

## 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 / 2019-2020 \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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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 and/or cell phone.  
Please use  mom's e-mail address/device  dad's e-mail address/device  both parents

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.

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### 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**

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

\*\* One form per student is required to be updated annually.

Does your child have any unusual physical condition or health problem? Allergies to food or medications? Restriction of activities for medical reasons? If yes, please note here. If there is an allergy, complete the additional Allergic Reaction Form.

Reactions to bee stings or other insect bites? If yes, please explain.  
If yes, please note here and complete the additional Allergic Reaction Form.

Does your child have any condition that requires regular medication? If yes, please explain.  
If prescription medication will need to be given during school hours, please see the office to complete the Individual Student Medication Form.

Several over-the-counter medications are keep in the school office. Please **complete the back of this form** to give permission to office personnel to administer occasional OTC medications to your student.

**\*\*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 \_\_\_\_\_

Based on the nature of the emergency, the hospital best equipped to deal with the emergency may be chosen rather than the hospital indicated on this form.

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 school administration if I cannot be reached.

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

Covenant Christian School carries secondary (or excess) student accident coverage on each student.

**Each family is responsible for primary coverage.**

I agree to apply first for benefits from the hospitalization and medical coverage held by my family, if any, before applying for benefits that may be available from Covenant Christian School's student accident, medical and hospitalization secondary coverage. These secondary benefits are subject to the exclusions, limitations and provisions in Covenant Christian School student accident policy.

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

## PARENT PERMISSION TO GIVE OCCASIONAL OVER-THE-COUNTER MEDICATION

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

\*\* One form per student is required to be updated annually.

Over-the-counter medications (OTC) are drugs that do not require a prescription to be purchased or ingested. This form is to be signed by a parent and is required to be on file in the school office before any over-the-counter medications that might be supplied by the school can be administered by office personnel.

Please mark the appropriate statement:

- \_\_\_\_\_ I approve ALL medications listed below.  
\_\_\_\_\_ I approve only medications initialed below.  
\_\_\_\_\_ I do not approve any of the medications listed below.

Based on the symptoms my child describes, CCS office personnel has permission to administer OTC medication on an occasional basis. I understand and agree to not be notified every time an OTC is administered. Office personnel will record any medications given in our online student database program. A report can be run for you upon request. Office personnel will notify you if we feel that your child is requesting medication more frequently than necessary.

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

### TOPICAL:

- \_\_\_\_\_ Triple Antibiotic Ointment (Neosporin or similar)  
\_\_\_\_\_ Hydrocortisone Cream  
\_\_\_\_\_ Kids' After Bite Cream  
\_\_\_\_\_ Benadryl Ointment  
\_\_\_\_\_ 100% Petroleum Jelly (Vaseline)  
\_\_\_\_\_ Bactine No Sting Cleansing Spray  
\_\_\_\_\_ Re-wetting Eye Drops

### ORAL:

- \_\_\_\_\_ Children's Allergy Relief (Benadryl) Rapid Melt  
\_\_\_\_\_ Children's Pain & Fever (Tylenol) Chewable Tablet  
\_\_\_\_\_ Junior Ibuprofen (Advil 100 mg) Chewable Tablet  
\_\_\_\_\_ Children's Pepto-Bismol  
\_\_\_\_\_ Tums / Antacid Chewable Tablet  
\_\_\_\_\_ Ibuprofen (Advil 200 mg) Pill  
\_\_\_\_\_ Allergy Relief (Benadryl 25 mg) Pill  
\_\_\_\_\_ Spearmint & Peppermint Hard Candies  
\_\_\_\_\_ Halls Cough Drops

### NOTE:

The school does not supply medication for frequent or daily usage.

Check with the school office if there are any prescription medications or OTC medications that your child will need to take while on campus and on a regular basis. All medications should be administered at home whenever possible. However, for during school dosages, you will need to complete a "Permission to Administer Medication" form for each medication. **All medication is to be stored in the office.**

**SEVERE                      MODERATE                      MINOR**  
**FOOD ALLERGY ACTION PLAN**

Attach student's picture here.

