

COVENANT CHRISTIAN SCHOOL

STUDENT/PARENT HANDBOOK 2009-2010



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www.covenantschool.com

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Covenant Christian School

VISION

Supporting families with Christ-centered education

MISSION

To graduate students who are prepared to understand their world, to communicate with their world, and to influence their world for Christ through servant-leadership

VALUES OF STAFF & FACULTY

- ❖ We believe that **time spent daily with our Lord Jesus Christ** and with His Word provides consistency and empowerment for our lives. As faculty and staff, our lives serve as models for our students.
- ❖ We believe in building our community through the Christian family. We will demonstrate this belief by recognizing **parents as partners** in the educational process.
- ❖ We believe our Creator put us on this earth to teach. We will faithfully teach for His glory and accept our daily successes humbly, knowing that **His grace has guided us**.
- ❖ We believe in **open relationships and communication** with our parents, students, and each other since we are members of one community or body.
- ❖ We believe that if we count our blessings every day, our hearts and attitudes will be **thankful**.
- ❖ We believe successful education is the result of **clear standards of discipline and academics, sequence of instruction, and cooperative follow-through**.
- ❖ We believe that in order to provide an excellent education, we must give students **the tools of learning**.
- ❖ We believe our faculty and staff should encourage right actions and attitudes, and **treat each student in a friendly, fair, frank, and firm way**.
- ❖ We believe we should seek **truth in each criticism**.
- ❖ We believe in **the untapped potential of each student**. We want to help each student become aware of his/her giftings, aptitudes, and weaknesses.

GENERAL POLICIES AND PROCEDURES

Parents should read the student handbook in its entirety and familiarize themselves and their children with Covenant Christian School policies. Other communications, such as newsletters, memos, etc., are handled in one of the following four ways: 1) posted on the website 2) e-mailed to parents 3) mailed through USPS or 4) distributed through the classroom to the student. We ask that **you read all information carefully** so that you are aware of events and activities planned throughout the school year.

1. The basis of Covenant Christian School is the belief that the **BIBLE** is the Word of God and the knowledge (study) of the Bible will provide a spiritual, moral, and ethical basis for all learning.
2. All students attend **CHAPEL** each week. Dress uniforms are worn on Chapel day, which is on Tuesday. Please see our uniform section for details. The week's memory verse is sent home by classroom newsletter and school newsletter on a weekly basis. Please help your child memorize the verse and be familiar with the Bible story each week.
3. The school administration will designate a **UNIFORM** worn by all students. Details can be found on page 6 of this handbook.
4. Parents must notify the school of any information relating to the child's **MEDICAL HISTORY** that may affect his learning or participation in school-related activities. This may include allergies, physical limitations or disabilities, and prescription drug usage. Current **IMMUNIZATION RECORDS** are required in each student's file.
5. If a student requires any type of **MEDICINE** during school hours, whether prescription or non-prescription, school policy requires that it should be kept in the school office. The medicine should be brought in a Ziploc bag, clearly labeled with the child's name, grade, dosage, & time to be taken. Prescription medication requires that the parent sign a form so that office personnel may dispense the medication. Please note that school personnel are not allowed to give any injections. If needed and with permission from the parent, Tylenol & Tums are available from the office.
6. **LUNCH** may be purchased from our cafeteria or brought from home. Paper plates, cups, etc., cannot be supplied unless lunch is purchased from the cafeteria. Cafeteria guidelines are distributed at Parent/Student Orientation.
7. Items that are considered to be **LOST & FOUND** items should be turned in to the school office. Items will be retained for a reasonable length of time and then disposed of as seen fit by the school administration.
8. **PARENTS & ALL OTHER VISITORS** are required to report to the office to sign in and be issued an ID badge as soon as they arrive on campus. **VOLUNTEERS** should also sign in at the school office and obtain an ID badge before proceeding to the classroom. No one should interrupt a class in session without prior arrangements with the teacher.
9. **IF YOU NEED TO SPEAK TO YOUR CHILD'S TEACHER CONCERNING SCHOOL-RELATED ISSUES INCLUDING HOMEWORK**, we ask that you either call the teacher at the school during school hours or e-mail them using their school e-mail address. During school hours, teachers will call you back during their planning time. Please do not call teachers at their homes.
10. **FORMS & GENERAL ANNOUNCEMENTS** are available online at www.covenantschool.com.
11. **GRADES & OTHER CLASSROOM INFORMATION** are available from our secure online Parents' Web. Contact the office for how to access your's child's grades, a school directory, & the online calendar.

