

# COVENANT CHRISTIAN SCHOOL REGISTRATION FORM

Student's Name \_\_\_\_\_  
Last First Middle

Best Contact Phone \_\_\_\_\_ Student lives with: Both Mom Dad

Address \_\_\_\_\_  
Street City, State, Zip

Student's Date of Birth \_\_\_\_\_ Boy Girl

Grade at Entrance/2017-2018 \_\_\_\_\_

Father's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City, State, Zip

Father's Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City, State, Zip

Mother's Employment \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell phone \_\_\_\_\_

Family's Church Affiliation \_\_\_\_\_  
Pastor \_\_\_\_\_

I  do  do not give permission for our family's name, address, and phone number to appear in the school directory. (The directory is only available to our CCS families.)

I  do  do not wish to receive school communications through my email address.  
Please use  mom's e-mail address  dad's e-mail address  both.

As part of your student's registration, parents are automatically signed up for our Parent Alert system. This will enable you to receive short, school-related text or voice messages, including any emergency notifications, through your cell phone. Data rates may apply based on your cell phone plan. If you do not wish to be on the Parent Alert list, please call the school office.

## NEW STUDENTS ONLY:

I hereby give permission for the records of my student to be released to Covenant Christian School.

Student's Previous School \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Who influenced you to come to Covenant Christian School? \_\_\_\_\_

**CONSENT FOR TREATMENT OF MINOR DEPENDENTS**

Name \_\_\_\_\_ Date \_\_\_\_\_

Does your child have any unusual physical condition or health problem? Allergies? Reactions to bee stings or other insect bites? If yes, please explain.

Does your child have any condition that requires regular medication? If yes, please explain.

Are there any restrictions of activity for medical reasons? If yes, please explain.

**\*\*ALABAMA IMMUNIZATION RECORDS MUST BE ON FILE IN THE  
OFFICE TO COMPLY WITH ALABAMA STATE LAW.\*\***

EMERGENCY CONTACT OTHER THAN PARENTS

NAME \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

NAME \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship \_\_\_\_\_

Doctor's Name & Phone \_\_\_\_\_

Dentist's Name & Phone \_\_\_\_\_

Hospital of choice \_\_\_\_\_

Insurance Company & Policy Number \_\_\_\_\_

Reasonable efforts will be made to contact parents in the event of an emergency. However, I authorize Covenant Christian School to seek medical treatment deemed necessary by the school administration if I cannot be reached.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

Covenant Christian School carries secondary (or excess) medical and hospitalization insurance coverage on each student. **Each family is responsible for primary coverage.**  
I agree to apply first for benefits from the personal hospitalization and medical coverage available to my family, if any, before applying for benefits that may be available from Covenant Christian School's medical and hospitalization coverage. These secondary benefits are subject to the exclusions, limitations and provisions in the Covenant Christian School student policy.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

## PARENTAL COOPERATION AND RESPONSIBILITY STATEMENT

Family Name \_\_\_\_\_

1. We will read through all of the information given to us, which includes the **CCS Student Handbook**. When the Student Handbook is distributed in August, I agree to read & comply with the contents of the handbook and discuss the contents with my son/daughter. Failure to read the handbook does not relieve students, parents or guardians from the responsibility to know and comply with the contents of the handbook.
2. Recognizing that order is necessary for a school to achieve its objectives, we agree to maintain support in word and action of the rules, regulations, and requirements of Covenant Christian School as they relate to our children.
3. We give the school administration full discretion in the discipline of our children (including corporal punishment, suspension, or expulsion). If you have any reservations regarding corporal punishment, please note them below.
4. Realizing the poison that gossip can create in a group, we agree to bring all questions and criticisms directly to school officials, so that they may be properly considered. Any concerns that we have concerning my student, another student, at teacher, a staff member, or another parent will be made through appropriate channels by speaking to the classroom teacher or a school administrator so that any situation can be dealt with fairly, appropriately, and effectively. I understand that social media tools, such as Facebook, are not fair, not appropriate, and not effective.
5. We understand that the teachers are available for parent conferences, but that school policy requires that we schedule these in advance. We will not contact teachers or staff members at home after school hours using their cell phone or other means.
6. We agree to support the high academic standard of the school by providing a place at home for our children to study and by giving our children encouragement in the completion of assignments.
7. We uphold the school's standards and will not tolerate cheating, profanity, obscenity, dishonor, or disrespect in any form. We, as the parents, recognize that we are responsible for our children's behavior at school as well as at home.
8. We agree that the continued enrollment of our child at CCS is dependent on our parental support of the school, its staff, and its policies.
9. We agree that regular school attendance is an integral part of education. We agree to uphold and encourage adherence to the school's attendance policies.
10. We understand that the school administrator must approve any clubs, activities and organizations that are made available to CCS students.
11. We give permission for our children to take part in ***all school activities including sports and school-sponsored trips away from the school premises***. We absolve the school from liability to us or our children due to injuries incurred at school or during school activities. If instances occur so that a student needs medical attention, the school will take appropriate action, including contacting the parent and/or family doctor on file.

