



# COVENANT FAMILY TUTORIAL

Family Handbook  
2006

# Covenant Family Tutorial

## Family Handbook

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# COVENANT FAMILY TUTORIAL

## A CLASSICAL AND CHRISTIAN HOME SCHOOL TUTORIAL

### **Purpose:**

Covenant Family Tutorial, Inc. is a Christ-centered classical educational support program established to enhance, augment and encourage the work of Christian homeschooling families.

### **Mission:**

Covenant Family Tutorial, Inc. offers high quality academic classes and learning opportunities for homeschooling families. It is neither our intent nor desire to assume the primary teaching role of the parent. We approach our offerings from a distinctly Christian worldview and we incorporate the methodology of the Classical educational model, known as the trivium. We aim to equip students to know, love and practice that which is true, good and beautiful as they live purposefully and intelligently in the service of God and man.

### **Objectives:**

In each class and program at every level, as well as through any extracurricular activities, we strive to:

1. Teach all subjects in the curriculum as parts of an integrated whole with Jesus Christ, as portrayed in the Christian Scriptures at the center (II Timothy 3:16-17).
2. Provide a clear model of Biblical Christian discipleship through the school staff, who themselves are committed to our purposes and statement of faith (Matthew 22:37-40).
3. Emphasize grammar, logic, and rhetoric in all subjects. (Grammar involves the fundamental rules and data of each subject; Logic involves the ordered relationship of particular in each subject; and Rhetoric involves the means by which the grammar and logic of each subject may be expressed clearly).
4. Encourage every student to develop a love for learning and to achieve maximum academic potential.
5. Provide an orderly and secure atmosphere conducive to maintaining these standards.
6. Support the home schooling family by providing tutorials using classical methods.
7. Support the authority of the home schooling parent.

# Why Classical Christian Home Schooling?

## Christian Education

### Godly Education

1. The sovereignty of the triune God is the starting point, and this God speaks through His infallible Word.
2. We must accept God as God. He is alone Lord.
3. God's Word and Person is the Truth.
4. Education is learning God's truth in every realm.
5. Education is discipline under a body of truth. This body of truth grows with research and study, but truth is objective and God-given. We begin by presupposing God and His Word.
6. Godly standards grade us. We must measure up to them. The teacher grades the pupil.
7. Man's will, and the child's will, must be broken to God's purpose. Man must be remade, reborn by God's grace.
8. Man's problem is sin. Man must be recreated by God.
9. The family is God's basic institution.

### Humanistic Education

1. The sovereignty of man and the state is the starting point, and it is the word of scientific, elite man which we must heed.
2. Man is his own God, choosing or determining for himself what constitutes good and evil.
3. Truth is pragmatic and existential: it is what we find works and is helpful to us.
4. Education is the self-realization and self-development of the child.
5. Education is freedom from restraint and from any idea of truth outside us. We are the standard, not something outside us.
6. The school and the world must measure up to the pupil's needs. The pupil grades the teacher.
7. Society must be broken and remade to man's will, and the child's will is sacred.
8. Man's problem is society. Society must be recreated by man.
9. The family is obsolete. The individual or the state is basic.

## Home Schooling

Parents have the biblical responsibility to train and educate their own children

- Deuteronomy 6:6-9
- Proverbs 22:6
- Proverbs 4:1-27
- Deuteronomy 11:18-21
- Genesis 18:19
- Exodus 10:2
- Isaiah 38:19
- Joel 1:3

Some benefits of home schooling:

- Curriculum is able to be God -centered
- Curriculum can be individualized for each pupil
- The moral and religious values of the parents can be passed on to the children
- Parents can address the heart
- A practical application of knowledge
- Promote excellence
- Development of one-on-one teaching time, with special attention to each child's unique needs and interests
- Produce righteousness, peace, joy
- Methods are more informal, personal, in shared daily activities
- Flexible schedule which allows more time for children to explore and learn at their own rate
- Opportunity to develop relationships with people of all ages
- Children see parents' example of godly living

Some detriments of institutional settings

- Peer dependency is encouraged
- Children are hurried or held back
- Lock-step system
- Institutions replace home as center of society
- Educational methods are standardized
- Delays participation of youth in adult society
- In a Christian school's attempt to be better than secular schools they can become too academically stressful and competitive