12. **NEWSLETTERS AND OTHER SCHOOL CORRESPONDENCE** will be sent using e-mail. We ask that parents provide the office with a current e-mail address that you check often.
13. All teachers and most staff members have a school **E-MAIL ADDRESS**. This address can be obtained by calling the school office or checking the class info page at www.covenantschool.com .
14. If you **SEND MONEY TO SCHOOL** with your child, it should always be sent in a sealed envelope with the following information listed on the outside of the envelope: a) child's name b) amount & purpose c) grade level/teacher's name.
15. **MISCELLANEOUS FEES** for sports, picture orders, field trips, etc., may occur during the year. The parent should mail or bring the payment (checks only, please) to the office. Place the money in a sealed envelope. Note that field trip moneys and advance ticket purchases are non-refundable.
16. Students are scheduled to visit the **SCHOOL LIBRARY** with their class once per week. Students are allowed to check out books according to library guidelines. Students will be charged a 10 cent fine per day for books that are turned in late. End-of-year academic records may be held for unpaid library fines and/or lost or damaged library books.
17. **ALL TEXTBOOKS AND CURRICULUM ITEMS** must be returned to the classroom teacher at the end of the school year. Damaged or lost textbooks will be charged to the parent's account and payment is required. End-of-year academic records may be held for damaged or lost textbooks.
18. **COMBINATION LOCKS FOR LOCKERS** (junior high students) will be provided by the school. Locks must be returned at the end of the school year in usable condition or there will be a charge of \$5.00.
19. In the event of **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**, tune into WALA-TV Fox 10, WKRG-TV 5, WBHY Power 88 FM, or WNTM 710 AM radio. Weather-related decisions will be based on information provided by the weather bureau and law enforcement officials. Announcements will be made only in the event of suspension of school, and if no announcement is issued, parents, students, & teachers should conclude that school will be in session.
20. **PERSONAL MESSAGES & OTHER ITEMS** will only be delivered to students at 10:30 a.m. & at 1:30 p.m.. We encourage you to make sure that your students have everything they need when they get out of the car each morning. This includes lunch, homework, carpool plans for the afternoon, etc. If your child forgets something, you may deliver it to the school office (Do not go directly to the classroom!). In order to minimize classroom interruptions, office personnel will deliver items at the times mentioned above. This helps our office personnel budget their time more effectively and helps to minimize classroom interruptions.
21. If someone other than a parent is **PICKING UP YOUR CHILD**, please contact the school office before 2:45 and notify us of that person's name and relationship to the student. This helps to insure the safety of your child. Students will not be released to unauthorized people.
22. **PHONE USAGE BY STUDENTS** will not be allowed. Students may not use the telephone to call home for forgotten lunches or snacks or for forgotten homework assignments or textbooks. In the case of illness, office personnel will call the parent or emergency contact. Students may not use cell phones to make or receive calls, to take pictures or to access the internet in any way during school hours. If a cell phone is used during school hours, it will be confiscated and a parent will need to meet with the principal to retrieve the item.
23. Due to safety reasons and space limitations, **ROLLING BOOK BAGS** are not allowed, except in health-related cases.

24. All children **LOAD & UNLOAD** along the sidewalk in front of the school buildings.(K4 -5th from the breezeway & 6th-8th from the gym.) The loading and unloading area marked in yellow is not for parking before 8:30 and after 2:30.
25. We ask that **DRIVERS PAY FULL ATTENTION** to their surroundings while on campus and in the traffic lines. To insure the safety of students & staff members, please keep distractions, including cell phone conversations, to a minimum. According to highway safety statistics, cell phones are a distraction while you are behind the wheel. Always watch carefully and drive slowly.
26. Follow these **TRAFFIC PROCEDURES**:
- Please remain in your cars in the line of traffic.
 - The passenger side of your car should open to the building.
 - Student loaded from the breezeway will be placed into the car by a teacher.
 - If you must get out of your car, please park it in an appropriate parking space and NOT in the loading areas.
 - NEVER ASK CHILDREN TO CROSS THE LINE OF TRAFFIC ALONE.
 - The maximum speed limit on campus is 15 MPH.

Note for 12:00 noon pick-up:

- Stay in your vehicle until a teacher brings your child to you.
- There will be one single file vehicle line.
- If you choose to park and come into the breezeway to retrieve your child, you must let **your child's teacher** know that you have your child.
- If someone other than you will be picking up your child, you must let the office or your child's teacher know ahead of time.

UNIFORM POLICY & PROCEDURE

Asterisks [*] indicate supplier

* & ****Zoghby's Uniforms Unlimited** - 342-0039 (supplies both uniforms & shoes)

****Hill's Children's Shoes** - 342-0722 (shoes only) ****Jerry's Famous Footwear** - 343-7127 (shoes only)

Contact specific supplier for details regarding approved styles. No asterisk indicates that the school has no preference of supplier. The only requirement is that the item match its description. If items do not meet the uniform requirement, you will be asked to purchase the correct item from an approved vendor.

K4 - 5th Grade Girls

- White blouse/Peter Pan collar, w/ uniform print trim * (CCS monogram on collar optional)
 OR White blouse/Peter Pan collar, w/ mandatory "CCS" monogram on collar *
- White polo shirt, navy stripe collar & school monogram* (optional)
- Plaid #03Navy, v-neck, kick pleat jumper * [wear with Peter Pan blouse]
 OR plaid tunic jumper* [wear with Peter Pan blouse]
- Navy cuffed shorts, w/ or w/out belt loops*
 [blouse or polo acceptable] Belt loops require a belt; no all-elastic waist shorts accepted
- Navy belt, braided or plain
- Field trip t-shirt - navy with imprinted logo* (K4-3rd) {same as P.E. shirt, see below}
- School-approved style, navy/white saddle oxford-type tennis shoes ** (non-marking soles)
- White crew socks, no trim
- White or navy tights, plain, no designs (only in cold weather) **OR**
 navy leggings - plain, no design, slim fit

