

COVENANT
CHRISTIAN
SCHOOL

STUDENT/PARENT
HANDBOOK
2016/2017



7150 Hitt Rd., Mobile, AL 36695

Phone: 251-633-8055

Fax: 251-633-5577

www.covenantschool.com

COVENANT CHRISTIAN SCHOOL	4
VISION	4
MISSION	4
THREE CORE VALUES OF STAFF & FACULTY	4
GENERAL POLICIES AND PROCEDURES	5
General Administrative Policies	5
Medical Policies	6
Communications	6
Parental Involvement & Visitors to Campus	8
FIELD TRIP POLICIES & PROCEDURES	9
DROP-OFF AND PICK-UP PROCEDURES	10
UNIFORM POLICY & PROCEDURE	12
K4 - 5th Grade Girls	12
K4 - 5th Grade Boys	12
4th - 5th Grade Girls & Boys - PE	12
K4 - 5th Grade Outerwear Garments - Choose from these options.	13
6th - 8th Grade Girls	13
6th - 8th Grade Boys	13
6th - 8th Grade Outerwear Garments - Choose from these options:	13
Dress Uniform (all grade levels)	14
“No-Uniform Day” Guidelines (includes field trip out-of-uniform)	14
ADDITIONAL NOTES CONCERNING UNIFORM GUIDELINES	14
8TH GRADE CLASS ACTIVITY GUIDELINES	16
CLASS MISSION TRIP	16
FUND-RAISING	16
8 th GRADERS VISITNG AREA HIGH SCHOOLS	16
GRADUATION GUIDELINES	16
ALUMNI CHAPEL	17
ADMISSION AND WITHDRAWAL POLICIES	18
ADMISSION PROCEDURE	18
WITHDRAWAL/TRANSFER PROCEDURE	18
FINANCIAL POLICIES	19

ATTENDANCE POLICIES	20
ATTENDANCE GUIDELINES	20
GRADING POLICIES	22
CODE OF CONDUCT	23
RULES OF CONDUCT	23
DISCIPLINARY ACTIONS	24
DISCIPLINARY PROCEDURE	24
COMPUTER/INTERNET ACCEPTABLE USE POLICY	25
SPORT TEAM GUIDELINES	26
REGULATIONS FOR THE CONTROL OF COMMUNICABLE DISEASES	28

Covenant Christian School

Established 1982

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

THREE CORE VALUES OF STAFF & FACULTY

Christ-likeness:

- 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 that if we count our blessings every day, our hearts and attitudes will be **thankful**.
- 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 in **open relationships and communication** with our parents, students, and each other because **we are members of one community or body**.

Family:

- 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 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**.

High Academic Standards:

- 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 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**.

GENERAL POLICIES AND PROCEDURES

Parents should read the Student Handbook in its entirety and familiarize themselves and their children with Covenant Christian School policies.

We ask that **you carefully read all information distributed to you** so that you are aware of events and activities planned throughout the school year. Our ParentsWeb is your source for up-to-date information. Log-in information is available from the front office. All CCS parents have access to ParentsWeb as long they have a valid email address on file in the office and as long as the family's tuition account is current.

Policies & procedures in this handbook are reviewed and/or updated on an annual basis.

General Administrative Policies

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 scheduled on Tuesdays for most classes. Please see our uniform section for details. The week's memory verse is sent home by classroom newsletter or posted on the class page on ParentsWeb 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 pages 12-15 of this handbook. We ask that parents and students fully comply with those requirements.
4. **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. Detailed cafeteria guidelines are distributed at Parent/Student Orientation and will be posted on ParentsWeb after school begins. Note that energy drinks are not allowed during school hours or for sport activities unless recommended by a physician.
5. 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 for money c) grade level/teacher's name. **The school is not responsible for any moneys you give to your student that are not delivered to the appropriate person.**
6. **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 payment in a sealed envelope as described above. Note that field trip moneys and advance ticket purchases are non-refundable.
7. **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 and ParentsWeb access denied due to damaged or lost textbooks.
8. **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 \$6.00.
9. Due to safety reasons and space limitations, **ROLLING BOOK BAGS** are not allowed in the classrooms, except in health-related cases.

10. 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.
11. Our **MUSIC DEPARTMENT PRESENTS TWO PROGRAMS** each school year – Christmas and Spring (in conjunction with Grandparents’ Day). These programs are a culmination of the student’s music class for the semester. It is important that the student & parent are in attendance at these programs as attendance at the program is figured into a student’s music grade.
12. **CELL PHONES AND OTHER ELECTRONIC DEVICES** are not allowed to be used during the school day by any student. For grades K4-5, students should not bring phones or electronic devices to school. For Grades 6-8, students are required to turn in any device brought to school to their homerom teachers at the beginning of each day. The device is then returned to the student at the end of the day. Covenant Christian School or its teachers and/or staff members are not responsible for any lost or damaged items that a student brings to school.
13. 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.