## Classical Education

Classical education refers to the age-old method of the trivium and quadrivium. This liberal arts program's ultimate goal is to nurture the student's soul in truth, goodness and beauty. This has traditionally been done through the study of the seven liberal arts with each discipline pointing to God. The seven liberal arts are divided into two equally important groups of studies-the trivium, or language based studies, and the quadrivium, or math based studies. The trivium is often described as below:

1. **Grammar.** This discipline understands and utilizes the natural curiosity of the elementary student by emphasizing the grammar or fundamental roles of each subject in order to build a framework for future knowledge.
2. **Logic.** This is the discipline of systematizing and interpreting the facts learned in the previous studies. There is an emphasis on the ordered relationship of the particulars in each subject. This discipline becomes central during what we consider the Middle School years, corresponding with and capitalizing on the age at which students begin to question, challenge and test what they are learning.
3. **Rhetoric.** This is the discipline of using the grammar and logic of the subjects studied in order to clearly, eloquently, and persuasively communicate how a student thinks.

## Why Covenant Family Tutorial?

Covenant Family Tutorial exists to support and encourage parents in their role as the educators of their children. We are not a school and do not intend to develop into one. We are a resource and aid for parents who take the responsibility to teach their children. While we do not believe that it is categorically wrong to educate your children in a traditional school, public or private, we feel that home education is the preferred method for most families. Home education provides unique benefits and places the responsibility for education decisively in the hands of the parents.

With this underlying philosophy of education, we seek to provide parents with tools to more effectively fulfill their role as educators. We have found that the weekly classes provide an extra measure of accountability and motivation for families. Our group classes also provide a place for Christian fellowship and friendship that is of great benefit to home educators. Our overriding goal is to support, not supplant, the role of the parents.

## STATEMENT OF FAITH

The statement of faith adopted by Covenant Family Tutorial, Inc. is deliberately limited to the broad arena of Biblical Christian doctrine, which is considered to be central to all orthodox Christian churches, and which sets Christianity apart from all other faiths. Therefore, we subscribe to the great historic creeds and confessions---including the Nicene, the Apostles, and the Athanasian- as they have been elaborated through the ages by the synods of the church. To carefully establish the parameters of doctrinal teaching in CFT classes and to maintain our nondenominational status, we will adhere to the standards of historic orthodoxy in all essential but to Biblical diversity in all peripherals.

**We believe that the following statements clearly expound a number of the basic elements of Christianity as taught in the historic creeds. These statements reflect the policies and practices of Covenant Family Tutorial at all grade levels.**

1. We believe the Bible is the Word of God, inspired by the Holy Spirit, inerrant in the original writings, infallible and the final authority in faith and life.
2. We believe that there is one living and true God, eternally existent in three persons: Father, Son and Holy Spirit. We believe the God we serve is the creator and sustainer of all things, and the source of all truth. He is holy, righteous, good, loving and full of mercy.
3. We believe that God upholds, disposes and governs all creatures, actions and things, and that God, in His ordinary providence, makes use of means, yet is free to work without, above or against them at His pleasure.
4. We believe that because of Adam's sin all mankind is in rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, in his sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
6. We believe that salvation is by grace through faith alone, and that good works, done in obedience to God's commandments, are the fruits and evidences of a true and lively faith.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those that are lost to the resurrection of damnation.
9. We believe that each family's church is their authority on church and doctrinal matters. CFT does not exist to act in this authority.

## **Services offered**

### **Curriculum Guidance**

Included in the fees for each full services student is one hour of curriculum counseling. If this service is desired, an appointment must be made.

### **Weekly Classes**

These classes meet weekly on once a week from 9:00-2:00. Courses offered may include History, English, Latin, Logic, Fine Arts and Speech. Please see our current class schedule for additional information.

### **Tutorial Services**

You may request a regular schedule of personal student evaluation and guidance. This can be set up in a variety of ways: weekly, biweekly, monthly, or as needed. This requires an additional fee.

### **Library**

One of our desires and goals is to offer a lending library in the near future. We have the small beginnings of this in our home. We desire to provide samples of various curriculums, quality reading materials, books pertaining to education, and equipment for supplemental learning.

