# Contact Information

Covington Academy LLC

396 Elks Club Rd

Covington GA 30014

Office- (678) 625-9025

Fax- (770) 788-0054

www.covingtonacademy.com

covingtonacademy@gmail.com

# Staff Email Addresses

Every staff member at Covington Academy has their own official school email address, which can be used to communicate with parents and students. If you wish to contact a staff member via email, please refer to the staff directory on the school website: www.covingtonacademy.com

# Academics

Students are expected to work to the best of their abilities. Instruction is structured so that every student can achieve academic excellence. Teachers, parents and students all have a part in supporting learning. All parents are required to login to jupitergrades.com throughout the year and monitor their student’s academic path.

# Dismissal

Covington Academy’s after school dismissal procedure provides for an easy and expedient way to disperse children at the end of the school day. It is vitally important that parents and students abide by these procedures at dismissal time. Once dismissal has started, please do not get out of your car for any reason. All vehicles in dismissal line must have a driver present. If you need to come in the school, please park in a parking space. No checkouts will be allowed after 2:30 PM.

# Parking Lot

For security reasons, students are not allowed in the parking areas during the school day without permission from an administrator.

All drivers are expected to obey all traffic laws while entering and leaving school property. The school speed limit is 5 mph. Please maintain this speed and watch for children running across the parking lot. Covington Academy is located on a residential street and is surrounded by neighbors. Please be respectful by keeping all music levels low and obeying all speed limits on Elks Club Rd.

# After School

After school begins at 3:50 PM. Students that are picked up after 3:50 PM will be charged $15 per afternoon. Our After School program is not a tutoring program. Students will have allotted homework time and some assistance with that homework.

# Before School

The Before School program begins at 7:00 AM and ends at 7:45 AM. Students not enrolled in this program that are at school before 7:45 AM will be charged $5 per morning.

# Tuition

All tuition payments are due by the 5th of each month. Any tuition payments received after the 5th will result in a $45 late payment fee. Any tuition balance that is not paid within 30 days will result in suspension of all activities including attending school. Any student that withdraws before the end of the school year will be subject to a $300 early withdrawal fee.

# Attendance

Regular attendance is a key to academic success and is the responsibility of both the parents and the students. Since much of the school work completed in the classroom (discussions, participation, in-class projects, etc.) cannot be made up, students should remain out of school only when absolutely necessary. Every attempt should be made to schedule appointments and vacations around the school schedule to minimize the impact on your child’s academic experience. Any student that misses more than 10 days in a semester or 20 days during the school year might not be promoted to the next grade or earn credits. A meeting between the headmaster and the student’s parents will be held before the administration makes any determination.

# Absences

If your child is not going to be at school for any reason, it is necessary to call the front office at 678-625-9025 and report the nature of the absenteeism. Please do not email your teacher to report this absence.

# Tardies/Late Arrival

A *little* late is too late! Students must be in their class and in their seats at the scheduled start of each class. Students who arrive at school after 8:20 AM each morning are required to stop by the front desk and sign in. Seniors are given until 8:30 AM. When a student is tardy, it not only affects them but everyone around them is disrupted. 5 tardies in a semester will result in one absence on their permanent attendance card.

# Check Out/Check In

If a situation arrives where you need to retrieve your students before their scheduled release time, you must stop in the front office first and sign them out. All students must be signed out by an adult that is on their application under the child release form. Please do not text your child to let them know you are here. Only student drivers may check themselves out without an adult present. Student drivers may have parents phone in or email consent. Students that are checked out prior to 11:30 AM will be considered absent for that day. Students who check in after 11:30 will be considered absent for that day. In order to maintain a safe dismissal, no checkouts will be allowed after 2:30 PM.

# Missing Assignments

When the student arrives back at school after an absence, it is the student’s responsibility to check Jupiter grades and with their teacher concerning school work missed during this time. A student will have 5 days to turn in missing assignments. After 5 days, the student will receive a zero. Missed quizzes and tests must be scheduled with the teacher and usually are taken on Thursday mornings from 7:45-8:15 in Mrs. Zenko’s room or Friday mornings. Jupiter grades has all assignments listed.

# Perfect Attendance

A student will be considered for the Perfect Attendance Award only if they have attended every school day and have received four tardies or less.

