very Good	80-89 Very Good	3 Cooperates, could put forth more effort
* Emergent /or Needs Improvement	S Satisfactoroy	70-79 Adequate	4 Lacks motivation, seldom involved
NA Not Assessed	W Weak	65-69 Weak	5 Apathetic, disengaged
	NP Not Performing	below 65 Failing	

Because the report cards and comments are a communication from teacher to parent, they will be mailed directly to parents, and be available through the Parent Portal on QuickSchools. If you will be sharing the report card with your child, we encourage you to read through the information first. Teachers are available to answer any questions you may have regarding grades or comments. Please feel free to contact them. You may also call the school office to arrange a conference with your child's teacher.

DISCIPLINE AND TRAINING POLICY OVERVIEW

The most important prerequisite for a discipline/training policy to be effective is for healthy relationships to exist between home and school. These relationships, undergirded by trust and love, provide a foundation from which we can build up the lives of our children. Discipline is an integral part of training a child to become a responsible adult. The emphasis of this discipline/training policy is on training and instruction rather than on the administration of punitive actions. Our approach toward discipline is governed by the truth that love is the framework that supports all training in godliness. (Taken from the CLCS Code of Conduct and Discipline Policy)

BEHAVIOR MANAGEMENT PLAN

Our goal is to create an environment that is conducive to learning by setting clear expectations and boundaries. Please review the section in this handbook under General School Information that describes the Personal Conduct we expect from each student. The following are classroom standards which encourage this conduct.

Every student will respect the teacher and other classmates by:

- giving the teacher his/her full attention (including eye contact).
- coming to each class on time and prepared, with homework completed.
- listening quietly while the teacher, or another student, is speaking.
- sitting squarely at their desks (not lounging across desks or the aisles).
- not primping or grooming during class.
- using an appropriate tone of voice (both volume and attitude) when addressing others.
- not “clustering” around the rest rooms, water fountains, or hallways.

When an issue needs to be addressed we will follow the steps described below:

- Step 1 - We will always explain the problem, so that the student is aware of the offense, and the consequences if the behavior continues.
- Step 2 - We will either give the student a reminder and a final warning, or move directly to the next step, depending on the infraction and the given circumstances.
- Step 3 – In Grades PreK-4 the teacher will administer the appropriate consequence, weighing all the contributing factors. In Grades 5-8 we will assign the student to a Silent Lunch as well as any other appropriate consequences. At this point the parents will be contacted.
- Step 4 - If we do not see a change in heart or behavior, we will conference with parents to determine a course of action, which may include an After-School Detention, In-School Detention, or Suspension.

Other Considerations:

- A student who is unprepared or inappropriate during class time will be required to make up any missed time and/or class work. This may occur during school or after regular school hours. Teachers will work out these arrangements and communicate with parents.
- We are committed to working with parents of children with specific individual needs. We will be in communication with parents and together create a plan of action that will best meet those needs.

Description of Consequences Mentioned:

- Silent Lunch: The student eats lunch silently in a designated area with a faculty supervisor or administrator. Following lunch he/she must sit still for the duration of the lunch period. No talking is allowed. Microwave usage will not be available to the student during silent lunches.
- After-School Detention: The student will either sit quietly or be given specific tasks, such as cleaning jobs, to complete during this time. It is not designed to be an after school study time.
- In-School Detention: This is a structured, supervised time isolated from the class during the school day.
- Suspension: The student is removed from school for a specific amount of time.

Occasionally a child will display disruptive behavior during class time. In these cases the teacher will remove the student from the class and send him/her to the school office. An administrator or one of the office personnel will listen to the student describe the situation, gather information from the teacher, and determine the next steps, which often include “time out” to calm down, apologies to those who have been affected, and prayer. It is our policy to contact parents as soon as possible to communicate what has happened and to discuss follow-up strategies to encourage self-government among the students.

Means of Communication:

- Yellow Slips – Late Homework Warnings: These are used to warn the student and the parents that a homework assignment was not handed in on time. There is no consequence at this point. No phone calls are made. It is just a reminder. These slips will primarily be used by teachers of grades 3-6. The slip will be given to the student to take home. It should be signed by a parent and returned the next day with the completed homework assignment.
- Pink Slips – Late Homework Notices: These indicate that a homework assignment was not handed in on time, and there *will* be a consequence. The teacher will bring the pink slip to the office. A phone call will be made to alert the parent(s). The discipline (consequence) will be administered as soon as possible. This could be a silent lunch, working lunch, cleaning project, physical exercise, etc. The teacher will determine the appropriate discipline. The pink slip will be sent home with the student. It should be signed by a parent and returned to the appropriate teacher, attached to the completed assignment, the next day.
- Blue Slips – Disciplinary Action Notices: These slips indicate that some action is being taken for an offense other than incomplete or undone homework. These offenses might include fighting on the playground, being consistently unprepared for class, inappropriate behavior, disrespect, etc. When a disciplinary action is deemed necessary, the blue slip will be sent to the office. A phone call will be made to alert the parent(s). The slip will then be sent home with the student. It should be signed by a parent and returned to school the next day.