### **Field Trips**

CFT will schedule and plan field trips throughout the year. We will usually provide some learning activities and background information for parents to use as a supplement to the field trip.

### **Special Events**

CFT will schedule a variety of special events throughout the year. These might include a monthly unit study class, a spring science fair, an art festival, a geography bowl, a historical Thanksgiving celebration, and more!

### **Seminars**

CFT would like to offer a variety of seminars for both parents and students. Our goal for parent seminars is to provide resources that will help the parents to be more effective and confident in their God-given task. Topics might include: teaching intensive phonics, teaching and evaluating writing, teaching logic and Latin.

Seminars for students would be short-term classes, offered in addition to our weekly classes. This might include: public speaking, drama, a science camp, history days, etc.

## **Tutorial-Home Relationship**

In every service we offer, we must strive to ensure that parental authority over the education of their children is respected and reinforced. Thus:

1. Teachers and staff are to remember that they do not function above parental authority, but rather with delegated authority from the parents.
2. Parents are to remember that they have the ultimate responsibility for their children's education and not the tutorial or its teachers.

## **Parental Involvement**

Although parents of CFT students have employed tutors to help meet their goals, they retain the primary responsibility for the education and upbringing of their children. *Covenant Family Tutorial strongly recommends and encourages close parental involvement.* Each family is expected to participate in the following ways:

- Oversee your children's class work, and work with them on any assignments to be completed at home.
- Provide diligent instruction on non-study center days and in the additional subjects that comprise the balance of your children's curricula.
- Attend all parent-meetings.
- Informal or formal conferences may be held if necessary at the request of the parent or tutor.
- Be aware of and praise your child's progress.
- Read and respond (when necessary) to all paperwork sent home by Covenant Family Tutorial. This is essential to the efficient running of the Tutorial.
- Serve as Parent of the Day on a rotational basis.
- Communicate your ideas for improvement. We want to hear from you!

## **PARENT OF THE DAY RESPONSIBILITIES**

### **Wednesday Parent of the Day**

The Parent of the Day (POD) must arrive at class at 8:50 a.m. on his/her scheduled day.

The POD will be responsible to make sure the classroom is arranged for the day's activities. The POD will assist children who are dropped off in preparing for the day (i.e., storing coats, snacks, and settling-in).

During class time, the POD will be available to assist the tutor as necessary (e.g., helping students, assisting in discipline, relaying messages, gathering supplies, etc.). In general, the POD's responsibility is to facilitate and maximize the tutors' instruction time.

During snack and lunch break, the POD will be the responsible adult. It will be the POD's responsibility to keep order and see that the students complete their assigned duties (clean up, etc.).

At the day's end, the POD will ensure that the children are prepared to go home.

The POD will make a final review of the facility's condition, making certain that furniture is returned to appropriate location, and that supplies are stored for future use.

### **Thursday Parent of the Day**

The Parent of the Day (POD) must arrive at class at 11:50 p.m. on his/her scheduled day.

During lunch break, the POD will be the responsible adult. It will be the POD's responsibility to keep order and see that the students complete their assigned duties (clean up, etc.). The POD will also supervise the recess time, enforcing rules as needed, and encourage friendly interaction.

The POD will make a final review of the lunch area, making certain that all lunch supplies are gathered and trash is disposed of.

The POD is responsible for finding his/her own replacement if needed. Please do not expect the CFT staff to cover for you.

## COMMUNICATION POLICY

We consider it a great privilege to assist families in educating their children. We are committed to upholding and supporting parental authority in the lives of students. We also recognize that ours is a learning community, where families are working together to fulfill shared goals. These relationships require, and we strongly encourage, prompt and clear communication. In the event of conflict, communication should follow the biblical standards set forth in Matthew 18 and James 3. In all matters, conflict should be handled discreetly and carefully, while believing and speaking the best about each other. The failure to follow those biblical standards can be deeply harmful to individuals and institutions, and may result in action by Covenant Family Tutorial, up to and including expulsion, at the Board's discretion.