# Birthdays and Celebrations

Birthdays are special! Children are invited to celebrate their birthdays by bringing treats to share with their classmates. Please email your child’s teacher and let them know in advance of this so they can plan accordingly.

# Campus

Covington Academy is situated on 17 acres in a residential and agricultural zoned environment. Opened in 1972 as the Elks Club Lodge of Newton County, it also was the home of Project Adventure from 1982-2010. Our campus contains a 4.5 acre lake, 3 academic buildings totaling over 23,000 sq. ft. with 19 academic classrooms, a cafeteria, an athletic building, a multi-use field, a playground and many nature trails and outdoor classroom settings. The campus is divided into 6 main sections:

**Building A:** 2nd- 12th grades, home economics, computer lab, art and credit recovery/homeschool.

**Building B:** Athletics, middle and high electives, PTO storage room.

**Building C:** Cafeteria, 1st grade.

**Building D:** Preschool, playground.

**Multi Use playing field**

**Lake**

# Visitors

All visitors and parents must sign in with the front office and receive a visitor’s badge. All visitors and parents to the preschool building must check in with the preschool office.

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. Visitors must sign-in in the front office and show identification. During school academic hours, **NO** parent/legal guardian is allowed beyond the double doors without a visitors pass.

# Classroom Volunteers

Covington Academy believes in parents being active in their child’s education. We appreciate your participation in your child’s classroom. Please check with your child’s teacher to find out about possible volunteer opportunities.

All parents wishing to volunteer must receive a visitor badge from the front office. Classroom teachers are instructed to send all parents back to the front office to receive a visitor’s badge. This enables us to provide a safe campus environment. Siblings are not allowed in the classroom when volunteering.

# Communication

Covington Academy firmly believes in keeping an open line of communication between the parents and the staff. If there is ever a situation that you feel requires the attention of a teacher, office staff member or the administration, please do not hesitate to communicate those feelings through the front office.

Communication is handled in many different ways including:

**Email:** All teachers and staff members have emails listed on our website or through Jupitergrades.

**Covington Academy Website:** A monthly calendar is located on our school website

www.covingtonacademy.com

**School newsletter:** Given by email and print to all students per season.

**Parent/Teacher Conferences:** There are two scheduled conferences each year listed on our calendar. It is very important that these conferences be attended. All parents and teacher are encouraged to request additional conferences as needed.

# Conflict Resolution

If a conflict occurs between two parties ( i.e. parent, teacher, student(s)), the following measures should be adhered to in an effort to attain conflict resolution.

1. The parties should try and address the issue with each other in a respectful, calm manner.
2. If successful resolution of the conflict does not occur, the matter should be brought to the Dean of Student Affairs. A meeting will be scheduled as expediently as possible considering the schedules of the parties whose presence are needed to achieve resolution.
3. The meeting will occur and resolution shall be obtained.

Covington Academy is comprised of a small, close-knit community of families. Like with most families, there is not always agreement amongst members. As part of our family we ask that when a conflict occurs, that it remains solely between the parties involved. Gossip, speculation and rumors are hurtful to those involved and make for an unhappy family environment.

# Discipline

Covington Academy has a Zero Tolerance Policy when it comes to interference with a safe learning environment. The school feels all children have the right to attend school in a positive, constructive, learning environment. If a student interferes with another’s right to learn, there will be severe consequences including possible expulsion. In order to maintain ground rules for discipline, we are implementing a demerit system.

In addition, Covington Academy expects the following of all students:

\* Respect for authority figures (administration, faculty, and staff)

\* Respect for fellow students, visiting parents and guests.

\* Respect for school property

\* Orderly and appropriate behavior during all school functions

\* Cooperation with each teacher’s classroom management

\* Language conducive to building up rather than tearing down

\* Be on time and prepared for class

**CONDUCT POINTS**

**60 Points**

Possession of firearms or any type of weapon

Possession of drugs or drug paraphernalia of any kind

Computer hacking of school computers

**30 Points**

Sexual harassment / inappropriate sexual misconduct/harassment

Blatant disrespect toward faculty / staff

Bullying

Vandalism of school property (financially responsible)

Cheating

Stealing

Leaving campus without permission

Lying

Cutting class

Fighting

**10 Points**

Cell Phone Violation ( after 3rd Offense = detention)

Being in an unsupervised area without permission, loitering

Unauthorized use of school phones, school printers, school copiers or other

Electronic devices

**5 Points**

Disturbances in class

Inappropriate language / gestures

Dress Code Violation

Late to class (after the 3rd offense)