Student's Name: \_\_\_\_\_ Date of birth \_\_\_\_\_

Current Date: \_\_\_\_\_ Current Grade & Teacher \_\_\_\_\_

**ALLERGIC TO:** \_\_\_\_\_

Asthmatic:     Yes\*             No             Don't know  
\*High Risk for severe reaction

**Signs of an Allergic Reaction:**

<u>System</u>	<u>Symptoms</u>
<b>MOUTH</b>	itching & swelling of the lips, tongue, or mouth
<b>THROAT</b>	itching and/or a sense of tightness in the throat, hoarseness & hacking cough
<b>SKIN</b>	hives, itchy rash, and/or swelling about the face or extremities
<b>GUT</b>	nausea, abdominal craps, vomiting, and/or diarrhea
<b>LUNGS</b>	shortness of breath, repetitive coughing, and/or wheezing
<b>HEART</b>	"thready" pulse, passing-out

**If reaction is progressing (several of areas affected) refer to the Action for Severe Reaction section immediately!**

The severity of symptoms can quickly change. All above symptoms can potentially quickly progress to a life-threatening situation.

**\*\*\*ACTION FOR MINOR REACTION**

**Step 1:** If only symptom(s) are: \_\_\_\_\_  
 give \_\_\_\_\_  
(list medication(s) and dosage)                      Location of medication on school campus: \_\_\_\_\_

**Step 2:** Then call:  
 1. Mother \_\_\_\_\_ Father \_\_\_\_\_ or emergency contacts.  
 2. Dr. \_\_\_\_\_ at \_\_\_\_\_  
 If condition does not improve within 10 minutes, **follow steps 1 & 2 below.**

**\*\*\*ACTION FOR SEVERE REACTION**

**Step 1:** If ingestion is suspected and/or symptom(s) are: \_\_\_\_\_  
 give \_\_\_\_\_ **IMMEDIATELY!**  
(list medication(s) and dosage)                      Location of medication on school campus: \_\_\_\_\_

**Step 2:** Then call:  
 1. 911 - Rescue Squad (ask for advanced life support)  
 2. Mother \_\_\_\_\_ Father \_\_\_\_\_ or emergency contacts.  
 3..Dr. \_\_\_\_\_ at \_\_\_\_\_.

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

**EMERGENCY CONTACTS**

<b>Name</b>	<b>Relation to student</b>	<b>Phone Number(s)</b>
1.		
2.		
3.		

## 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 each 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. We agree with the doctrinal statement of Covenant Christian School:  
*We believe in God, the Father almighty, creator of heaven and earth. We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, and He will come to judge the living and the dead. We believe in the Holy Spirit, the body of Christ the Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.*
3. 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.
4. 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.
5. 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, a 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. We understand that social media tools, such as Facebook, are not fair, not appropriate, and not effective.
6. 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 by other means.
7. 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.
8. 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.
9. 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.
10. We agree that regular school attendance is an integral part of education. We agree to uphold and encourage adherence to CCS and the state of Alabama's attendance policies.
11. We understand that the school administrator must approve any clubs, activities and organizations that are made available to CCS students.
12. 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

## Authorized Student Pick-Up List 2019-20

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

Please list all persons who have permission to pick up your student(s) from Covenant Christian School, other than parents or legal guardians. No one will be permitted to pick up your student if their name is not listed below. All persons must have and show their I.D. if the assigned carpool sign is not posted in the car, if picking up your student(s) from the school office, or if picking up your student(s) from the AfterCare teacher. Make sure to list all adults even if you reside in the same household.

If you need to make changes to this form, please contact the school office as soon as possible.

NAME OF ADULT	RELATIONSHIP TO STUDENT	PHONE NUMBER

By signing below, I am giving permission to the above named adults to pick up my student(s) from Covenant Christian School.

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

# Covenant Christian School Grandparents' Address Form

**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 in Grandparents' Day Activities:**

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

Address \_\_\_\_\_

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

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

# 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 7<sup>th</sup>-8<sup>th</sup> graders:** Beginning with the 2017/18 school year, a personal iPad device is required to fully participate in the classroom learning environment. While most teaching will be done using a traditional classroom model, there will be opportunities for iPad and technology incorporation into the classroom. Additional forms will be required for 7<sup>th</sup>-8<sup>th</sup> grade students.