Regarding Homework: A parent may send a note with his/her child indicating that due to an unusual circumstance, a homework assignment is not complete. There should be an understanding that the homework is still due at the earliest possible time (i.e. the next day). In this situation, the student will not receive a homework slip that day. Teachers and parents should conference to find a long-term solution if this situation occurs regularly

TUITION AND FEES PAYMENT POLICY

Tuition:

1. **Past Due Tuition:** Provision for payment of any outstanding tuition needs to be made by July 31st in order for a student to be considered enrolled for the coming year.
2. **Due Date:** Tuition payments are due on the first of each month with the first payment due August 1st.
3. **Late Fee:** A late fee of \$10.00 is charged after the 10th of each month.
4. **Delinquent Tuition Payments:**
 - After one month of non-payment,** parents will receive a written note by mail.
 - After two months of non-payment,** parents will receive a call from the administration asking them to bring the problem to resolution.
 - After three months of non-payment,** parents will be called in to meet with the administration. If there is no long-term resolution to the problem, parents will be asked to withdraw their child(ren) from the school.
 - Non-payment Clause:** If no payment is made within six months, the school will make one last attempt to resolve the situation. If there is no resolution to the problem, the account will be sent to a collection agency.
5. **Early Withdrawal Fee:** If parents opt to withdraw their child(ren) from the school prior to the end of the year, it will be necessary to charge an early withdrawal fee of 20% of the total tuition per student for each month of non-enrollment through June. Tuition will be charged for the full month in which the withdrawal occurs. The school operates for 11 months each academic year. Therefore, tuition will be pro-rated from August. A statement of tuition paid and withdrawal fees owed will be issued from the business office. All payments must be made prior to the final day of enrollment.

Registration Fee:

In addition to tuition, a non-refundable registration fee of \$75.00 per family is charged for admission and re-enrollment. Any application submitted after June 1 will be charged the late registration fee of \$100.00. In the event that an additional child of a family that has already registered is enrolled after the June 1 deadline, a fee of \$35 per student will be charged.

School Activity Fee:

The School Activity Fee covers the costs for field trips, activities, and other expenses. The fee is calculated by grade level. The fees are \$35 each for students in grades PK-6. The 7/8 grade fee is \$125 to cover the annual history trip. Payment should be made by the first day of school.

Late Enrollment Textbook Fee:

Any student enrolled after September 1st will be charged \$60 to cover textbook costs.

Financial Aid:

A limited amount of scholarship funds are available each year. Families anticipating financial hardship may apply for financial assistance. Requests may also be made for an extended payment plan, which will spread tuition over a twelve month period. We will prayerfully consider each request. The deadline for receipt of financial aid applications is June 30th for September enrollment.

STATEMENT OF RELATIONSHIP: CLCS/PARENTS

As faculty and staff of Covenant Love Community School, we will:

- seek to uphold the mission, goals and policies of the school.
- maintain a relationship with parents that is characterized by trust and respect, open and clear communication, confidentiality and an acknowledgment of parental authority.
- communicate student progress in a timely manner and address student issues in partnership with the home.
- seek to be financially responsible for the resources entrusted to us.

As the administration at Covenant Love Community School, we will also:

- reserve the right to release from enrollment any student due to noncompliance with the goals and policies of the school or incompatibility with resources of CLCS.
- meet with parents in the event of student release or withdrawal. Student academic records will be released subsequent to this closing interview and final tuition payment.

As a parent of a Covenant Love Community School student, I will:

- seek to uphold the mission, goals and policies of the school, and work cooperatively with the school.
- maintain a relationship with the school that is characterized by trust and respect, open and clear communication, confidentiality and an acknowledgment of the school's authority.
- pursue communication about my child's progress, and address pertinent issues in partnership with the school.
- encourage productive attitudes and study habits in my child at home and school.
- recognize the vital nature of volunteerism to the life of the school and choose to participate.
- make timely payment of tuition and fees as stated in the tuition payment policy.
- understand that tuition does not cover the cost for the educational services received, therefore I will participate in all school-wide fundraisers to help offset that difference. If I choose to opt out of a fundraiser, I recognize that there is a minimum donation amount assigned to each event.
- acknowledge the right of CLCS to release my child from enrollment due to noncompliance with the goals and policies of the school or incompatibility with resources of CLCS.
- meet with the school administration before withdrawing my child from CLCS and recognize that student academic records will be released subsequent to this meeting and final tuition payment.