Running, yelling, or horse playing in the building

Gum Chewing after the 3rd offense)

Profanity

Eating in class (after the 3rd offense)

**POINTS RESULTS**

**60 one-time points or accumulated points =** Expulsion / and or suspension (5 days)

**45 accumulated points =** Suspension (1 -5 days)

**30 one time points =** Suspension or Friday School

**30 accumulated points =** Detention (2-5 days) or Friday School

**15 accumulated points** = Detention

A student cheating on a test or quiz will receive a zero in addition to the 15 points. A student found to have plagiarized a paper/assignment will receive a zero and the student will be dropped from a club or organization associated with the class in which the plagiarism occurred and will be suspended from all offices of leadership and honor.

# Student Drivers

Students who drive themselves to and from school are expected to comply with the following regulations. There is to be no “hot rodding” in the parking lot or near school. During the course of the day, students are not permitted to go to the parking area or to their vehicle without special permission. Students are not to use vehicles for errands during school without special permission. The school administration reserves the right to revoke the above policy or refuse the permission to drive to any student.

Since it is parental choice to allow a child to drive to school, Covington Academy assumes no responsibility or liability for injury or harm caused to or by a student while operating or occupying a vehicle to or from the school.

Covington Academy licensed student drivers are permitted to drive and possess a car on school property. Being able to drive and possess a car on the premises of Covington Academy is a privilege and not a right of the student. The privilege may be revoked at the discretion of the Administration. Vehicles should be locked and valuables should not be left in the vehicle. If a student driver is to transport other students for any reason, the parent/legal guardian of the driver and rider(s) must provide permission for the specific individual(s) to ride with the driver. Covington Academy reserves the right to change, modify, add or delete rule and regulations governing the student driving privileges. It is the absolute responsibility of each parent/legal guardian to ensure that their child’s safety and well-being is at hand when and if another student transport their child.

# Fire Drills/ Emergency Response

Covington Academy will hold fire drills periodically throughout the year. These drills are held so that students are familiar with the procedures in the event of a real emergency.

Regardless of the type of situation that may arise, your child’s safety is our utmost concern. Depending on the specifics of the situation, all persons on campus will either be evacuated to a safe location or secured in the facility to prevent outside intrusion. Parents will be notified by telephone or email so as to be completely informed of their child’s status in the event of an emergency.

# Health/Immunization Records

Georgia State Law dictates necessary immunizations for children enrolled in school. These immunizations differ based on the age of your child. Children who are not properly immunized may be asked to withdraw by the state.

# Illnesses

To preserve the health of all children and staff members, we ask that you not send a sick child to school. Small children as especially prone to infections because their immune systems are not fully developed. Just one sick child in the classroom places all other children at risk.

Any child who has a fever should not be sent to school under any circumstances! If your child has any of the following symptoms, please keep them at home.

Persistent stomach ache

Diarrhea

Vomiting

Deep or hacking cough

Continuous runny nose

Yellowish or greenish mucus

Pink, swollen or runny eyes

Fever

A child may return to school after an illness under these conditions:

Fever and or vomiting is gone and temperature has been normal for at least 24 hours without medication

Energy level has returned

No symptoms or sign of diarrhea for at least 24 hours without medication.

Active signs of illness are no longer present.

Children do not have to stay at home until all secondary symptoms of an illness disappear. As an example, some forms of nasal and bronchial congestion may linger for several weeks following a cold or flu, but the child is no longer contagious. Consult your child’s pediatrician if you ever question whether or not your child should return to school.

# Lost and Found

Many student items become misplaced while at school. We cannot assume responsibility for losses. We have a lost and found for items that have been turned in. Any items left and not claimed by the end of each semester will be donated to charity. Please check the lost and found regularly and mark your child’s clothing, lunch boxes and book bags with their name.

# Medication/Injuries

Covington Academy does not have a registered nurse on the premises. Minor medical situations will be handled by the designated school office staff. When a student becomes ill or injured at school, he/she will be evaluated and/or treated by the front office staff. If it is necessary for the student to be sent home or to a doctor, parents will be contacted. No child will be released from campus without an adult from the release form accompanying them.

In case of an emergency, the Fire Department, paramedics and parents will be called. Should a life threatening situation exist, the child will be taken to the nearest emergency facility.