K4 - 5th Grade Boys

- White button down oxford, w/ mandatory "CCS" monogram on collar *
- Optional - White polo shirt, navy stripe collar & school monogram*
- Navy twill pants * [wear navy or black crew socks with pants]
- Navy twill shorts, no cuff, w/ or w/out belt loops*[oxford or polo acceptable; wear white crew socks with shorts] belt loops require a belt; no all-elastic waist shorts accepted
- Black belt, braided or plain
- School-approved style, black lace-up tennis shoe, solid ** (non-marking soles)
 - Option for K4 & K5 only – solid black velcro tennis shoe
- Navy or black crew socks [wear with long pants]
- White crew socks [wear with shorts]
- Field trip t-shirt - navy with imprinted logo* (K4-3rd) {same as P.E. shirt, see below}

4th - 5th Grade Girls & Boys

- P.E. Uniform - Navy t-shirt & grey shorts with imprinted logo*
 Navy sweat shirt with* or without imprinted logo
 Navy sweat pants, plain

For P.E., only in cold weather, girls (K4-3rd) may wear a plain, navy sweat pant.
This should be worn under the uniform jumper.

K4 - 5th Grade Outerwear Garments - Choose from these options.

Outer garments are limited to uniform items. Items listed are the only items that can be worn on campus. Heavy coats for outside wear only & not in the classroom would be the exception for extremely cold days.

- Navy blue cardigan sweater *
- Navy sweat shirt, with "Covenant" logo *
- Navy hooded sweatshirt w/ CCS imprint *
- Gray fleece jacket, pullover or full zipper (no hood, no noticeable logos)

6th - 8th Grade Girls

- White oxford shirt, w/ mandatory “CCS” monogram on collar *
OR White Princess Blouse w/ mandatory “CCS” monogram on collar
- Optional - Navy polo shirt, grey stripe collar & school approved monogram*
- Plaid #03Navy, kick pleat skirt *
- School-approved style navy & white saddle oxford hard-sole shoes ** (non-marking soles)
- White crew socks, no trim
- White or navy tights, plain, no designs (only in cold weather)
- P.E. Uniform* - Navy t-shirt & grey shorts with imprinted logo *
Navy sweat shirt with* or without imprinted logo
Navy sweat pants (for cold weather)

6th - 8th Grade Boys

- White oxford shirt, w/ mandatory “CCS” monogram on collar *
- Optional - Navy polo shirt, grey stripe collar & school approved monogram*
- Gray flannel pants *
- Navy tie, clip or tie *
- Black belt, braided or plain
- School approved style black suede brushed leather buc shoe or black leather penny loafer** (non-marking soles)
- Black crew socks [no white socks with uniform pants]
- P.E. Uniform* - Navy t-shirt & grey shorts with imprinted logo *
Navy sweat shirt with* or without imprinted logo
Navy sweat pants (for cold weather)

6th - 8th Grade Outerwear Garments - Choose from these options:

Outer garments are limited to uniform items. Items listed are the only items that can be worn in the buildings. Heavy coats for outside wear only & not in the classroom would be the exception for extremely cold days.

- Navy sweat shirt with imprinted logo *
- Navy hooded sweatshirt w/ CCS imprint*
- Gray fleece jacket, pullover or full zipper (no hood, no logos)

Dress Uniform

PLEASE NOTE: Dress uniform is required on chapel days and for evening programs unless otherwise indicated. Dress uniform for all grades is as follows:

- Girls - Jumper with Peter Pan collar blouse and skirts with oxford shirt (dependent on grade)
- Boys - Long pants & oxford shirt (include tie for junior high boys)

“No-Uniform Day” Guidelines

When a student has been awarded a “no uniform day”, he/she should come to school dressed in clothing that is suitable to our Christian setting. Please note the following guidelines:

- Jeans or pants are permissible as long as there are no frays or tears in inappropriate areas.
- All shirttails must be tucked in and all shirts must be clean.
- For girls who choose to wear them, skirts or dresses must be the same length as the school uniform or longer. K4-8th grade girls may wear capri-length pants are acceptable (knee-length or below) K4-5th students, boys or girls, may wear school uniform shorts only.
- No tank tops, halter-style tops or spaghetti-style straps.
- T-shirts should either be plain or have only “family-friendly” messages. School sponsored shirts are okay.

The following are not permitted — non-uniform shorts, sweat pants, wind suits, athletic wear, “heelies”.

ADDITIONAL NOTES CONCERNING UNIFORM GUIDELINES

A person's character and relationship with God are reflected in all aspects of life, including his or her dress. "Clothing is immodest if by its style, cut, coloration, or fit, it hinders others from looking at our faces...God wants His character to be communicated to others through the countenance of Christians. Their clothes and hair styles should simply be the frame to the character of the face, not a detraction from it."