We have read and understand the terms stated above and we agree to them.

Date \_\_\_\_\_ Father's Signature \_\_\_\_\_

Date \_\_\_\_\_ Mother's Signature \_\_\_\_\_

Comments:

# Covenant Christian School

## Computer/Internet Acceptable Use Policy

(Please keep this section for future reference.)

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.

Note for 6<sup>th</sup>-8<sup>th</sup> graders: Your student will be allowed to use DropBox in the completion of some assignments. Installation of DropBox is allowed on their personal device with supervision of the computer applications teacher.

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 (3<sup>rd</sup>-8<sup>th</sup>) 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 accessing or sending and receiving personal messages, via e-mail, chat rooms, message boards, Facebook, Instagram, or other social networking sites.
- 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 (3<sup>rd</sup>-8<sup>th</sup>).

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

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

One form per student please.

(Return this form to the office.)

### WEB-SITE PERMISSION FORM

Our website may be updated periodically with new pictures and classroom information. Please note that on CCS public web pages, names or other personal information will not be associated with the pictures of any students.

Parents and students are given access to our parent portal (ParentsWeb) using a user name & password to access homework, assignments, grades, and other classroom and general school information. Parents will receive a instructions regarding the set up of a user name and password during the first few weeks of school. This will be a secure environment for sharing information regarding your student's classroom and student activities at CCS.

I agree that Covenant Christian School has my permission to use my child's photo and/or artwork on the Covenant Christian School website and/or ParentsWeb as deemed appropriate and necessary in the day to day operations of the school

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PARENTAL & STUDENT CONTRACT REGARDING THE USE OF THE COMPUTER AND/OR THE INTERNET AT COVENANT CHRISTIAN SCHOOL

As the parent or guardian of this student, I have read the terms and conditions for computer and/or Internet access privileges. I understand internet access on school property is for educational purposes and that Covenant Christian School has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the Internet. I also recognize that it is impossible for the school and its faculty to restrict access to all controversial materials. I will not hold Covenant Christian School or its employees responsible for materials acquired by my son/daughter on the network in violation of the Internet/Computer Acceptable Use Policy. Furthermore, I accept full responsibility for supervision if and when my child's use of the Internet is not in a classroom setting.

#### Please read over the following policies with your child regarding the use of computers and/or the Internet at CCS.

- I agree to abide by all rules that are listed in the Covenant Christian School Computer and Internet Acceptable Use Policy.
- I realize that the primary purpose of the Covenant Christian School Internet connection and a student's computer access is educational.
- I realize that the use of the computer and/or Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking of a student's Internet access, basic computer usage, and/or disciplinary action.
- Any personal device (phone, tablet, etc.) brought on the CCS campus and accessing the CCS network is required to have a valid and up to date anti-virus program installed on the device.
- I agree not to participate in the transfer of inappropriate or illegal materials through the Covenant Christian School Internet connection.
- I agree not to access Facebook pages, similar social media sites, or access instant messaging programs from school computers or from electronic device Internet connections, including cell phones & ipads/tablets.
- I agree not to allow other individuals to use my computer account for Internet activities nor will I give anyone my password.
- I agree not to download any shareware or freeware programs from the Internet.
- I agree not to bring software from home with the intent of loading it onto one of the school's computers.
- I agree not to use my cell phone or other electronic device to access the Internet in any form during school hours, with the exception of an iPad/Kindle-type device (3<sup>rd</sup>-8<sup>th</sup> grades only) for reading purposes. A separate permission form is required.
- I understand that any equipment damaged by my student is my responsibility and I agree to pay for repairs or replacement of equipment as determined by the CCS IT Department.

I give my permission to Covenant Christian School to issue Internet and computer access privileges to my son/daughter. I have discussed the guidelines set forth by the school with my son/daughter.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian of \_\_\_\_\_  
(Student's first name) (Student's last name) (Grade)



# Covenant Christian School

## iPad/Kindle/Tablet Contract Agreement 2017-2018

This agreement pertaining to the use and care of a personal computer tablet is made and entered into as of \_\_\_\_\_  
between Covenant Christian School (CCS) and Parent/Guardian of the Student indicated on this agreement. (Date)

\_\_\_\_\_  
(Parent/Guardian first name) (Parent/Guardian last name)

As the parent/guardian of the above-named student who is enrolled at CCS, I acknowledge that CCS is allowing 3<sup>rd</sup>-8<sup>th</sup> grade students to bring personally owned **computer tablets** for use at school. **(no laptops allowed except as required for a junior high elective)** I am entering into this agreement on behalf of myself for the benefit of the student and I hereby assume responsibility for communicating the terms of this agreement to the student.