Medical Policies

1. 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.
2. If a student requires any type of **MEDICATION** during school hours, whether prescription or non-prescription, school policy requires that it should be kept in the school office. A parent must complete a “**Permission to Administer**” card. The parent should bring the medicine to the school office 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. Note that school personnel are not allowed to give any injections, with the exception of an Epi-Pen.
3. If needed, **and** with permission from the parent, some basic over the counter medications may be available from the office.

Communications

1. **COMMUNICATIONS**, such as newsletters, memos, etc. are handled in one or more of the following ways:
 - posted on ParentsWeb
 - e-mailed to parents
 - sent by text message through ParentAlert (for short reminders)
 - mailed through USPS
 - distributed by the classroom teacher to the student.
2. **REN WEB’S PARENTSWEB** is a private and secure website that has been set up to allow you to see information specific to your child. You can view your child’s grades, attendance, homework and conduct, as well as other useful school announcements and details about events. You are also able to communicate with teachers and school staff online when necessary. All you need is an Internet-capable computer and an Internet connection. Information on how to access ParentsWeb is available from the front office or from the school’s

main website. There is also an app that is compatible with both iPhones and Android phones. The app is offered to each enrolled family as a free service.

3. The majority of our **NEWSLETTERS AND OTHER SCHOOL CORRESPONDENCE** will be sent using e-mail. We ask that parents provide the office with a valid e-mail address that you check often. Keep this address updated with the office.
4. **CCS PARENTALERT** is a text message and voice mail service that is part of our communications policy. When your student is registered, you are automatically enrolled in this service. If you have the ability to receive text messages on your cell phone, you will automatically receive any texts that are sent from school personnel. To opt out of this feature, please contact office personnel.
5. **APPLICABLE FORMS & GENERAL ANNOUNCEMENTS** will be emailed and are available online at www.covenantschool.com or from our secure parents' site, ParentsWeb. Paper copies are always available from the school office. ParentsWeb will give you access to the above items as well as grades, classroom activities, and other important information. We strongly encourage all families with students K4-8th grade to set up an online account. Contact the office on how to access ParentsWeb.
6. **IF YOU NEED TO SPEAK TO YOUR CHILD'S TEACHER CONCERNING SCHOOL-RELATED ISSUES INCLUDING HOMEWORK**, we ask that you either e-mail he/she using his/her school e-mail address or leave a message with office personnel for the teacher to contact you. Teachers will call you back during their planning time or at their earliest convenience. **Please do not call teachers at their homes or on their cell phones.** We also ask that you not communicate by texting with the teacher during school hours.
7. Any concerns you have regarding your student, another student, a teacher, a staff member, or another parent must be made through the appropriate channels by speaking to the classroom teacher or a school administrator so that any situation can be dealt with fairly, appropriately, and **effectively**. **SOCIAL MEDIA TOOLS**, such as Facebook, are not fair, not appropriate, and not effective.

Our teachers and staff desire to work with parents for the benefit of each student. We all share that goal. Social media is the wrong avenue to resolve issues; and we understand that sometimes there will be issues along the way. Respect and love for one another will go a long way toward resolution that is satisfactory for all involved. Always consider privacy issues and tact when posting comments, always being respectful of our CCS teachers, staff, other parents, and students.

Please note the following passage from the words of Jesus as a means of moving us forward together. (Matthew 18:15-17, The Message). *"If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love."*

At CCS, resolution to issues that may arise is very important! We recommend that you approach the specific teacher or staff member involved by setting up a conference. It is that important! If issues are not resolved, bring another person and an administrator. After that, you may appeal to the school board executive committee. We are confident that almost all issues can be resolved by following these guidelines.

8. All teachers and staff members have a school **E-MAIL ADDRESS**. Teacher email addresses can be obtained by calling the school office or accessing ParentsWeb.
9. 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.

10. **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 or to the student's locker!). To minimize classroom interruptions, office personnel will deliver items at the times mentioned above.
11. **PHONE USAGE BY STUDENTS** will not be allowed during school hours. 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 send or receive text messages, 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 a school administrator to retrieve the item. Additionally, personal electronic and entertainment devices are not allowed at school at any time.
12. **KINDLES, IPADS, AND SIMILAR TABLET-TYPE COMPUTERS** will be allowed to be used for reading purposes only for students 3rd grade and up. The contract agreement form, available from the office or from ParentsWeb will need to be read and signed by a parent on behalf of the student. The school or its employees, volunteers, or other students will not be responsible for any damages or loss sustained while the item is either on or off campus.
13. If you use any smartphone, tablet, laptop or other portable device on campus and connect to the internet using the CCS wireless network, you are **REQUIRED** to install and use an **UP-TO-DATE & VALID ANTI-VIRUS PROGRAM**. The cost of repairs of damages to any computers, tablets, software or our network occurring due to an unsecured device transferring a virus, mal-ware, or other malicious software will be the responsibility of the device's owner.
14. In the event of **SCHOOL CLOSING DUE TO INCLEMENT WEATHER****, tune into WALA-TV Fox 10, WKRG-TV 5, WNTM 710 AM radio, and/or other affiliates. 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.

**Please note - CCS does not necessarily follow the procedures of the Mobile County Public School System in the event of school closings. The above TV and radio stations will specifically list Covenant Christian School.