*Bill Gothard, How To Stand Alone

1. School uniforms are expected to be kept neat and clean. Uniforms with holes, tears, or stains should not be worn to school. **It is strongly recommended that all articles of uniform clothing be marked inside with a permanent marker to identify the owner.**
2. We ask that you check all uniform items, including shoes, to make sure that they meet the guidelines set forth in the student handbook. Students who wear uniform items (including shoes) that do not meet uniform specifications will be asked to purchase the correct item from an approved vendor. (See page 6)
3. **Obtaining shoes from our approved suppliers will insure purchase of the correct shoe.** The following guidelines should be followed when selecting shoes:
 - All tennis-type shoes should be "uniform-type" and not "athletic-type" shoes.
 - All shoes are to be the indicated color with no additional decoration anywhere on the shoe.
 - All shoes should have non-marking soles. This helps cut down on floor maintenance. Shoes with wheels (heelies) should not be worn at school at any time, including no-uniform days.
4. Girls' skirts should be of a modest length. Modest is defined as the following: With student kneeling on the floor, the hemline of the skirt should be no more than 4" from the floor.
5. Boys' pant length should be no more than 4" from the floor.
6. When shorts are worn for P.E., Field Day, etc., length should be modest. Modest is defined as the following: When arms are placed at side, fingertips should reach the hemline of the shorts.
7. Only school-approved monograms are allowed.
8. Shirrtails must be tucked into pants or skirts at all times so that the belt/waistline is visible. The only exception to this is for the princess-style blouse (jr hi girls). Rolling and tucking under of the shirrtails or the waist of skirts/pants are not allowed. All buttons on shirts, including cuffs or long sleeves, need to be buttoned with the exception of the top collar button.
9. T-shirts worn under uniform shirts must be a solid white without writing, logos, or markings of any kind.
10. If you choose not to purchase uniforms from an approved vendor, you run the risk of having to re-purchase items if they are incorrect.
11. Accessories should be kept to a minimum. Acceptable items are limited to:
 - Stud, hoop & dangle earrings of no more than 1 inch below ear lobe (girls only)
 - Modest hair bows & ribbons (girls only)
 - Watches, bracelets (only 1 band per arm) and no more than 2 rings per hand.
 - Discreet necklaces and chokers (only one at a time)
 - Make-up (junior high girls only) is acceptable if light, simple, neutral, natural, and discreet.
 - Fingernail polish (girls only)If any accessory or make-up and/or polish, becomes a distraction, the student will be asked to remove it. Body piercings other than ear lobes are not allowed. **Accessories not addressed should not be worn.**
12. Eighth grade graduation dress guidelines are set forth by the principal. This is a dignified occasion and students should dress to reflect that.

Boys - Nice dress pants, nice button down shirt, and a tie. Clothing should be clean and pressed. A sport jacket is acceptable, but not necessary. No gym shoes.

Girls - Classic dress or skirt & blouse, both minimizing exposed skin. Items considered not acceptable are Prom-style and/or party dresses, spaghetti-style straps of less than 1" width, halter-style tops, and/or bare shoulders.
13. Uniform corrections will be addressed on a quarterly basis as follows:

For K4-4th grades - **1st Notification** – parent signs note sent home and returns it to office
2nd & Subsequent Notification – student will call parent from the office

For 5th-8th grades - **1st Notification** – parent signs note sent home and returns it to office
2nd Notification – If student repeats the *same uniform infraction*, he/she will participate in the next available silent lunch, either that day or the following day.
3rd & Subsequent Notifications – Student will participate in the next available silent lunch, either that day or the following day, and student calls parent.

8TH GRADE CLASS ACTIVITY GUIDELINES

The following guidelines are offered to give an overview of 8th grade activities.

CLASS MISSION TRIP

For several years, tradition has been that the eighth grade class takes a trip to Mexico during the Winter Break in February. The students work at an orphanage for several days, serving the children and the directors of the facility in whatever capacity they can. Mr. Currie organizes this trip for the class. A large bus is rented & several parents will need to go as chaperones. Cost for the trip will be announced. Due to Homeland Security regulations, a current passport is required for adults & students going on the trip.

FUND-RAISING

In order to expedite plans, the class will need to appoint a person to organize fund-raisers and keep things moving. Parents need to choose how to raise money and how to manage those funds. Decide if there will be group fund-raising efforts or if each student is responsible for their own funding. Ideas for fund-raising projects are available upon request.

Fund-raising events held on school property, during school hours, will need to be approved by Mr. Currie. You, as a class, are responsible for getting the word out about your fund-raising efforts – posters, copies, memos, & announcements. The office can include short announcements in the weekly newsletter and on the website. This information must be submitted in writing to the office.

GRADUATION GUIDELINES

The last day of school for 8th graders is Friday, May 14, 2010. Graduation ceremonies will be held in the Covenant Church Auditorium at 2:00 on Saturday, May 15, 2010.

Typically, the school has produced the graduation program and Mr. Currie has chosen the speaker. The school pays the speaker's honorarium. The school is responsible for all academic awards and diplomas. The class spokesman should meet with Mr. Currie in late April/early May to finalize the reception plans, making sure he/she speaks on behalf of the group.

Our junior high choir members participate in the graduation program, presenting special music selections. Details on this will be given out closer to graduation. If the group wishes for music or piano accompaniment, Mr. Currie should approve this. Payment (if needed) is the responsibility of the class, and not the school.

****Please note the following standard for the graduation dress code for graduation.**

- ❖ **Girls** - Classic dress or skirt & blouse, both minimizing exposed skin. Items considered not acceptable are: prom-style and/or party dresses, spaghetti-style straps of less than 1" width, halter-style tops, and/or bare shoulders.
- ❖ **Boys** – Nice dress pants, nice button down shirt, and a tie. Clothing should be clean & pressed. A sport jacket is acceptable, but not required. No gym shoes.