Any device brought on campus, including smartphones, tablets, laptops, etc. must be running a current anti-virus program and must meet all standards set forth by the IT manager. Parents may be held responsible for necessary repairs on the school's network & computers caused by the effects of any malicious software, virus, Trojan horse, or other mal-ware transmitted through the device.

This device is for the sole purpose of conducting school-related work while on the CCS campus. Personal use of the device will not be allowed during school hours. Students will exclusively use the device for themselves; devices are not to be shared with other students. Students will adhere to all classroom policies set forth by their teacher(s) concerning their device. At all times while using the device, users will be held accountable for compliance with the CCS Computer/Internet Acceptable Use Policy. If this agreement or the policy on file is violated, the device will be removed from the student and held in the school administrator's office to be picked up by the student's parent/guardian. The student will also forfeit the privilege to bring their device back to school for the remainder of the school year.

CCS reserves the right to take possession of the device at any time without prior notice, for any purpose it deems appropriate.

### Software

I acknowledge that all apps on the device are my personal property. No apps will be added or removed from the device while on school property.

\_\_\_\_\_  
(Parent/Guardian initial)

### Hardware

I understand that the device must be in a protective case at all times while on school property. I release CCS, teachers, staff, students and volunteers from any damage or loss of the device that occurs while the student is on or off campus.

\_\_\_\_\_  
(Parent/Guardian initial)

### Security

I acknowledge that accessing any sites other than those approved by the student's teacher(s), is a clear violation of this contract. I confirm that this device runs an up-to-date anti-virus program.

\_\_\_\_\_  
(Parent/Guardian initial)

I, (Parent/Guardian-print name) \_\_\_\_\_

The undersigned, agree to the terms and conditions of the agreement as stated above.

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)

# CHURCH SCHOOL ENROLLMENT FORM

School Year \_\_\_\_\_ Date of Entrance \_\_\_\_\_ Date of Withdrawal \_\_\_\_\_  
Grade at Entrance \_\_\_\_\_ Grade at Withdrawal \_\_\_\_\_

## I. TO BE COMPLETED BY PARENT OF GUARDIAN

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church School Name      Covenant Christian School  
Address                      7150 Hitt Road  
                                    Mobile, AL 36695  
Phone                        (251)633-8055

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## II. CONSENT FOR NOTIFICATION OF STUDENT WITHDRAWAL

Church School Name      Covenant Christian School  
Address                      7150 Hitt Road  
                                    Mobile, AL 36695  
Phone                        (251)633-8055

I hereby give prior consent to the Administrator of Covenant Christian School to notify the public school superintendent should the above named student cease attendance at Covenant Christian School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## III. TO BE COMPLETED BY CHURCH SCHOOL ADMINISTRATOR

Church School Name      Covenant Christian School  
Address                      7150 Hitt Road  
                                    Mobile, AL 36695  
Phone                        (251)633-8055

The above named student is hereby enrolled as of the entrance date.

Church School Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Family Name** \_\_\_\_\_

Each year we host a special day in the spring for grandparents to come and visit our school. During the school year, we occasionally send out a newsletter to let the grandparents of our students know what's going on at CCS and to extend a personal invitation to each grandparent to our Annual Grandparents' Day. We would ask that you help us include all of our grandparents by filling out this form.

If you are **new to CCS**, OR if **there have been changes to the information that you have already submitted**, please fill out the information as requested below. This information will enable us to be efficient and effective in our contacts so that no one will be overlooked.

**Maternal Grandparents:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Paternal Grandparents:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Other family members or friends that you would like to be included:**

Name \_\_\_\_\_ Relation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_



Dear Parent,

Please note the following item(s) are needed in your student's file before registration is considered complete. Bring the indicated item(s) to the school office as soon as possible.

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

- \_\_\_ Completed registration form
- \_\_\_ Signed medical consent form
- \_\_\_ Signed parental cooperation & responsibility form
- \_\_\_ Custody/Guardianship papers (copy), if applicable
- \_\_\_ Church school enrollment form
- \_\_\_ Web Permission/Internet Acceptable Use Policy
- \_\_\_ iPad/Kindle Agreement Form (3<sup>rd</sup> & up)
- \_\_\_ Grandparent Address Form
- \_\_\_ Copy of birth certificate
- \_\_\_ Original Alabama immunization form \*\*
- \_\_\_ Signed statement of tuition (see the school's tuition accounts manager)

Thank you for your prompt attention in this matter. If you have any questions, please contact the school office at 633-8055.

Sincerely,

Keith Currie  
Principal

**\*\*Out-of-state immunization records need to be transferred to an Alabama immunization certificate by contacting the Mobile County Health Department or your physician.**