Parental Involvement & Visitors to Campus

1. **PARENTS, VOLUNTEERS, & 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. Anyone without a visitor's badge will be asked to go to the office and obtain one. While on campus, no one should interrupt a class in session without prior arrangements with the teacher.
2. While we welcome parent volunteers, please **schedule your time on campus** through the classroom teacher by email or by phone. Please limit your time on campus to that scheduled time.
3. The only officially recognized celebrations are Christmas and End-of-Year. Please check with the classroom teacher or the class room mom for policies concerning classroom celebrations. Any re-imbursments made to parents will be based on the amount collected through designated fees allotted for celebrations.

Field Trip Policies & Procedures

Field Trips are an important part of each child's education and our parents are a very important part of our field trips. Teachers arrange their own field trips, which are related to curriculum.

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.
- We must have a current copy of the driver's auto insurance card and valid driver's license on file in the office.
- No child may sit directly in front of an air bag.

The school policy for field trips includes but is not restricted to the following:

- No siblings are allowed to go on field trips.
- Please wait in the breezeway while the teacher gets the students ready to leave. Please remember that other classes are in session and noise levels should be kept at a minimum.
- Your group will be brought to you in the breezeway so that you may load them into your vehicle.
- No side-trips are allowed in the course of traveling to or from field trip location.
- If at all possible, students may not ride in the front seat (due to airbags). All children must remain seated and belted in the age-appropriate seat for the entire trip.
- Drive safely and obey all traffic regulations.
- We ask that any parent on a field trip, driving or not driving, limit their cell phone use to essential calls so that they may fully devote their attention to their assigned students on the field trip.

Seat Belt Laws for Children effective July 1, 2006:

- A size-appropriate restraint system is required for all children.
- 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.
- Booster seats are required until the child is six years of age.
- Seat belts are required for all other students.
- Any person violating the above provisions may be fined \$25 for each offense if stopped by police. CCS is not responsible for any traffic fines.

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 students 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:

- A parent brings and installs correctly the necessary child seat in the assigned car to be used for field trip transportation.
- 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.
- 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 state 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.

Most field trips will require regular dress uniform. Out-of-uniform field trips are allowed when the activity merits more casual attire. The regular "out-of-uniform" guidelines still apply with the addition that some type of uniform school shirt must be worn. (i.e. P.E./field trip shirt)

Teachers will distribute details about planned field trips and any associated costs. Most trips require that tickets be purchased in advance. Pre-purchased ticket costs are non-refundable.

Drop-off and Pick-up Procedures

All drop-off and pick-up procedures are created with your child's safety in mind. Our employees have been instructed to deal with an unsafe situation as soon as possible. As soon as you arrive on campus, watch carefully and drive slowly (no more than 10 mph).

During the summer of 2016, the area entering our parking lot is being redesigned to accommodate increased traffic during drop-off and pick-up times. Detailed information about traffic procedures will be sent to all parents once they are determined.

1. **No parking is allowed in the fire lane**, other than to drop-off and pick-up students. If you must park in the marked fire lane, do not leave your vehicle unattended.
2. We ask that **DRIVERS PAY FULL ATTENTION** to their surroundings while on campus and in the traffic lines. The speed limit on campus is not to exceed 10 mph at any time. To insure the safety of students & staff members, please keep distractions, including cell phone conversations and texting, to a minimum while on campus. According to highway safety statistics, cell phones are a distraction while you are behind the wheel. Texting while driving is currently against the law in the state of Alabama.
3. Follow these **GENERAL TRAFFIC PROCEDURES**:
 - a. Please remain in your car in the line of traffic.
 - b. Do not use your cell phone while in the line of traffic once pickup has begun.
 - c. The passenger side of your car should open to the building.
 - d. Students loaded from the breezeway or from a sidewalk will be placed into the car by a teacher.
 - e. If you must get out of your car, please park it in an appropriate parking space and NOT in the loading areas.
 - f. STUDENTS/CHILDREN SHOULD NEVER CROSS THE LINE OF TRAFFIC WITHOUT AN ADULT.
 - g. **The maximum speed limit on campus is 10 MPH.**
 - h. Realize that the top priority during drop-off and pick-up is student safety. You may be reminded to follow a specific procedure in dropping off and picking up your student(s).
 - i. Teachers and/or selected junior high students will be designated traffic guards. Please watch for and follow their instructions.
 - j. The parking lot curve, near the gym should be clear of traffic so that cars may move as quickly as possible through the car pool line.
4. **Overall guidelines for student drop-off and pick-up:**
 - a. **Drop-off** –
 - After 7:30 a.m. – student goes to the designated early room
 - Between 7:50 -8:00 - student goes directly to his/her classroom
 - After 8:00 – Parent brings student to office to sign in as tardyNote: We encourage all students to arrive in their classroom as close to 7:50 as possible. This gives the student time to prepare themselves for class to start promptly at 8:00 a.m.
 - b. **Pick-up** –
 - K4 & K5 – Pickup is at noon
 - 1st-5th grades – Pickup is at 3:00
 - 6th-8th grades – Pickup is at 3:10
 - Any students not picked up by 3:20 will be taken to Extended Care and you will be charged accordingly – no exceptions.
5. Please follow these **SPECIFIC CAR POOL GUIDELINES** in order to help us make pickup time as safe and as smooth as possible.
 - a. **Kindergarten (K4 & K5) students** should be dropped off and picked up at the breezeway. Note: The K4-3 day class will receive further instructions from your teacher.
 - b. **K4 - 8th parents will be given carpool tags** to place in your passenger side window to assist our teachers in loading cars in the afternoon.

