



Covenant
 CHRISTIAN
 ACADEMY
 of the Lehigh Valley

COMMUNICATION BETWEEN

HOME & SCHOOL IS

VERY IMPORTANT!

During the school year, notes and newsletters will be sent home on a regular basis.

These correspondences will give information concerning changes in schedules, the school calendar, disciplinary action, homework assignments, etc.

ALL COMMUNICATION REQUIRING A PARENT SIGNATURE MUST BE RETURNED THE NEXT SCHOOL DAY.

If the student does not return the signed communication a note will be made on the student's disciplinary record. Repeated offenses will result in asking the parent to come to the Academy to sign the form.

This policy is necessary due to the fact that information is sometimes sent home and not given to the parents. Therefore, please remember to ask your child each day if they have any correspondence from their teacher or the school office.

All absentees must have a written excuse upon their return to the school or the child will not be allowed to enter the classroom until we have contacted the parent.

In addition, any change in a student after-school transportation schedule MUST HAVE A WRITTEN NOTE FROM THE PARENT OR A PHONE CALL TO THE SCHOOL OFFICE. We will not permit the student to change from their regular schedule on their word alone. The safety and security of your child is top priority.

Permission to use the telephone will be granted in emergency situations by the teacher in charge. Please make certain that all necessary plans and items for the day are taken care of before your child leaves home. For example: lunches, transportation changes, gym clothes, books, signature slips, etc. will not constitute an emergency.

Please review these responsibilities with your child on a regular basis. We are a family at Covenant Christian Academy and we want to keep all lines of communication open. We love your children and want to help them grow in this area of responsibility. Thank you for your cooperation. Call me at my office anytime if you have any questions.

In His Service,

Philip Miller
 Principal

Yes, I have read the above letter on communication between home and school and fully understand my responsibility as a parent of Covenant Christian Academy. I will review it with my child on a regular basis.

 Signature of Parent/Caregiver

For: _____
 Student's Name

 Grade

 Date