For 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 Agreement must be on file if parent allows student (3<sup>rd</sup>-8<sup>th</sup>) to bring a device to school. An iPad is required for students in 7<sup>th</sup>-8<sup>th</sup> grades.

### **CORE RULES FOR USE OF COMPUTER/INTERNET (Terms & Conditions)**

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, SnapChat, 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>-5<sup>th</sup>) or iPad used under supervision of the teacher for educational purposes (1<sup>st</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.*

This form will remain on file in the school office.

**WEB-SITE PERMISSION FORM**

Our website and/or Facebook page 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 setup 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, grades, 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 Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**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, snapchat, Instagram, and 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 or device for Internet activities nor will I give anyone access to my passwords.
- I agree not to download any shareware or freeware programs from the Internet unless direct to do so by the teacher.
- 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 for personal use during school hours, **Exception:** an iPad/Kindle-type device for educational purposes deemed necessary and under direct supervision by the classroom teacher. . A separate permission form is required (iPad/Kindle Agreement).
- I understand that any equipment damaged by my student is my responsibility and I agree to pay for repairs or replacement of any CCS 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** \_\_\_\_\_

**→→ Student Signature** \_\_\_\_\_  
(3<sup>rd</sup> grade & up)

**Date** \_\_\_\_\_

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



# Covenant Christian School

## iPad/Kindle/Tablet Contract Agreement 2019-20

(3<sup>rd</sup>-6<sup>th</sup> graders)

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>-6<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 malware 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 and an OPT-IN of the COPPA compliance form. 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 a time determined by the school administration.

CCS reserves the right to take possession of the device at any time without prior notice, for any purpose deemed 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 without direct teacher oversight.

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

**6th – 8th Student iPad General Use Policy • 2019-2020** Covenant Christian School

*This is an addendum to the iPad/Kindle Agreement and should be signed by both student and parent.*

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

Use of the iPad falls within the guidelines of our Computer/Internet Acceptable Use Policy and the iPad/Kindle/Tablet Agreement. The iPad is a learning tool intended for academic use throughout the school day for purposes relevant to each course. The iPad is subject to review, inspection and monitoring by the school at any time.

**Usage Rule & Policy:**

- To be considered prepared for class, students should bring iPads to school every day, fully charged.
- During instructional activities, electronic usage is to be focused solely on the activity at hand. No non-school related e-communication is allowed during the school day. No use of social media is permitted during the school day (including early room and car pool.)
- During study hall at school, the iPad is intended for school-related activities and educational purposes only.
- The iPad has a built-in camera. Student must have the permission of anyone placed in a photo or video.
- The iPads should ONLY be used in supervised classrooms. They are not for use in hallways, locker rooms, at lunch, in early room, in car pool, etc.
- Parents are required to enable restrictions on the device. <http://ipadsforccs.weebly.com/>
- Parents and students are required to familiarize themselves with the policies listed on the iPad website, <http://ipadsforccs.weebly.com/>.
- Similar to other personally owned items, CCS cannot be liable for loss, damage, or theft of any electronic device, including iPads. We strongly recommend the student’s iPad be placed in a sturdy case. Additionally, the device should be permanently labeled with the student’s name and location services should be enabled on the device for tracking purposes.

Consequences for violating the Use Policy are determined by frequency and nature of infraction and may include but not limited to the following:

- Marks off conduct grade
- The student being asked to contact his/her parents
- Visits to the office and movement along the discipline ladder.

All applicable forms must be signed for device usage in the CCS classrooms.

If changes occur to iPad policies, parents will be notified by email.

\_\_\_\_\_

We agree to the policies in this agreement and agree to abide by the decisions of the school regarding misuse of any device by the student.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Student iPad Daily Use Policy (6<sup>th</sup>-8<sup>th</sup>)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Student - Read and initial each section of this policy.**