The reception is typically scheduled immediately following the graduation ceremony in the CCM Fellowship Hall. **In the past, the reception cost per CCS 8th grade family is \$50.00, payable at the end of April.** This fee covers expenses related to the reception and your plans should be made dependent on the amount of money available. Normally, one of the 8th grade parents arranges with several of the seventh grade parents & students to serve at the reception & take charge of clean-up. This enables our eighth grade parents to enjoy the day. As always, friends & family members are invited to attend both the graduation & the reception.

ALUMNI CHAPEL

Another event that we encourage the students to participate in is the Alumni Chapel, which is scheduled in May. Mr. Currie invites the CCS 8th grade class of 2005 (2009 high school seniors) to speak about their high school experience and their future plans. Graduated eighth graders are welcome to come and hear what these young adults have to share with us. We do ask however, that they not be on campus before or after the chapel or at other times unless approved by the principal.

ADMISSION AND WITHDRAWAL POLICIES

POLICY: The Covenant Christian School will practice a policy of non-discrimination in the admission of students to the school.

ADMISSION PROCEDURE

1. Initial Admission of new students (including transfers)

- Registration forms must be completed.
- For Kindergarten:
 - Child must be age 4 by the first day of school to enter K4.
 - Child must be age 5 by the first day of school to enter K5.
- An entrance test is administered to new students entering K5 – 8th grade for a nominal fee. Admission is dependent on results of the entrance test.
- Previous school records must be submitted. The previous school may be contacted by the principal to confirm academic & conduct records.
- Before attendance begins, immunization records & a copy of your child's birth certificate must be submitted.
- All new families must meet with the principal.
- Registration and other fees are due before attendance begins.
- Parents must sign and complete all documents required by the administration.

2. Continued Enrollment (Year to Year)

- Annual registration forms & fees will be required for each student.
- Applicants will be considered on a first come-first served basis.
- Accounts must be current.
- Academic progress must be satisfactory.

WITHDRAWAL/TRANSFER PROCEDURE

- A ten (10) day written notification must be submitted to the office.
- A withdrawal/transfer form must be completed thirty (30) days prior to the intended withdrawal.
- All school property must be returned to the school.
- Course work will be completed, as appropriate, and subject grades will be based upon work completed to date.
- School records will be released to the new school only upon full payment of all tuition, fees, and/or fines.
- Please note that registration, curriculum, and building fees are non-refundable and non-transferable.

FINANCIAL POLICIES

POLICY: The Covenant Christian School relies on tuition payments to operate. The Finance Committee will take prudent action in all financial matters to insure proper use of monetary resources.

The following states the financial policies of Covenant Christian School:

1. Registration fees, curriculum fees, and building fees are due by June 1.
2. Tuition may be paid in one lump sum or by monthly payments. Monthly tuition payments are made through automatic bank draft from July through May (11 month basis) Forms and complete information are available from the school office.
3. Tuition is due on the first of the month and is considered late if received in the office after the tenth. There is a \$50 charge for late payments after the tenth and a \$75 charge for returned checks or bank drafts.
4. In addition to the late charge, a daily 1.5% accrued penalty charge will apply to balances 30 days overdue from the due date.
5. Accounts must be kept current in order for the student to remain enrolled.
6. Extended care charges & miscellaneous charges will be billed to your account at the beginning of each month following the month the services are rendered. These charges are payable separate from tuition and are due by the 10th of the month. Late charges will apply.
7. If an account has an outstanding balance at the end of the quarter, report cards will not be issued until the balance is paid and up-to-date. Web access to general classroom information, as well as to student grades, will also be denied.
8. In the event of early withdrawal, a written notice must be submitted ten (10) days in advance. Tuition will be pro-rated according to the student's withdrawal date. All fees are due and payable immediately upon withdrawal.
9. If an account has an outstanding balance upon student withdrawal, academic records and/or report cards will not be released until the balance is paid and up-to-date. Web access to general classroom information, as well as to student grades will also be denied.
10. All fees are non-refundable, non-transferable, and due upon early withdrawal.
11. Unpaid balances remaining after student withdrawal are subject to being turned over to a collection agency and will affect your credit score.

Questions concerning your account should be directed to the Tuition Accounts Manager at 633-8055.

ATTENDANCE POLICIES

*POLICY: It is recognized that regular, punctual attendance at the Covenant Christian School is necessary for optimal learning by the student. Student absences: a) affect a student's ability to learn.
b) require additional work for teachers.*

