



COVENANT DAY SCHOOL

Established 1989

Parent/Student Handbook
CDS High School
2010-2011

Welcome to Covenant Day School!

THE PURPOSE OF OUR POLICIES

For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Parent-Student Handbook is designed to insure a clear understanding of these policies and procedures. The adherence to these regulations will allow the CDS community as a whole to function with a unified spirit and give your child the greatest opportunity to best utilize the curriculum, activities, and relationships available at CDS.

MISSION STATEMENT

The mission of Covenant Day School is to assist the Christian family by providing an education marked by a **biblical world view**, **academic excellence**, and **affordability** so that students are equipped to be salt and light for God's glory.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Covenant Day School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

PARENTAL AGREEMENT

Parent questions, suggestions, complaints: All questions, concerns, or insights about a student or a program are best addressed to the particular teacher involved, and parents are to begin there. Administrators should only be contacted if satisfactory answers, responses, or solutions are not achieved through this means. As a general rule, the administrator will not listen to any complaints or questions unless this procedure has been followed.

Statement of Agreement: All parents will be required to sign a "Statement of Agreement" annually stating that they are aware of, and in full agreement with, the policies of the school. This includes discipline procedures and other policies of the school. This "Statement of Agreement," located at the beginning of this handbook, must be signed and returned to school by the second week of each school year for your student to continue attending classes. Parents will be asked to fully support the philosophy of the school. If the philosophy of the school differs from that of the parent, there is potential for confusion and conflict.

SCHOOL VERSE

"...We are taking every thought captive to the obedience of Christ." (II Corinthians 10:5)

STATEMENT OF EDUCATIONAL PHILOSOPHY

Covenant Day School is dedicated to educating the whole person (spiritual, intellectual, emotional, and physical) in the whole counsel of God as revealed in both nature and the Sacred Scriptures of the Old and New Testaments.

Because man was created a spiritual being whose chief purpose is to glorify God and enjoy Him forever, Covenant Day School is committed to leading each student into a vital personal relationship with Jesus Christ as Lord and Savior and to training the student to serve Christ in every area of life, encompassing family, church, nation, and world.

Because man was created a rational being, Covenant Day School is committed to teaching and training the student "to think God's thoughts after Him," and to "bring every thought captive to the obedience of Christ." This will be accomplished by comprehensive biblical integration in every academic discipline and by assisting the student to acquire a mastery of the Scriptures and their applications to every discipline.

Students will be prepared through rigorous and comprehensive academic programs and extra-curricular activities to fulfill their calling as they take their place in home, church, and state, and determine their vocation or profession. Teachers will seek to develop within each student an inquiring mind and a mastery of the necessary skills needed to apply his or her knowledge in service to both God and man. Because learning is a life-long process, the educational program at Covenant Day School seeks to foster in students a love of learning and a desire to know God more fully as He has revealed Himself in both nature and the Scriptures.

Because man was created an emotional being, Covenant Day School is committed to developing within students emotional and psychological wholeness as reflected by appropriate self-assessment. This means students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. Students are also taught to respond biblically in their actions and interactions with others in the diverse circumstances of life. Students are taught to be obedient to the two greatest commandments as set forth by Christ, namely: *You shall love the Lord your God with all your heart, and with all your soul, and with all your mind... You shall love your neighbor as yourself.* (Matt. 22:37, 39 NASV)

Because God created man a physical being, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected nor is it to be worshipped. Rather, the Christian's duty is to understand, care for, and develop it in discipline. The body of the Christian is the dwelling place of God's Holy Spirit. As such, it is offered up to God for His use.

The educational program at Covenant Day School is dedicated to doing all things for the glory of God. Therefore, there will be no place for mediocrity in any part of the school program or in student performance. All members of the staff and student body will be expected to perform their responsibilities to the best of their God-given abilities. The aim of Covenant Day School is to achieve excellence throughout the educational program.

High School Policies: Academic/Guidance

CDS Diploma / Graduation Requirements

For a student to qualify for a Covenant Day School Diploma, he/she must meet all of the following requirements:

1. *Attendance Expectations:* A student must be enrolled and in attendance as a full-time student for the entire 12th grade year to qualify for a CDS diploma.
2. *Carnegie Units (CUs):* A student must complete a minimum of 24 credits (CUs) to qualify for a CDS diploma: these must consist of at least 4 units of Math, 4 units of English, 3 units of Social Studies, 3 units of Science, 3 units of Bible, 1 unit of PE/Health, 7 elective units (1 of which must be a fine arts credit). (Note: Entry to most colleges requires a minimum of 2 years of the same foreign language.)
3. *Service Hours:* A student must also complete and document a minimum of 25 service hours during each year of attendance in high school at CDS.
4. *Transfer Students:* For students who transfer in during their high school years, Bible coursework and service hours are to be prorated accordingly. However, to qualify for a CDS diploma, a student must be enrolled in Bible class during each year of attendance in high school at CDS.