In order for medication to be dispensed, a parent or guardian must first complete a medication card provided by the office. Prescription and over the counter medications cannot be dispensed without written parental consent. The school will only dispense prescribed medication that is in the original labeled container and displays the child’s full name.

Students may not keep their own medications, regardless of type (i.e.: inhalers, Tylenol, aspirin, cough drops, etc.). ALL medications must be kept in the front office and dispensed by a staff member.

# Prohibited Items

The following items are prohibited on school grounds at any time. Possession of these items on school property will result in immediate expulsion.

Tobacco (in any form)

Liquor/Alcohol

Drugs (dangerous or narcotic)

Weapons

Explosives

Fireworks

Smoke bombs/stink bombs

Bicycles, scooters, rollerblades, skateboards, 4-wheelers and other motorized off road vehicles are not allowed on campus without written permission from the school administration.

# School Hours

The campus is open from 7:00 AM – 6:30 PM Monday – Friday

School days are Monday - Thursday

**MAIN OFFICE HOURS**

7:45 AM – 5:00 PM

**SCHOOL HOURS**

**PRESCHOOL – 4th GRADE**

8:20 AM – 3:00 PM

**5TH-12TH GRADE**

8:20 AM – 3:20 PM

**BEFORE SCHOOL**

7:00 AM – 7:45 AM

**AFTER SCHOOL**

3:50 PM – 5:00 PM

**EXTENDED AFTER SCHOOL**

5:00 PM- 6:30 PM

# Student Records

It is extremely important that all student records be kept current and up to date. Any changes to student or parent information, including home address, contact phone numbers, emergency contacts and special instructions should be changed as soon as possible through the front office.

Student records are kept in the administration office. If your child is transferring to another school, a request for transfer of records must be delivered to our campus from that institution by mail, email or fax. All records will be sent upon all books and athletic gear are returned and any and all fees are paid.

# Technology

All high school students are required to have a tablet for ebooks. All students are expected to use this technology appropriately and for school work only.

Student’s actions will be monitored and they will be responsible for information viewed or downloaded on their tablets.

Students will only use the school wi-fi to gather information related to the classroom assignments.

Students will not us the internet illegally by downloading copyrighted materials, pornographic content, or by taking pictures or videos of other students. Students and parents may not post on social media any pictures or videos containing other students without that student’s parental consent. Any inappropriate use of the internet on campus or off IS a school matter.

# Cell Phones/Office Phones

Since the telephones in the office are in constant demand for school business, they may not be used unless it is an emergency. Students will not be excused from class to use the telephone except in cases of emergency. Only parents or guardians can leave a message for their child. Only messages of an urgent nature will be delivered to the student.

Cell phones, IPODS, MP3 Players, cameras, etc. must be turned off and out of sight during the school day. Students may not use cell phones on campus. **Cell phones and hand held devices are subject to confiscation.**  If a student needs to contact a parent during the school day, they must use the school phone.

Parents that need to contact their student must contact the front office at 678-625-9025. **Please do not text or call your student during the school day.** You student will have their phone confiscated if it is used during the school day.

# Dress Code

School Uniforms are not required, however, the following dress code applies:

Fingertip length shorts and skirts are permitted, 1st grade and below must wear shorts under any skirts.

Tank tops are permitted as long as they are “3 finger” width at the shoulder. Shirts that are cut out to expose the back should not show any shoulder blade or undergarments.

All leggings, yogo pants, or other fitted bottom must be worn with a shirt long enough to cover the buttocks.

Clothing displaying any vulgar writing, symbols or sexual references, tobacco, alcohol, or controlled substances advertised is NOT permitted.

Clothing that is excessively revealing, such as low cut halter tops, mesh shirts (without a T-shirt underneath) or shirts that expose the midriff are NOT permitted.

All pants must be worn at the waistline.

Tattoos should be covered and any jewelry removed from “excessive” piercings.

**NO** holes above the knees in pants or jeans and if holes are above the knees, leggings must be worn underneath.

The principal has the authority to determine if any student’s appearance is not acceptable.

**Consequences:**

1st Offense: Warning / Call parents, explain violation, note in Jupiter grades (change of clothes)

2nd Offense: Call parents, explain violation, note in Jupiter grades, (change of clothes), Thursday after school detention.

3rd Offense: Call parents, explain violation, note in Jupiter grades, (change of clothes), one day of ISS.