ATTENDANCE PROCEDURES

1. In the event of an absence by a student, Alabama law requires official notification of the school for the reason of each absence. A written note for each absence, signed by the parent or guardian, will be presented to the student's teacher at the time of the student's return to school. These notes are kept on file.
2. Absences, other than those related to illness, require prior approval by the Principal. **This request must be made in writing to the Principal. If an absence is determined by the Principal as unexcused, or if no note is presented, missed work cannot be made up.**
3. Illness or death of a family member are the only instances of excused absence. Class work missed during an excused absence or a Principal approved unexcused absence can be made up for full credit.
4. All students will be granted a reasonable amount of time, as determined by the classroom teacher, to make up work missed from an excused absence. Normally the time frame is 1 day per day absent to make up the work. Ultimately it is the student's responsibility to get the assignments and complete the work. If work is not turned in within the determined time frame, the student's grade on that assignment will be changed from an "I" to a "zero".
5. A parent of a 1st – 5th grade student may call the office before 9:00 a.m. on the day of the absence to request the day's homework. It will be available to be picked up after 3:00 p.m. in the office.
6. Junior high students can obtain their makeup work from their teachers upon their return to school. You may also utilize the homework board located outside of each junior high classroom. Assignments are also made available on the Parents Web.
7. Excessive absenteeism (excused or unexcused) will necessitate lowering of the student's grades.(see p. 17)
8. Early dismissals are permitted. However, excessive early dismissals are factored into overall attendance. Due to the disruptive nature of an early dismissal, we ask that they be reserved only for times when it is absolutely necessary for the student to leave. Also, we ask that no early dismissals be made after 2:30 p.m. A note, notifying the teacher of the time & reason for pickup, should be sent to school with the student. Students should be signed out by the parent at the time of early dismissal. If someone other than a parent is picking up your child, please contact the school office and notify us of that person's name and relationship to the student. This is very important for security reasons.
9. Arrange carpooling, doctor's appointments, etc., in advance. In emergency situations, the Principal should be notified by telephone or in person (at the Principal's office in the main school building) before signing the child out.
10. Do not leave your child at the school before 7:30 a.m. There are no adults on duty to supervise students before that time.
11. Students arriving between 7:30 a.m. and 7:50 a.m. will report to a room designated by school administration. Adult supervision will be provided for this area.
12. School begins promptly at 8:00 a.m.
13. After 8:00 a.m., parents will bring their students to the office where they are required to sign in the student. The student will be given an admit slip that is then given to the classroom teacher.
14. Tardiness is disruptive to the classroom environment. Students are allowed three tardies during any one quarter before disciplinary action is taken. For each tardy over the third, a \$5.00 fine will be billed to the family's account. In addition, the 6th unexcused tardy, and every 3rd tardy after the 6th, will be recorded as an unexcused absence.
15. All students remaining on campus after 3:20, including junior high students (12:15 for K4 & K5 students) will be taken to a supervised area (Extended Care). Parents will be charged an appropriate fee when the child is picked up.
16. Students remaining in Extended Care after 5:30 will be charged a late pick-up fee, which is billed to your account. (\$5.00 per 5 minute interval.)
17. Extended Care is not offered on days that school is dismissed early or on school holidays.
18. In cases of illness, a student should not be sent back to school until he/she has been without a fever/upset stomach for at least 24 hours.

GRADING POLICIES

POLICY: A standard grading scale and policies are established by the administration to assure uniformity and fairness in academic assessments.

GRADING PROCEDURES

1. Grading scale
 - A = 90 - 100
 - B = 80 - 89
 - C = 70 - 79
 - U = 69 and below
 - I - incomplete work; work must be completed or the grade will become "U"
2. Assigned work will be completed and turned in on time.
3. Students not maintaining a "C" average will be placed on academic probation. Students with low entrance test scores will also be placed on academic probation. Students on sport teams will not be allowed to participate in their sport until released from academic probation.
4. Students experiencing overall academic difficulty or difficulty in one specific subject area will be recommended for tutoring and/or testing.
5. Individual testing and tutoring will be performed on a fee basis.
6. In addition to required academic subjects, enrichment courses and extracurricular activities will be made available on a non-graded basis to students enrolled at CCS.
7. Report cards will be issued on a quarterly basis. Grades will be posted on our secure website as they are posted in the teacher's gradebook. A password is necessary to view grades and other information online. Note that access will be denied for unpaid balances on tuition accounts.
8. Parent/teacher conferences should be scheduled through the school office by request of the parent or teacher. Conferences may also be arranged directly with the classroom teacher using e-mail. We ask that you either call the teacher at the school during school hours or e-mail them using their school e-mail address. During school hours, teachers will call you back during their planning time. Please do not call teachers at their homes or on their cell phones.
9. Academic achievement by students in grades 3 and up will be recognized by placement on the Honor Roll. Other academic awards may be made during the school year at the teacher's or principal's discretion and also at the end of the academic year.
10. Excessive absenteeism (excused or unexcused) will necessitate lowering of the student's grades.
 - 8 absences in one quarter = 10 point drop (1 letter grade)
 - 16 absences in one quarter = 20 point drop (2 letter grades)
 - 24 absences in one quarter = no passing grade

CODE OF CONDUCT

POLICY: It is expected that the students of Covenant Christian School will conduct themselves in a Godly manner and with personal integrity. Our desire is to create an atmosphere in which there is excellence in education and character formation.