- c. **1st – 3rd grade students** should be dropped off and picked up at the breezeway
- d. **4th & 5th grade students** will be dropped off at the sidewalk in front of their classrooms. **Exception: If your child arrives before 7:50, he/she may go to the early room designated for that building. 4th & 5th grade students will be picked up from the sidewalk in front of their building.**
- e. **6th – 8th grade student parents** should follow these instructions:
 - If you pick up elementary students early, do not loop left into the pickup lanes for junior high. Instead, turn right as if exiting, then loop around the front drive of the church. Then you can get in the back of the junior high pickup line. This will eliminate the cross traffic jams in the afternoon, and you will not be perceived as “cutting line.”
 - **OR**, simply line up in the junior high line to pick up the junior high student first. Then proceed to the breezeway to pick up your elementary school student.
 - **OR**, if you are really pressed for time, you may park between the church and school, walk to the loading areas, and personally get your students. For safety, notify a teacher that you are taking your student. At that point, your student will need to stay with you while you escort them to your vehicle.

Note for 12:00 noon pick-up for K4 & K5:

- Stay in your vehicle until a teacher brings your child to you.
- Do not use your cell phone while in the line of traffic once pickup has begun.
- There will be two vehicle lines at the breezeway.
- If you choose to park and come into the breezeway to retrieve your child, you must let a **supervising teacher** know that you have your child.
- If someone other than you will be picking up your child, you must let the school office & your child’s teacher know ahead of time. Ideally you can send a note with your child when they arrive at school.

UNIFORM POLICY & PROCEDURE

Asterisks [*] indicate supplier ***Zoghby's Uniforms Unlimited** - 342-0039 (supplies both uniforms & shoes)
If you choose not to purchase from Zoghby's, the item must look the same as what Zoghby's sells.

Contact Zoghby's 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 Zoghby's.

If any student comes to school without appropriate uniform wear, a parent will be called to bring the correct item to school.

K4 - 5th Grade Girls

- White blouse/Peter Pan collar, w/ plaid piping 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(#178)* [wear with Peter Pan blouse]
- Navy 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)
 Optional, if available, velcro for K4-1st grades
- White crew socks, no trim, or white ankle socks – top of sock must be visible
- **COLD WEATHER ONLY:**
 - White or navy tights, plain, no designs (only in cold weather) **OR**
 navy leggings - plain, full-length, no design, slim fit (no capri-length)
 - Plain white pullover shirt/turtleneck may be worn under uniform shirt in cold weather only.

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 - 1st grade only – solid black velcro tennis shoe
- Navy or black crew socks [wear with long pants]
- White crew socks, no trim or white ankle socks – top of sock must be visible [wear with shorts]
- Field trip t-shirt - navy with imprinted logo* (K4-3rd) {same as P.E. shirt, see below}
- **COLD WEATHER ONLY:**
 - Plain white pullover shirt/turtleneck may be worn under uniform shirt in cold weather only.

4th - 5th Grade Girls & Boys - PE

- P.E. Uniform - Navy t-shirt & grey shorts, both with imprinted logo*

For cold weather only: Navy sweat shirt with* or without imprinted logo and/or plain, navy sweat pants

For P.E., only in cold weather, girls(K4-3rd) may wear plain, navy sweat pant, worn under 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 in the buildings. 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 * or Navy hooded sweatshirt w/ CCS imprint *
- Gray fleece jacket, pullover or full zipper (no hood, no noticeable logos)

If any student comes to school without appropriate uniform wear, a parent will be called to bring the correct item to school.

6th - 8th Grade Girls

- White oxford shirt, w/ mandatory “CCS” monogram on collar *
- Optional - Navy polo shirt, grey stripe collar & school approved monogram*
- Plaid #03Navy, kick pleat skirt *
- Gray flannel pants* (new for 2016/17)
- Black belt, braided or plain
- School-approved style black & white saddle oxford hard-sole shoes ** (non-marking soles)
- White crew socks, no trim or white ankle socks – top of sock must be visible
- COLD WEATHER ONLY: White or navy tights, plain, no designs OR navy leggings - plain, full-length, no design, slim fit (no capri-length)
- P.E. Uniform* - Navy t-shirt & grey shorts, both with imprinted logo *

For cold weather only: Navy sweat shirt with* or without imprinted logo and/or plain navy sweat pants
Plain, white undershirt, short or long sleeve or tank top style

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 *

For cold weather only: Navy sweat shirt with* or without imprinted logo and/or plain navy sweat pants
Plain white undershirt, short or long sleeve or tank top style

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)
- Navy pullover sweater with “CCS” monogram (girls)

Dress Uniform (all grade levels)

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 (includes field trip out-of-uniform)

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. The only shorts that are permissible is the regular school uniform short for K4-5th. Junior high students may not wear any shorts. **Leggings are not acceptable as pants.**
- All shirttails must be tucked in (tailored) 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 (knee-length or longer). K4-5th students, boys or girls, may wear school uniform shorts only.
- No tank tops, halter-style tops or spaghetti-style straps are allowed.
- T-shirts should either be plain or have only “family-friendly” messages. School sponsored shirts are okay.
- P.E. uniforms must be worn during P.E. on P.E. days (M,W,F).
- Bring gym shoes to change into if on a P.E. day.