- **Parents to Tutors:** If an issue should arise regarding individual tutor rules or procedures, the parent should speak to the tutor before discussing the matter with those in authority over the tutor.
- **Parents to Administrator:** If an issue should arise concerning school rules, procedures, school programs, finances, facilities, curriculum, or tutors, parents are encouraged to contact the director, Leah Lutz.
- **Tutors to Parents:** If an issue should arise concerning a student's learning or behavior, tutors should speak directly with the student's parents before discussing the matter with the Director or Board members.

## **Student Rules of Conduct**

This is the basic code of conduct that Covenant Family Tutorial requires all students to obey.

1. Students are expected to observe Christian standards of behavior and conversation. For example, students must speak honestly, respect their peers and submit to authority.
2. Prompt and cheerful obedience is expected. Talking back or arguing with tutors or the Parent of the Day is not permitted.
3. Students must dress in a reasonable and modest fashion at all times.
4. In order to avoid litter and distraction, chewing gum and electronic musical devices or games are not permitted.
5. Students are expected to be aware of and avoid the off-limit areas of the facility. Students should not play on or around cars in the parking lot.
6. Running is not allowed in the building.
7. Students are expected to treat all class materials and facilities with respect and care.
8. Students are expected to treat one another with kindness and respect. Teasing, criticizing, name-calling and other forms of verbal or physical abuse are not permitted.
9. Students are expected to treat prayer and class discussion with proper reverence. Jokes, songs, or behavior that trivialize or exhibit disrespect towards God are not permitted.
10. Public displays of affection in the context of boy/girl relationships are not permitted at Covenant Family Tutorial.
11. Any missed work due to absences should be completed in a timely manner as set forth in the Homework Policy.
12. Students may not speak out of turn during class time and must raise their hand.
13. Clowning around and other forms of disruptive class behavior are prohibited.
14. It is expected that students will work diligently, participate in class discussions and concentrate on their work while in school.
15. Students accept responsibility to complete all homework assignments in a timely manner.
16. Students recognize that they are to be held responsible for their conduct, both in action and attitude, by their parents, tutors and those in authority at Covenant Family Tutorial

## **DISCIPLINE POLICY**

We will seek to provide an environment where students are encouraged and challenged to exemplify Christian behavior. It is very important that our children feel safe and secure in a loving and nurturing environment. Actions that jeopardize the safety and well-being of students and staff must be dealt with firmly and expediently.

At Covenant Family Tutorial, discipline will consist of restitution, apologies (public and private), swift and measured punishment (corporal punishment is left to parental discretion; it will never be administered by the tutor or the POD) and restoration of fellowship. Parents will be made aware of disciplinary action as soon as possible after each incident, as well as any other concerns or warnings given to a student by a tutor or POD.

The tutor will carry out the majority of day-to-day discipline. There are instances, however, where a stronger warning or more severe penalty is needed. The following offenses may necessitate such action:

1. Disrespect shown to tutor or POD;
2. Dishonesty in any situation while in class, including lying, cheating or stealing;
3. Rebellion, i.e., outright disobedience in response to instructions;
4. Fighting, i.e., striking in anger with the intention to harm another;
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain.
6. Continued disruptive class behavior.

If any of the above actions occur, the student will be removed from the class as soon as possible so that discipline and correction can take place. At the completion of class, an apology from the student to the offended tutor or student will be required. The director may require a meeting with the student and/or parents to decide whether further action should be taken. Restitution, parental attendance of classes with the child, or other measures deemed appropriate may be requested. In severe cases, where there is no change in the student's actions or assistance from the parents, the child will be expelled for the remainder of the academic year.

## ATTENDANCE POLICY

A student enrolled at Covenant Family Tutorial is expected to be present and on time every day their class is in session.

**CFT Hours:** Tuesday and Thursday from 8:50 a.m. to 2:10 p.m. Wednesday from 9:50 a.m.-1:10 p.m. Students should not be dropped off or left outside of these hours without prior agreement with CFT staff.