RULES OF CONDUCT

1. Students will maintain high standards of morality, honesty, kindness and courtesy.
2. Students will be obedient, following the rules of Covenant Christian School and of the individual classroom teacher. Students are to respond respectfully to those in authority.
3. Students are to be good stewards of the Covenant Christian School and Covenant Church of Mobile property. Defacing or destruction of school and/or church property will not be tolerated. Cost of repairs will be the responsibility of the students' parents.
4. Students will respect the rights and property of other students and of teachers of Covenant Christian School. Students will not intimidate or harass other students for any reason.
5. Cell phones and other non-educational electronic devices are not to be used during school hours. Items should be kept in lockers or bookbags, out of sight. Students may not use cell phones to make or receive calls, to take pictures or to access the internet in any way (including texting) during school hours. If a cell phone is used during school hours, it will be confiscated and a parent will need to meet with the principal to retrieve the item.
6. Electronic games and other entertainment –type items should never be brought to school. They are not permitted before, after, or during school hours. (i.e. ipods, electronic games, music/video players, etc.) If a item mentioned above is used during, before, or after school hours, it will be confiscated and a parent will need to meet with the principal to retrieve the item.
7. Use, possession, or distribution (selling) of illegal drugs, alcoholic beverages, or tobacco products by CCS students is not permitted.
8. Fighting, use of profanity, cheating, and other disruptive actions are also not permitted. Knives, other weapons, or an item intended to be used as a weapon are not to be brought to school.
9. Students must have the classroom teacher's permission in order to be anywhere other than with his/her class.
10. Students will abide by the Internet Acceptable Use Policy or forfeit in-school computer and/or Internet privileges.
11. Individual classroom teachers may implement additional rules of conduct in order to establish a classroom environment that promotes learning.
12. Teachers may confiscate items that are not conducive to or that interfere with the learning environment. Parents will need to meet with the teacher or the principal to have those items returned.
13. Failure to follow the Code of Conduct will result in disciplinary action as outlined in Covenant Christian School Disciplinary Procedures. Possible consequences may include spanking, in-school suspension, off-campus suspension, and/or expulsion.

SPORT TEAM GUIDELINES

Policy: It is expected that the students of Covenant Christian School will conduct themselves in a Godly manner and with personal integrity while participating in team sports. Our desire is to create an atmosphere in which there is excellence in sportsmanship and character formation.

Students in 6th-8th grades may try out for team sports. The following guidelines must be met in order for the student to be eligible to play.

1. Sports are defined as volleyball, soccer, basketball, cheerleading, softball/baseball, and cross-country. Depending on interest, all of these may or may not be offered during the school year.
2. When tryouts are announced, a sign-up sheet will be placed in a location near the school office. From this list, the principal will check grades and conduct for each student wishing to participate in team sports.
3. If a student does not meet academic and conduct guidelines, he or she will not be allowed to try out.
4. If a student is accepted to the team, parents are responsible for any fees associated with the particular sport. Each sport must operate "in the black". Payment of those fees must be paid in advance of the season by the due date or the student will not be allowed to participate until payment is made in full. The school office will distribute details about fees & uniform costs at the beginning of each season.
5. Any fund-raising activities must follow guidelines set forth by the school administration.
6. After acceptance to the team, each player must maintain a "C" or above average in ALL subjects and maintain acceptable classroom discipline.
7. If grades are below the requirement, the team member is placed on academic probation. During this time, the team member shall not play until grades are brought up to an acceptable standard and released from academic probation.
8. Attendance to practice is required.
9. Students may not remain on campus unsupervised before or after practice or games.
10. Good sportsmanship during practices & games is required.
11. Parent volunteers are vital to the smooth operation of the sports' programs. We ask that each parent volunteer in some capacity during the season. Details are given at the beginning of each season.
12. There will be a designated "jersey day" for sport team members. Team members may wear their sports' jersey and jeans to school only on home game days, one time per week, never on Tuesday. The only exception is softball/baseball, since we will never have a home game. The office will designate the days for Jersey Day each season. All teams will adhere to this schedule. Note that on cold weather days, long sleeve shirts/sweatshirts must be worn under the jersey. The jersey must be visible.

DISCIPLINARY ACTIONS

POLICY: It is recognized that disciplinary action must be taken by the administration and teachers of the Covenant Christian School whenever rules of conduct are not followed. It is not the desire of the school to replace the parent's role in this function, but to implement disciplinary actions that will maintain the orderly process of learning. It is also recognized that each teacher has the authority to institute certain disciplinary actions relative to the rules of conduct in that particular classroom.

DISCIPLINARY PROCEDURE

In general, the disciplinary procedure will follow these guidelines:

1. A verbal warning is given by the teacher/principal.
2. A written note is sent to the parent or guardian and the student may be referred to the principal's office for a principal/student conference.
3. The student is referred to the principal for appropriate discipline. Serious misconduct will result in a parent notification, either by telephone call and/or written note to the parent or guardian. Physical discipline must have parental approval. This approval is noted on the "Statement of Parental Cooperation & Responsibility" form included in the registration packet.
4. Continued disciplinary problems will require an immediate parent/teacher/principal conference.
5. Serious cases of misconduct may result in:
 - a. Temporary alternative education - in-school suspension
 - b. Suspension from school for a limited time period
 - c. Probationary status for a limited time period
 - d. Expulsion from school
6. Following a suspension or probationary status, a student accompanied by his/her parents will meet with the principal before returning to class.
7. Appeal process - If the parent is not satisfied with a disciplinary decision, an appeal may be made as follows:
 - a. Contact the principal's office to arrange a conference.
 - b. If the issue is not satisfactorily resolved after a conference with the principal, a second meeting may be requested with the principal, a Covenant Church of Mobile pastor, and two advisory committee members.

Computer/Internet Acceptable Use Policy

(revised 7/25/09)

With the educational opportunity of both the computer and the Internet comes responsibility. Part of our responsibility in preparing students for the future is to teach them to properly use the tools they will utilize as adults.

It is important that you and your child read and discuss the following contract regarding the use of the computer and the Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of on-line privileges and/or basic computer time.

The teachers will supervise your child's use of technology. However, please be aware that there is unacceptable and controversial material on the Internet that your child could access despite all of our precautions. We encourage you to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities while he or she is using Internet resources. You may contact your child's teacher if you have any questions or concerns about computer use or Internet access by your child.