<u>Initials</u>	Where and when can the iPads be used? Only in a supervised classroom environment. <i>Not in the halls, locker room, car pool line, or gym. Not during lunch, early room, or walking between classes.</i> A teacher will let you know when to power up. You will use them outside a classroom to complete assignments such as filming videos on the patio or playground, but this will be teacher-directed.
	How should I connect to the Internet? Connect via the school Wi-Fi, using a password provided for your iPad ONLY. Please do not plan to use a data plan.
	What can I do with my iPad during class? During class you should follow your teacher's instructions and stay on task. This is no different than when you are in a classroom without technology. You may be using one of the Core Apps, taking pictures or video for an assignment, participating in a collaborative digital project, or practicing independently. During instructional activities, electronic usage is to be focused solely on the activity at hand. There will be days when you do not use your iPad at all.
	<p>What can I NOT do with my iPad during class? Be off task. Be disruptive. Create or consume inappropriate content.</p> <p>Taking pictures and airdropping them to your classmates is an example of inappropriate use of technology. Typing rude, off-topic, or offensive comments in a collaborative environment is not acceptable. Don't complete your IXL match homework during a history lesson. Researching a class topic on the internet when you have been instructed to take notes on your teacher's presentation is not on-task behavior. There is no way to make a complete list, so you will have to use good judgement.</p>
	Can I take pictures/videos? Taking pictures or videos or sound recordings of other people without their knowledge and consent is considered poor digital citizenship. Ask teachers first if you want to record class content. NEVER record a classmate without their knowledge and permission. NEVER post their pictures/videos on the Internet <i>especially with their name without permission.</i> An exception to this is posting class projects to OneNote virtual classrooms, which is a protected online environment.
	What can I do with my iPad during Study Hall? If your study hall teacher is present and you are logged onto the appropriate Wi-Fi network (allowing Apple Classroom to supervise your device) then you may use your iPad for school-related work at the teacher's discretion. Appropriate uses include: reading e-books, completing assignments, reviewing class notes, using your digital planner, accessing OneNote and similar use of approved Apps.
	<p>Some off-limit activities on campus:</p> <ul style="list-style-type: none"> <li>• Messaging, texting, emailing and similar (exception: MS Teams used by class)</li> <li>• Airdropping/sharing pictures with classmates unless assignment-related</li> <li>• Taking photos or videos unrelated to school assignments</li> <li>• Browsing the internet (unless teacher-directed)</li> <li>• Using social media (Twitter, Snapchat, Instagram, Facebook, etc.)</li> <li>• Playing games (unless pre-approved such as a coding app)</li> <li>• Using devices for non-educational purposes</li> </ul>

<p><u>Initials</u></p>	<p>What are the consequences for Violating Use Policy:</p> <p><u>Minor Offense</u> (being off task, scrolling through your photos when you should be working...)</p> <p>1<sup>st</sup> time {-5pt conduct}  2<sup>nd</sup> time office visit {-10pt conduct}  3<sup>rd</sup> time office visit {begin moving up the discipline ladder}</p> <p><u>Major Offense</u> (viewing inappropriate content, using iPad outside supervised classroom...)</p> <p>1<sup>st</sup> time office visit {-10pt conduct}  2<sup>nd</sup> time office visit {begin moving up the discipline ladder}</p>
	<p>What is the heart of this policy? CCS wants to maintain a safe environment for EVERY student. Therefore, we will be taking these policies very seriously and will not be tolerant of misuse. It is our job to insure ALL parents feel comfortable about their children’s school environment and many families have differing views on what is acceptable online content and behavior. We will be taking a conservative approach.</p>
	<p>Where am I supposed to keep my iPad? When you aren’t in class, your iPad should be locked in your locker. Before school, keep your iPad with you until the junior high hallway is open, though you are not permitted to use it during early room. If you have car pool duty, you may secure your iPad in your locker BEFORE duty. During sports practice, keep iPad locked in locker also. Coaches have keys to give you access to your locker AFTER practice.</p>
	<p>How should I protect my device? You must bring your iPad to school in a sturdy case. Be careful to protect your iPad from being damaged during the day. The school is NOT responsible for damage to your device. Never leave your iPad outside or unattended. Password protect your iPad and DO NOT give your password to other students.</p>
	<p>How should my device be setup for school? Your parents are required to set content restrictions as outlined on <a href="http://www.ipadsforccs.weebly.com">www.ipadsforccs.weebly.com</a>. This web site includes a list of school-approved Core Apps. Any other apps on your iPad should NOT be used during the school day; they are for off-campus use only. Turn off notifications and DO NOT use your device for messaging or other e-communications during the school day. If parents need to contact you during the school day, have them call the office as always.</p>
	<p>What if I have questions about things not addressed here? You are welcome to ask a staff member for permission to use your iPad in a way not described here. Do not ask a substitute teacher for “extra permissions.” When you are with a substitute teacher, abide by these rules strictly.</p>