The following are not permitted —

non-uniform shorts, pajama or sweat pants, wind suits, athletic wear, or “heelies”.

This policy may be adapted by the principal for other activities including the end-of-year celebration, depending on the activity. Guidelines will be sent home and must be followed without exception.

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 12)
3. **Obtaining shoes from our approved supplier 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) or lights should not be worn at school at any time, including no-uniform days.
4. If you choose to not purchase uniforms from an approved vendor, you run the risk of having to re-purchase items if they are incorrect.
5. **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.**
6. If shorts are worn under the skirt for modesty purposes, they should not be visible. We strongly recommend that navy shorts be worn. For girls, K4-5th grade, school shorts are acceptable under the skirt.
7. Boys’ pant length should be no more than 4” from the floor.

8. 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.
9. Only school-approved monograms are allowed.
10. **Shirrtails must be tucked into pants or skirts at all times so that the belt/waistline is visible.** 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.
11. "Jersey Days" are scheduled for sport team members. The sport jersey can be worn only with jeans on the scheduled day. Jersey days cannot be made-up due to absence or participation in another out-of-uniform day.
12. No hats of any kind should be worn to school except for a school sponsored activity that specifies hats.
13. Any t-shirts worn under uniform shirts must be solid white without writing, logos, or markings of any kind.
14. Accessories should be kept to a minimum. **Accessories not addressed should not be worn.**
Acceptable items are limited to:
 - Stud, hoop & dangle earrings of no more than 1½ inch below ear lobe (girls only)
 - Small hair bows & ribbons (girls only). School colors only: navy, white, and/or gray
 - 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 light, simple & discreet
 If any accessory, 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.
15. Eighth grade graduation dress guidelines are set forth by the principal. See page 17.
16. Uniform corrections will be addressed on a quarterly basis as follows:
 - For K4-4th grades - **1st Notification** – A note is sent home. Parent signs note and returns it.
2nd & Subsequent Notification – A phone call will be made to parent.
 - For 5th-8th grades - **1st Notification** – A note is sent home. Parent signs note and returns it.
2nd Correction Notification – If a student continues to have uniform infractions, he/she will be subject to disciplinary action at the discretion of the teacher.
(silent lunch, litter patrol, or similar)

8TH GRADE CLASS ACTIVITY GUIDELINES

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

CLASS MISSION TRIP

For several years, tradition has been that the eighth grade class takes a mission trip during the Winter Break in February/March. The students will work for several days, serving those at the chosen facility in whatever capacity they are able. A school administrator organizes this trip for the class and parent help is appreciated. Several parents will need to plan to go as chaperones. Cost for the trip will be announced.

FUND-RAISING

In order to expedite mission trip 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. Any fund-raising activities must follow guidelines set forth by the school administration. Moneys raised through school fund-raisers will be placed in a mission account for the benefit of all students who are going on the trip. According to IRS guidelines, any proceeds from a group fundraiser must benefit the group as a whole, and not individual students.

Fund-raising events held on school property, during school hours, will need to be approved by a school administrator. 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 group e-mails and on our ParentsWeb. All information must be submitted by email to the office.

8th GRADERS VISITING AREA HIGH SCHOOLS

All of our 8th graders are encouraged to visit other area high schools at Open Houses scheduled by the individual schools. CCS students will be allowed 1 school day, with the absence to be counted as excused, for any high school visits or entrance tests. The 2nd school day absence for high school visits will be counted as unexcused and no work may be made up for credit. Any absence, regardless of reason, is disruptive to the academic environment of the classroom and requires an additional workload for our teachers.

GRADUATION GUIDELINES

The last day of school for 8th graders is Friday, May 19, 2017. Graduation ceremonies will be held in the Covenant Church Auditorium (or other venue approved by the principal) on Friday evening, May 19, 2017. The time will be determined closer to the event.

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.

Parents are responsible for any after-graduation reception plans. The class spokesman should meet with a school administrator in late April to finalize those plans, making sure he/she speaks on behalf of the group.

If the group wishes for special 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 graduation dress code.**

Eighth grade graduation dress guidelines are set forth by the principal. This is a dignified occasion and students should dress to reflect that.

- ❖ **Girls** - A classic dress style 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. Flip flops should not be worn.
- ❖ **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 or sandal-type shoes should be worn.