If you want your child to have the opportunity to access information on the Internet for educational purposes, you & your student must sign and return the Parental & Student Contract for Computer/Internet Access. This form is available from the school office and is part of your registration process.

CORE RULES FOR USE OF COMPUTER/INTERNET

The use of the computer and/or Internet resources is a **privilege, not a right**, and inappropriate use will result in cancellation of those privileges, as well as punishment for such violations.

Signed Parental and Student Contracts must be on file for the student to have computer and/or Internet access. These must be renewed annually.

Unacceptable uses of the computer and/or Internet include, but are not limited to the following:

- Lending your password to other students and/or adults.
- Using copyrighted materials in reports without permission.
- Publicizing your home address, phone number, or other personal information.
- Bringing any floppy disks, cd-roms, etc. from home. All disks must be provided by the school and not removed from the classroom.
- Copying and/or distributing commercial software in violation of copyright law.
- Using profanity or obscenity.
- Creating a computer virus and placing it on the school network or the Internet.
- Spoofing or otherwise attempting to send anonymous messages of any kind.
- Altering and forwarding personal communication without the author's prior consent.
- Using the network to access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.
- Using the network for sending and receiving personal messages, via e-mail, chat rooms, or message boards.
- Using the network to access MySpace accounts and/or pages or any other social networking sites.
- Using the network to send/receive inflammatory messages.
- Ordering services or merchandise from other agencies that have Internet access. Covenant Christian School shall not be held responsible for any transactions or be liable for any costs or damages arising out of the actions of students or merchants.
- Using the network for financial gain, for commercial activity, or for any illegal activity.
- Using a cell phone to access the Internet in any form.

All users should be aware that the inappropriate use of Internet information resources can be a violation of local, state, and federal laws.

Covenant Christian School Field Trip Procedures

Field Trips are an important part of each child's education and our parents are a very important part of our field trips. Due to Alabama State laws, all of our volunteer drivers and vehicles must meet the following requirements:

- All drivers must be 21 years of age or older.
- Each vehicle driven must have valid registration, along with the necessary proof of insurance as required by law.
- No child may sit directly in front of an air bag.
- Seat Belt Laws for Children effective July 1, 2006:
 1. A size-appropriate restraint system is required for all children.
 2. Convertible seats in the forward position or forward facing seats until the child is at least five years of age or 40 pounds are required.
 3. Booster seats are required until the child is six years of age.
 4. Seat belts are required for all other students.
 5. Any person violating the above provisions may be fined \$25 for each offense if stopped by police.

While some K5 and 1st graders are no longer legally required to be in booster seats it is the policy of Covenant Christian School that ALL K4 and K5 will need to be in a booster seat for field trips.

For K4, K5 & some 1st grade students the parents will need to make sure that on a field trip day:

1. A parent brings and installs correctly the necessary child seat in the assigned car to be used for field trip transportation.
2. Field trip drivers need to be at school during early morning drop off time so parents can install their child's seat correctly if needed
3. Field trip drivers will uninstall the child's seat and leave them outside the classroom door for parents to pick up at the end of the day.

While this new law will require more work on each parent's part, we desire to follow the law and protect the safety of our children on all of our field trips.

REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES

Covenant Christian School wishes to maintain a healthy school environment for all student and employees. The term “communicable disease” means an illness that arises as a result of a specific infectious agent and transmitted either directly or indirectly by an infected person.

Several of the most common ailments are listed below. This list should not be considered inclusive for all communicable diseases that may require isolation of the student.

DISEASE	INCUBATION	SYMPTOMS	ISOLATION	PREVENTION
Chickenpox	12-21 days	Rash-blisters, changing to crusts	7 days	None
Diarrhea & Stomach Illnesses	Usually 6 hrs. to 7 days	More than one abnormally loose stool and/or vomiting	Until diarrhea/vomiting-free for at least 24 hours	Proper hand-washing; treat as indicated by doctor
Impetigo	2-10 days	Infected crusted sores on exposed parts of body	24 hours after treatment	Cleanliness. Early attention to sores with a soap & water cleansing twice daily. Cover, if indicated. Cleanse under & clip fingernails. Active cases must be treated as indicated by doctor.
Pediculosis (Head Lice)	Immediate transfer	Lice & nits in hair and/or clothing	Until lice & nits/eggs are destroyed & removed. Treatment is required.	Hair inspection. Note: We have a no-nit policy.
Pink Eye	1-3 days	Painful, pink, & sore eyes; discharging pus; discomfort in light	Until eyes have cleared. Antibiotic treatment usually required.	Cleanliness
Ringworm	10-14 days	Scaly spots in hair, or flat, spreading, ring-shaped areas of scaly skin	If affected areas properly covered & under treatment, may attend school. Prevent gym & excessive physical contact	Cleanliness. Treatment of cases & surveillance of close contacts.
Scabies	2-6 weeks with no previous exposure. 1-4 days after re-exposure	Itching between fingers, elbows, armpits & other areas of the body	24 hours after treatment	Cleanliness, especially of hands. Treatment of existing cases.
Strep Throat	1-3 days	Sore, red throat, & fever; sometimes a rash is present. Complications common.	Until clinical recovery or no less than 7 days from onset. Isolation may be terminated after 24 hours treatment with antibiotic provided therapy is continued for 10 days.	None

***** NOTES *****