# CCS COPPA COMPLIANCE (Grades K4-8<sup>th</sup>)

Student Name: \_\_\_\_\_ Current Grade \_\_\_\_\_

## To all parents of school-aged children under the age of 13:

In order for Covenant Christian School to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

We utilize several computer software applications and web-based services, operated not by this school, but by third parties. These include RenWeb/ParentsWeb, Microsoft 365 for Education, IXL, Dropbox and similar educational programs. A complete list of the programs can be found on ParentsWeb in the resource document area.

In order for our students to use these programs services like Microsoft 365 for Education, and our teacher's to use programs on behalf of your students, certain personal identifying information -- generally the student's name, a username and the student's school email address (for grades 6-8) -- must be provided to the web site operator.

**Please note, if your student has a CCS email account (6<sup>th</sup>-8<sup>th</sup>), student's email address is only active within our domain (cannot send or receive email with anyone other than a [user@covenantsschool.com](mailto:user@covenantsschool.com).)** If you wish to have that restriction disabled, you must submit the request IN WRITING to the school and we take no responsibility for monitoring the email account activity.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>. The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. **Please note, whenever possible, we use only the student's first name and last initial.**

This form must be signed by a parent/guardian and kept on file in the school office.

This signed form constitutes consent for Covenant Christian School to provide personal identifying information for your child consisting of first name, last name, and if needed, a school email address and username.

**Parent/Guardian Name (PLEASE PRINT):** \_\_\_\_\_

**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 \_\_\_\_\_

# **CHURCH SCHOOL ENROLLMENT**

## **Information and Procedures**

Parent or Guardian:

The information below is to familiarize you with the Church School enrollment procedures and to assist you in complying with the law. Please review this information and then complete the Church School Enrollment Form. Copies will be sent to the Mobile County Superintendent of Education and to the Alabama State Superintendent of Education.

The Alabama State Legislature has enacted a law concerning the enrollment and attendance of children in church school. The term "church school" shall mean and only include such schools as offer instruction in grades K-12, or, or any combination thereof including the kindergarten, elementary or secondary level and are operated as a ministry of a local church, group of churches, denomination and/or association of churches on a nonprofit basis which do not receive any state or federal funding.

The law generally exempts the church schools from the supervision of the state but does include certain requirements concerning the enrollment and attendance of children in church schools. Specifically, the following requirements shall apply for the parents, guardians or other persons in charge or control of a child who is enrolled in a church school:

1. The enrollment and attendance of a child in a church school shall be filed with the public school superintendent on a form provided by the superintendent or his agent.
2. The enrollment form shall be countersigned by the administrator of the church school and returned to the church school office by the parent, guardian or other person in charge or control of the child in order to be filed with the public school superintendent's office.
3. The church school administrator, by prior consent of the parent, guardian or other person in charge or control of the child at the time of enrollment, shall notify the local public school administrator or his agent when said child no longer is in attendance at a church school.

Originals should be mailed by the school administrative office to the following address:

MCPSS – Attendance Dept.  
P.O. Box 180069  
Mobile, AL 36618





# Covenant Christian School

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7150 Hitt Road, Mobile, AL 36695 (251) 633-8055

June 2018

Dear Parent:

Our goal at Covenant Christian School is to provide a quality Christian education and ensure the safety of each child enrolled. As part of the process of achieving those goals, we maintain vital records as part of our commitment to serving our students and their families and in keeping with the laws of the State of Alabama.

Church operated daycares and elementary schools are exempt from state licensing under Alabama State Law. However, this exemption is only granted providing the church operated facility notifies parents of this exemption. Additionally, certain requirements must be met and information about those requirements should be given to each parent concerning the exemption process. (A copy of Code of AL 1975, Section 38-7-3 is available upon request.)