1. **Short-term Absences:** If a student needs to be absent from class for one class day, for any reason, the parents should contact the office by note, email or phone as soon as possible.
2. **Long-term Absences:** If a student needs to be absent for two or more consecutive class days, the parents should notify CFT in writing explaining the circumstances. This will permit CFT to inform the tutor(s) and to compile the necessary schoolwork that the student would otherwise miss. Notice should be given as soon as possible to limit the amount of missed schoolwork.
3. **Extended Absences:** The Study Center will gladly cooperate with families taking their children from CFT for vacations, trips, etc. We recommend that to the extent possible students and parents have a plan for completing necessary assignments before or immediately after planned, extended absences.
4. **Make-up work:** Students may take make-up tests and submit any other make-up work before or after class. Students or their parents should discuss these arrangements with the tutor and take the initiative in completing the missed work.
5. **Lateness:** Students are required to arrive and be ready to begin morning prayer and announcements promptly at 9:00 a.m.

## CLASS PREPARATION POLICY

CFT's tutors will not regularly notify parents if a child is unprepared or misses an assignment. Parents are expected to know the status of their own student's work. Every homework sheet should be responsibly signed off by a parent. If work is incomplete, please note that on the homework sheet. Please also indicate the action to be taken-will it be made up in the next week or does the assignment need to be modified for the student? Assignments should only be skipped entirely if the tutor agrees to this.

Unprepared students will not be permitted to hold back the rest of the class. For instance, if one student has not purchased his literature book, the rest of the class will proceed as scheduled. In some classes, tutors assign activities that require the students to know material in order to participate meaningfully. If students are prepared, they may participate in the activity. Those students that are not prepared should sit quietly and watch. Unprepared students may also be sent to study hall to complete the assignment that wasn't completed at home. If a student's lack of preparedness is disruptive to other students, he will be removed from class.

## 2006-2007 CALENDAR

September 7-**Parent meeting** for all parents of Group I, II, III  
7:00 at the Lutz home

September 11-**first week of class**  
12-first Group III class  
13-first Pre-Grammar class  
14-first Group I/II class  
15-first Writing/Speech class

November 20-**Thanksgiving Celebration**

November 21-24-**No Class:** Thanksgiving

December 13- **Christmas Craft Day** and Potluck for Pre-Grammar  
December 14-**Christmas Craft Day** and Potluck for Group I/II  
Last class of 2006

January 9-12-**Class resumes**

February 19-23-**No Class:** Winter Break

April 6-**No Class** for Writing/Speech: Good Friday  
April 9-13-**No Class:** Easter Break

May 21-25-Last Academic Classes

June-End of the Year Picnic

## TUITION AND FEES

### 2006-2007 SCHOOL YEAR

**One Time Application Fee:** Due with application, \$25.00 (non-refundable) per student.

**Field Trip/Material Fees:** Will be assessed.

**Monthly Class Fee:** \$110 per month, per student

### Financial Agreement

#### *Full-Time Students*

We understand that Covenant Family Tutorial makes financial decisions based upon its projected annual revenue. We agree that by registering our child(ren) in Covenant Family Tutorial, we are obligated to pay for a full year's tuition for each of our children enrolled in Covenant Family Tutorial. In the event that a student who is registered in Covenant Family Tutorial on a full-time basis wishes to withdraw from Covenant Family Tutorial between August 1 and the first day of Covenant Family Tutorial's school year, the student's parents remain obligated to pay one-quarter of the full year's tuition, unless the student is able to be replaced by another student within one month of withdrawal. In the event that a student who is registered in Covenant Family Tutorial on a full-time basis wishes to withdraw from Covenant Family Tutorial *after* the first day of Covenant Family Tutorial's school year, the student's parents remain obligated to pay one-half of the full year's tuition, unless the student is able to be replaced by another student within one month of withdrawal.

#### *Methods of Payment*

Payments are due on the first of each month starting with September and ending in May (subject to change). Families may choose to pay the full year's tuition or one term's tuition in advance. Alternatively, families will be asked to submit five (5) pre-dated checks at the Orientation Meeting and again in the middle of December, before Christmas break, to simplify the collection of fees.

There will be no month-to-month tuition payment plan. A fee of \$5.00 per child per month will be charged for late checks and a fee of \$30.00 will be charged for dishonored checks. All checks not collected at Orientation must be mailed prior to the start of the term to Covenant Family Tutorial, c/o Mrs. Mary Anne Lutz, 115 Whippet Run, Corralitos, CA 95076. This ensures proper receipt and application of all fees.