\*A student may be placed in ISS due to dress code violations any time a change of clothes cannot be brought to the student.

Any repeat offenders will be asked wear uniform attire with polo and khaki pants for a period of time.

Our goal is to have our students "Dress for Success" as we continue to build pride in our school. We truly hope that no consequences are ever administered.

# Chapel

Chapel is a very important part of our student’s well-rounded education. The weekly chapel service is taught in an enthusiastic manner and is designed to be an exciting joyful experience. Students are expected to participate in chapel.

# GRADE CLASSIFICATION/ GRADE REQUIREMENTS

Promotion Policies

Ninth (9th) grade classification shall be based on school records verifying successful completion of eighth grade. To be promoted to the 10th grade, a student earn six (6) Carnegie units.

Tenth (10th) grade students in order to be classified as a junior (11th Grader) must accumulate twelve (12) Carnegie units.

Eleventh (11th) grade students must accumulate seventeen (17) Carnegie units.

Twelfth (12th) grade students must accumulate twenty-four (24) Carnegie units.

Carnegie units must correlate with courses required to advance to the next grade level, accelerated programs and for graduation.

Athletic eligibility requirements are the same. Each student athlete will only be eligible to participate if they have met the rules and regulations set forth by the GICAA and CA Athletic Dept.

Credits required for promotion eligibility are as follows:

9th to 10th 6 credits

10th to 11th 12 credits

11th to 12th 17 credits

The class of 2015 and after will be required to have 24 credits for graduation.

# Graduation

Only those seniors who have completed requirements for graduation or who may complete all requirements in summer school are eligible to participate in graduation exercises. Grade point average for class rank/weighted grades can be obtained in the guidance office. Student must be a full time student at Covington Academy their Junior & Senior year to be eligible as Valedictorian & Salutatorian.

# Sports

Covington Academy offers many sports from 4th – 12th grades. Any student participating in any interschool contest (athletics, cheerleading, etc.) must meet the eligibility requirements of these associations. Any student wishing to participate in a sport or cheerleading must have grades in good standing and tuition must be current. Courses repeated for no credit do not count toward meeting this requirement. In addition students must satisfy the following criteria:

* A student in good standing
* Participation for no more than eight consecutive semesters after entering the 9th grade for the first time
* The Athletic Participation/Parental Consent/Transportation form completely filled in and properly signed
* No participation in any other sports/cheerleading programs sponsored by another private school.

Eligibility to participate in interscholastic athletics is a privilege earned by meeting the previously mentioned minimum standards and by meeting all other standards set by the school. All questions regarding eligibility should be directed tothe principal or athletic director as they are knowledgeable of the various interpretations and exceptions provided under these rules. Meeting the intent and spirit of these standards will prevent the student, the team, and school from being penalized.

The administration believes that athletes should attend school regularly and on time especially the day after a game. Failure to follow this policy can result in dismissal from the team. **When an athlete is absent from school, he/she is not eligible to participate in practice or in a competition that day unless prior approval has been given.**

Athletes cannot drive a vehicle or ride in a vehicle driven by another student on a school-sponsored trip without the consent of the school administrators.

Spectators represent the school just as much as team members and therefore have an obligation to exhibit true sportsmen like behavior by treating visiting teams and officials courteously.

Participants in all activities including cheerleading must be covered by insurance and have on file a form, properly signed by the parent/guardian, stating that their son/daughter has sufficient insurance coverage.

**Booster Club**

The primary objective of the CA Athletic Booster Club is to promote and support all phases of athletics at Covington Academy. Any parents of athletes are encouraged to be actively involved in the Booster Club.

# Work Release

Students who are taking classes that have on-the-job training associated with the class may leave school one or more periods before the traditional end of the school day. Students excused for an early dismissal must leave the building immediately after their last scheduled class. Students who remain at school after their early dismissal will be placed in a study hall.

# Textbooks

Students rent their books. Teach them to take pride in caring for their own property as well as the school’s property. Check textbooks periodically for neatness and proper care. All textbooks that are damaged must be replaced at the student’s expense.

# Public Displays of Affection

The showing of affection is totally inappropriate at school as well as school functions and will not be tolerated. This includes kissing, hugging from the front (belly to belly) and groping. Holding hands will be allowed while walking in the parking lot but will NOT be allowed in class or at lunch.