The reception is typically scheduled immediately following the graduation ceremony in the CCM Fellowship Hall or other approved venue. **In the past, the reception cost per CCS 8th grade family is \$50.00, payable by mid-April.** This graduation fee may be billed to your tuition account. 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 7th grade parents & students to serve at the reception & take charge of clean-up. This enables our 8th grade parents to enjoy the evening. 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 during the last week of school during junior high chapel. Mr. Currie invites the CCS 8th grade class of 2013 (2017 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 on the Tuesday after their graduation. 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 September 1st to enter K4.
 - Child must be age 5 by September 1st 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)

- Registration for the coming school year begins in January.
- Completion of online enrollment and payment of fees will be required for each student.
- Applicants will be considered on a first come-first served basis. Payment of registration fee is required to reserve a student's place in the classroom.
- Accounts must be current.
- Academic progress must be satisfactory.

WITHDRAWAL/TRANSFER PROCEDURE

- A withdrawal/transfer form must be completed ten (10) days prior to the intended withdrawal.
- All school property (textbooks, library books, combination locks, technology items, etc) must be returned to the school in good, usable condition.
- 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 and registration policies of Covenant Christian School:

1. Annual registration fees are due by February 1. Annual curriculum and building fees are due by June 1. Overdue payments on the fees listed above are subject to a \$50 late fee and the daily 1.5% accrued penalty charge.
2. Tuition may be paid in one lump sum, in semi-annual payments, or in monthly payments. Monthly tuition payments may be made through automatic bank draft from July through May (11 month basis). We do not accept post-dated checks for any reason. Forms and complete payment 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 \$25 charge for returned checks or bank drafts. Payment of tuition by an automatic bank draft is highly recommended to help you avoid late charges. In addition to the late charge, a daily 1.5% accrued penalty charge will apply to balances 30 days overdue from the due date. Credit cards are accepted in the office. A service charge will apply to the use of a credit/debit card.
4. We offer a multi-student discount to each family with more than one student enrolled. The discount is noted on the tuition agreement page.
5. Once payment of registration and curriculum fees are collected, tuition will be due based on the agreement signed during the enrollment period. In a case of unsigned paperwork, attendance of the student in the classroom will authorize the policies set forth in the Tuition Agreement and Financial Policies Statement. The student will remain enrolled and tuition will be considered due unless the parent notifies the school administration in writing regarding student withdrawal or the school administration notifies the parent of student withdrawal based on academic reasons, discipline issues, or non-payment of fees or tuition.
6. Extended care charges & other miscellaneous charges will be billed to your account at the beginning of each month following the month services are rendered. Extended care charges are payable with tuition and are due by the 10th of the month. Late charges will apply. Other miscellaneous charges, such as sport fees, field trips, library, etc. must be paid separately.
7. Accounts must be kept current in order for the student to remain enrolled. 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. If, by the end of the semester, the account is not up-to-date, the student(s) will not be allowed to return to school. Web access to general classroom information, as well as to student grades, will be denied.
8. In the event of early withdrawal, a written notice must be submitted thirty (30) days in advance. Tuition will be pro-rated according to the student's withdrawal date. Curriculum & building fees are not pro-rated and will be considered 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 be denied.
10. All registration, curriculum, & building 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.
12. Annual re-registration is scheduled each January. Each currently enrolled family will receive a registration packet and instructions on how to re-enroll. Families will be notified of tuition rates. Parents will need to review and complete all requested paperwork and return paperwork to the school office along with the registration payment. In addition, verification of student information is required through ParentsWeb. Payment of the registration fee is required to hold your child's spot in the classroom.

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 GUIDELINES

1. Consistent attendance is vitally important for success at Covenant Christian School, and missing class for any reason puts a student at a disadvantage. While provisions have been made to excuse students for necessary absences, with limitations, parents/guardians should make every effort to minimize absences.
2. In the event of an absence by a student, Alabama law requires official notification to 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. If no note is presented upon the student's return to school, the absence will be marked as unexcused and 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 an office-approved unexcused absence (vacation) can be made up for full credit.
4. In cases of illness, a student should not be sent back to school until he/she has been without a fever or upset stomach for at least 24 hours.
5. **EXCUSED ABSENCE:** 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 school 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".
6. A parent of a 1st – 5th grade student may call the office before 9:00 a.m. on the day of the excused absence to request the day's homework. It will be available to be picked up after 3:00 p.m. in the office.
7. Junior high students (6th-8th) can obtain their makeup work from their teachers upon their return to school. You may also refer to the homework board located inside each junior high classroom. Assignments are also made available on ParentsWeb.
8. **FOR ABSENCES REQUIRING PRIOR APPROVAL:** All absences, other than those related to illness, require **PRIOR APPROVAL** by office personnel. This absence will be noted as an "office-approved unexcused absence". **This request must be made in writing, preferably by email. Email all requests to egiattina@covenantsschool.com at least 3 days in advance of the planned absence.** Please be aware that all absences create extra work and extra time for our teachers. The responsibility to see that the work is made up rests with the family and the student, not the classroom teacher.
9. Make-up work will be given after the student returns to school and the teacher will determine the amount of time required to submit the makeup work. Work not completed will be assigned a 0. No extra days will be allowed. Please note that written work can be made up, but class discussions and instructional time simply cannot be made up. However, a student may still be responsible for this information.
10. Excessive absenteeism (excused or unexcused/ more than 8 days per quarter) will necessitate lowering of the student's grades.(see p. 122)
11. Arrange carpooling, doctor's appointments, etc. in advance and inform your child's teacher of those plans. 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.
12. 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. A student arriving from 7:30 - 7:50 a.m. will report to a room designated by school administration. Adult supervision will be provided for this area. After 7:50, a student may go directly to class. School begins promptly at 8:00 a.m.