PHILOSOPHY OF EDUCATION HIGHLIGHTS

"Covenant Love Community School is Christ-centered and relationally-based, assisting parents to train and equip children to fulfill God's purposes for their generation."

We recognize that parents have ultimate accountability for educating their children according to the Biblical mandate. By enrolling a child in Covenant Love Community School, parents enlist the services of the school to assist them in the formal academic training of their child. The education given within the school is an extension of the overall training received from the home and broader Christian community. Thus, a cooperative educational network of home, school and church is vital to the effectiveness of the school.

Our goal is to provide a Christ-centered academic environment in which a Biblical world view is foundational, excellence is upheld, learning is integrated, and education has an eternal impact on students. The complementary work of the Father, Son and Holy Spirit within the educational process provides a dynamic catalyst which ultimately brings unity, purpose and life to the student's education. We seek to instill Godly values and promote a lifelong desire in each student to acquire knowledge and wisdom and be conformed to Christ's image.

The learning environment is highly interactive and cultivates the full development of the student. The teacher, as the primary facilitator of education and model of Christ, provides a loving, secure environment which enables the whole child to develop. The physical surroundings reflect the teacher's educational goals and objectives. A family atmosphere is promoted, within which both individual and group identity is valued and developed. Students are loved and accepted and are trained with consideration for their unique gifts, abilities, personalities, motivations and learning styles.

The curriculum is a broad-based framework which incorporates appropriate learning materials but is not limited in scope by those materials. It addresses all areas of development in the student: spiritual, intellectual, physical, creative, emotional and social. Foundational to our curriculum is the belief that all truth is found in God and reflects Him. With the Bible as our standard, we pursue diverse areas of knowledge and skill development consistent with Biblical truth.

In our methodology, we follow Jesus as the Master Teacher and model His ways. The teacher selects the appropriate teaching methods based on his professional and spiritual discernment in order to maximize each learning experience. Teaching methods and instructional materials are correlated to best satisfy the specific objectives of our curriculum.

STATEMENT OF FAITH

THE BIBLE - THE WORD OF GOD

The Bible is the inspired Word of God which accurately communicates God's nature, character, laws, and actions in human history. The Scriptures are the standard for our faith, the guidebook for our daily life, and the source for all truth and wisdom.

THE TRIUNE GOD

The triune God, revealed in the Bible as the only true, eternal, and living God, is all loving, omniscient, omnipresent, and omnipotent. He reveals Himself to man as Father, Son, and Holy Spirit, three distinct persons with distinct personal attributes, but without division of nature, essence, or being. Therefore, it is the triune God who originates and demonstrates relationship.

God the Father is Creator of heaven and earth Who demonstrates His Fatherly love for all who become His children through Jesus Christ by caring for them, instructing them, and disciplining them. His purpose is to bring forth a family of redeemed people on the earth who show forth His glory.

God the Son is the Lord Jesus Christ. He is the incarnate Word of God, Who perfectly revealed and did the will of the Father on the earth as a sinless man. Through His death and resurrection, in perfect obedience, He provided redemption and reconciliation with God the Father for all men. He ascended to heaven where He sits at the right hand of His Father. All things were created through Him and for Him and all fullness dwells in Him. He is Lord over all things and heir of all things. The Father appointed Him as head of the church as perfect Prophet, Priest, and King. He will return in power and glory at the end of the present age to judge the living and the dead; rewarding the righteous with eternal life, but punishing the wicked with eternal damnation. He will reign with His people and reconcile all things to Himself by establishing in full the Kingdom and Reign of God - that God may be "all in all."

God the Holy Spirit causes Christ to dwell in the heart of every believer. He is the dynamic power of God Who brings the Word of God into being. He exalts Christ, convicts of sin, and effects regeneration. He reveals God's mind to men and illuminates God's truth to them. He comforts, teaches, and guides God's children. He empowers them to: obey Him; cultivate a Christ-like character; and be witnesses of the Lord Jesus. He bestows gifts on the believers to equip them for works of service.

MAN

Man was created in the image of God, for the purpose of living in unhindered relationship with Him, thus bringing Him pleasure and glory. He was commissioned to rule the earth under God's headship. By disobeying God's command, man was separated from God and defiled by sin. All of mankind has inherited a nature and an environment twisted by sin.

SALVATION

Salvation involves the redemption of the whole person, and is only available in and through Jesus Christ. It is apprehended by those who, by faith, repent of their sin, are washed by His blood, and submit to Jesus as Lord and Savior.

THE CHURCH

The church is the Body of Christ on earth, the family of God, whose goal is to reflect His glory and make disciples of all nations.

THE FAMILY

The family is the fundamental societal unit and is the primary place of common worship, work, life, and relationship. The parents are responsible to lead, train, and discipline their children.

NON-DISCRIMINATORY POLICY

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