After receiving and reading the information from the school, parents are required by Alabama law to sign an affidavit stating the information was indeed given to them and they understand that our school's K4 and Aftercare program operates as a church exempt facility. This affidavit must be notarized and returned to the school office before the first day of school. Most banks usually have a notary public on staff. As long as you have an account there, they will perform the notarization for free or for a minimal charge.

In addition to the above information, certain medical information must be kept on each child. A current AL immunization certificate and current medical information is collected at registration and kept in the child's family file. Additionally, insurance information and the family doctor's contact information is requested so that it is available in the event of an emergency.

Thank you for enrolling your child at Covenant Christian School. If you have any questions, feel free to contact our office staff at 251-633-8055.

Sincerely,

A handwritten signature in black ink that reads "Keith W. Currie". The signature is written in a cursive, flowing style.

Keith Currie  
Principal

Read the following information concerning the CCS K4 and Aftercare Programs.

**As a church operated, religious, non-profit organization, Covenant Christian School is exempt from state licensing as a childcare facility. The following information is provided to you as part of the requirements of Code of AL 1975, Section 38-7-3.**

1. **Staff Qualifications for K4 & K5 teachers:** Our teachers are highly qualified to teach in their field and hold a combination of teaching degrees including Educator Certification by the AACCS accrediting agency. Teachers participate in ongoing professional training. Aftercare staff are hired based on qualifications set forth by the principal. All of our employees have passed a background check and are approved by the Department of Education to be in a classroom setting.
2. **Pupil-staff ratio for our K4 and aftercare programs:** Our K4 classes will be closed to new students when the classes are considered full. To appropriately staff each daily Aftercare session, it is necessary that we receive your Aftercare weekly registration form **each Monday**. This procedure allows us to provide adequate supervision in the program.

Guidelines from the State of AL for childcare settings are as follows:

- a) 4 & 5 years – one teacher per 20 students
- b) 6 years & up – one teacher per 22 children

3. **Discipline policies for K4 & Aftercare:** Classroom expectations are clearly communicated and age-appropriate. Students are expected to be obedient, following the rules of Covenant Christian School and of the individual classroom teacher. Students are expected to respond respectfully to those in authority. Working together, both teacher/staff member and parents help solve most problems that arise. Any unsolved problems continuing beyond that are directed to the principal and a parent conference is arranged.
4. **Type of curriculum used in the program:** Our K4 program began as a half-day program in 1982 and continues to offer quality educational training within that half-day. The curriculum that we use has been developed through the years to best fit the philosophy of education at CCS. Spalding phonics and the Horizon Pre-School curriculum are used along with centers and group activities that fall within the scope of our curriculum map.
5. **Religious teaching given to each child:** All teaching are Christian-based and reflect our statement of faith. We believe in God, the Father almighty, creator of heaven and earth. We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, and He will come to judge the living and the dead. We believe in the Holy Spirit, the body of Christ the Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.
6. **Type of lunch program available:** Due to health department regulations, our K4 and K5 students who stay for aftercare cannot order lunch from our cafeteria. **If your student is staying for after care**, you will need to send enough food from home for them for the entire day, including pre-packaged snacks. The school is not able to provide snacks for any student, K4-8<sup>th</sup>, who attend the school's After School Care program. Pre-packaged snack/food must be brought from home.



# Covenant Christian School

7150 Hitt Road, Mobile, AL 36695 (251) 633-8055

## Form of Affidavit 2019-20

### For Parent/Guardian of K4 or Aftercare Program Student

(Complete this form in the presence of a notary. One form per student is required annually.)

STATE OF ALABAMA

COUNTY OF MOBILE

Before me, a Notary Public in and for the said State and County, appeared \_\_\_\_\_ and is known to me, after being duly sworn or affirmed, says as follows:

### That affiant is the parent or legal guardian of the minor child/children

\_\_\_\_\_ ; that affiant has been notified by Keith Currie, principal, and/or office personnel, that said **Covenant Christian School** K4 program and Aftercare Program has filed notice and is exempt under law from regulation by the Department of Human Resources.

\_\_\_\_\_ *Parent/Legal Guardian*

Sworn or affirmed to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ *Notary Public*

My commission expires \_\_\_\_\_, 2\_\_\_\_\_