(CONTINUED ON NEXT PAGE)

13. Tardies and early dismissals can be an everyday frustration for our teachers due to the unavoidable interruptions that are caused. It is our desire to help parents be aware of how often tardies and/or early dismissals happen. In a class of 15 students with each student using 2 tardies or early dismissals in one quarter, theoretically, it is possible for a classroom to be interrupted 30 days out of 40, or 75% of the time. In order to minimize interruptions, and because we value your student's time in the classroom, we ask that you abide by the following policies:
- a. After 8:00 a.m., the student is considered tardy and parents will bring their student to the office where they are required to sign the tardy log. The student will be given an admit slip that will be given to the classroom teacher for admission to class.
 - b. Early dismissals are permitted, but are only considered excused for medical issues (i.e. sickness, doctor or dentist appointments, etc.) or a family emergency. Excused only means that missed work may be made up; the absence is still factored into attendance. Excused early dismissals are factored in to the overall count for all early dismissals.
Due to the disruptive nature of an early dismissal, we ask that these be reserved only for times when it is absolutely necessary for the student to leave. We also ask that no early dismissals be made after 2:30 p.m. A note, sent with the student the day of the planned early dismissal, notifies the teacher of the time & reason for early dismissal and helps he/she plan accordingly.
 - c. A student should always be signed out by the parent in the office at the time of early dismissal. Office personnel will send for your child once you arrive in the office. We cannot retrieve your child from class before you arrive. This policy prevents your student from missing important class time.
 - d. **Remember: All early dismissals and tardies are factored into overall attendance.** Both tardies and early dismissals are disruptive to the classroom environment. Because of the disruption of a student arriving late or leaving early, regardless of excuse, we ask that parents plan ahead so that these interruptions are minimized. A student is allowed three tardies and three early dismissals (excused &/or unexcused and tallied separately) during any one quarter before disciplinary action is taken. For each tardy or each early dismissal over the third, a \$5.00 fine will be billed to the family's account. In addition, the 6th tardy or 6th early dismissal, and every 3rd tardy or 3rd early dismissal after the 6th, will be recorded as an unexcused absence.
 - e. Tuesday is chapel day for all students. So that chapel is not interrupted, we ask that early dismissals are not planned during chapel times. A chapel schedule is available from your classroom teachers.
14. 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 that will be billed to the family's tuition account.
15. Students remaining in Extended Care after 5:30 will be charged a late pick-up fee, which is billed to your account at the rate of \$5.00 per 5 minute interval.
16. Extended Care is not offered on days that school is dismissed early or on school holidays.

GRADING POLICIES

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

1. Covenant Christian School is not a Common Core school. Although some of our textbooks may indicate Common Core on its cover, our teachers are trained to teach according to the standard that is set by our principal and the curriculum committee.
2. **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"
3. Assigned work will be completed and turned in on time.
4. If your child's grade average falls below a 70 in any one subject, please contact the teacher to set up a conference.
5. 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.
6. Students experiencing overall academic difficulty or difficulty in one specific subject area will be recommended for tutoring and/or testing. Individual testing and tutoring will be performed on a fee basis.
7. 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.
8. Report cards will be issued on a quarterly basis. Grades will be posted on our secure website as they are posted to the teacher's gradebook. A password is necessary to view grades and other information online. Note that access will be denied as a result of unpaid balances on tuition accounts.
9. Parent/teacher conferences should be scheduled directly with the classroom teacher by e-mail. We ask that you either e-mail them using their school e-mail address or call the teacher at the school during school hours. During school hours, the teacher will call you back during their planning time. Please do not call teachers at their homes or on their cell phones. This includes texting a teacher concerning school business.
10. 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.
11. 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
12. No extra credit is given at CCS. No score is given above 100%.

(continued on next page)

13. CCS uses several online programs both during the school year and during summer break to supplement classroom curriculum. Accelerated Reader and iXL Math are two of those programs. All enrolled students in the appropriate grades will be expected to use these online programs as directed by the classroom teacher or by school administration. Other online programs may be used within individual classrooms.

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. Elementary age students should keep items stored in their back packs during the school day. Junior high students will turn in their cell phones to the homeroom teacher at the beginning of the day and pick it up at the end of the school day. Students are not allowed to 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. Kindles, iPads, and similar tablet-type computers will be allowed to be used for reading purposes for students in 3rd-8th grades. The contract agreement form, available from the office or from ParentsWeb will need to be read and signed by a parent on behalf of the student. The school or its employees, volunteers, or other students will not be responsible for any damages or loss sustained while the item is either on or off campus.
7. 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 an 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.
8. Use, possession, or distribution (selling) of illegal drugs, alcoholic beverages, or tobacco products by CCS students is not permitted.
9. 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.
10. A student must have the classroom teacher's permission in order to be anywhere other than with his/her class.

(continued on next page)

11. A student should never sign a parent's name, even with the parent's permission. This applies to assignment books, homework/test papers, and any other communication from the school to the parent and vice versa. Questionable signatures will be verified with the parent.
12. Students will abide by the Internet Acceptable Use Policy or forfeit in-school computer and/or Internet privileges.
13. Individual classroom teachers may implement additional rules of conduct in order to establish a classroom environment that promotes learning.
14. 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.
15. Failure to follow the Code of Conduct will result in disciplinary action as outlined in Covenant Christian School Disciplinary Procedures (see page 24). Possible consequences may include spanking (with parent's permission), in-school suspension, off-campus suspension, and/or expulsion.

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/administrator
2. A written note is sent to the parent or guardian and the student may be referred to the school administrator's office for an administrator/student conference.
3. The student is referred to the school administrator 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/school administrator and/or 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 and/or school administrator 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 school administrator's office to arrange a conference.

- b. If the issue is not satisfactorily resolved after a conference with the school administrator, a second meeting may be requested with the principal, other involved parties, one mutually agreed upon parent and one school board member designated for this purpose.
- c. Final determination will be made by the principal, the appointed parent, and designated school board member.

Computer/Internet Acceptable Use Policy

With the educational opportunity of both the computer and Internet usage 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 policies 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 online 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, please sign and return the attached Parental & Student Contracts. Also have your student sign in the space indicated. Additionally, an iPad/Kindle Contract Agreement must be on file if parent allows student (3rd-8th) to bring a device to school.

CORE RULES FOR USE OF COMPUTER/INTERNET

The use of a CCS 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 contracts carry over from year to year and will be reviewed annually by school administration. The "network" refers to the CCS computer network and any Internet connection available and accessed on campus, including any wireless or remote access.

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

- Lending an assigned password to other students and/or adults.
- Using copyrighted materials in reports or projects without permission.
- Publicizing your home address, phone number, or other personal information.
- Bringing any flash drives, cd-roms, etc. from home without teacher approval.
- Copying and/or distributing commercial software in violation of copyright law.
- Using written profanity or obscenity in the course of using the computer.
- Any computer equipment damaged by a student is the responsibility of the parent.
- Creating a computer virus and placing it on the school network or the Internet.
- Using a cell phone, tablet or other electronic device to access the internet using our wireless network without a valid and up to date anti-virus program
- 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, message boards, Facebook, or other social networking sites.

- Using the network to access Facebook accounts and/or pages or any other social networking sites, such as Instagram or Twitter.
- Using the network to send/receive inflammatory messages.
- Ordering services or merchandise from companies that have websites with ordering availability. 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, iPad, or other electronic devices to access the Internet in any form during school hours while on school property. Exception: Using iPad or Kindle-type device for reading or math purposes (3rd-8th).

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 age requirement may be lowered to 4th & 5th graders depending on the number of junior high students available for team sports. Other age levels may be added as the need arises. 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, cross-country, track, softball/baseball, and flag-football. Depending on interest, specific sports may or may not be offered during the school year.
2. When tryouts are announced, a sign-up sheet will be presented to students. From this list, the athletic director will check grades and conduct for each student wishing to participate in team sports. A team member final roster will be posted by the athletic director.
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 the determined 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. School administration, in conjunction with the athletic director determines the cost for each sport. Details about fees & uniform costs are distributed 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 to remain on the team.
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 who go home sick during the school day are not allowed to participate in practice or games.
10. Students may not remain on campus unsupervised before or after practice or games. Unsupervised students will be sent to Extended Care and the parent will be charged appropriately. If Extended Care is not available, the coach may charge you according to Extended Care guidelines.
11. Good sportsmanship during practices & games is required.
12. 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 and opportunities are given at the beginning of each season.
13. There will be a designated “jersey day” for sport team members. Team members may wear their sports’ jersey and jeans to school only on Wednesdays during the season. **Jersey days will be determined and scheduled by the athletic director for each sport. 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. Out-of-uniform days cannot be “made up” due to absence or participation in another type of out-of-uniform day.

(continued on next page)

14. All sport uniforms are the property of CCS. Uniforms will be collected from 8th graders at the end of each sporting season with the exception of volleyball. The volleyball players wear their uniforms for basketball, so they will be collected at the end of basketball season.
15. Athletes 4th-7th are expected to reuse their jersey for each respective sport. It is the player's responsibility to keep up with ALL parts of the uniform. If they grow out of it, they will receive a new one and their old one goes back to the CCS Athletic Department for reuse. Names will not be placed on the back of the uniform jersey.
16. Upon leaving CCS at graduation or upon early withdrawal, all parts of the sport uniform will need to be returned to the CCS Athletic Department.

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. In addition to the guidelines listed below, a students should be fever free for at least 24 hours before returning to school.

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