CDS Diploma / Graduation Recognition: Valedictorian/Salutatorian

To be considered for Valedictorian or Salutatorian a student must be a full-time CDS student for a minimum of the last three semesters of high school. The valedictorian will be the student with the highest weighted cumulative grade point average. The salutatorian will be the student with the second highest weighted cumulative average. GPAs will be calculated only to the hundredths place. In case of a tie, there will be co-Valedictorians or co-Salutatorians. In the case of co-Valedictorians, there will be no Salutatorian.

CDS Requirements for Coursework NOT Taken at CDS

1. *College Enrollment While in High School (Dual Enrollment):* A student may seek dual enrollment while at Covenant Day School in the junior or senior years. This must be done in conjunction with the Guidance Office to confirm coordination with the schedule as well as appropriateness of the course. A student must have permission from both the Guidance Counselor and the Principal before he/she can pursue dual enrollment. Credit granted by the institution will be honored at CDS.
2. *Correspondence Coursework:* A high school student may participate in a correspondence course from an accredited institution with administrative permission for either a course not offered at CDS or for a scheduling conflict. Credit granted by the accredited institution will be honored at CDS.
3. *Homeschool Credit:* Credits earned through state-accredited homeschools will be honored at CDS.
4. *Transfer Credits:* Students may earn and transfer credits from other accredited institutions.

5. *Repeated Coursework:* If a student retakes a course, the grade and credit will replace the previous grade and credit.

Designation of Full-time student or Homeschooled student

Students are either enrolled as full-time students or as homeschool students. A homeschool student may take up to two courses at a time at CDS. A student must be enrolled full-time in order to compete inter-scholastically. Only full-time students are eligible for a diploma.

Drop/add Courses

Students will be given 15 class sessions from the beginning of the course to drop a year-long course, and 10 class sessions to drop a semester course. After that period of time, the course will be recorded on the student transcript and withdrawal from the course would be reflected on the transcript as either a WP (withdraw passing) or WF (withdraw failing).

Changes from one course-level to another within a discipline initiated by a teacher or parent may occur as follows: students desiring to move up must request the change within 15 class sessions or students who move down may do so by the half-way point of the course. Note: Transcripts will reflect the course that is completed.

GPA (Grade Point Average) Calculations

Covenant Day School will calculate and provide results of the following:

1. GPA (Weighted and Unweighted) on Quarterly Report Cards: These will be the calculated grade point averages of each column on the report card (either quarter grade or semester grade). These will NOT take into account full-credit or half-credit courses and will simply be the average of all grades in the column.
2. YEAR END GPA (Weighted and Unweighted) on Year-End Report Cards: These will be the calculated grade point averages for the current year. These WILL take into account full-credit or half-credit courses and will be the most accurate GPAs for the given school year.
3. CUMULATIVE GPA (Weighted and Unweighted) GPA on High School Transcripts: These will be the combination of the year-end GPAs of classes taken during the high school years. These WILL also take into account full-credit and half-credit courses and will be the final GPAs provided on transcripts at the end of each school year.

Grading Scale

A student's academic achievement is based on the degree of course difficulty as well as the grade earned. The more difficult the curriculum, the greater the weighting placed on the grade earned in each subject.

Advanced Placement (AP) level courses can yield college credit depending on the students' score(s) on national exams and the requirements of their respective college or university. AP exams are taken in May each year. **For a student to qualify for the additional AP quality point, he/she must take the AP exam.** A student may NOT

receive the quality point or AP distinction in course title on transcript if they attempt an AP exam without taking the AP course throughout the school year.

A+	98% – 100%	Quality Points - 4.3 Regular; 5.3 Honors, and 6.3 AP
A	95% – 97%	Quality Points - 4.0 Regular; 5.0 Honors, and 6.0 AP
A-	93% – 94%	Quality Points - 3.7 Regular; 4.7 Honors, and 5.7 AP
B+	90% – 92%	Quality Points - 3.3 regular; 4.3 Honors, and 5.3 AP
B	87% - 89%	Quality Points - 3.0 Regular; 4.0 Honors, and 5.0 AP
B-	84% – 86%	Quality Points - 2.7 Regular; 3.7 Honors and 4.7 AP
C+	80% – 83%	Quality Points - 2.3 Regular, 3.3 Honors; and 4.3 AP
C	74% – 79%	Quality Points - 2.0 Regular; 3.0 Honors, and 4.0 AP
C-	70% – 73%	Quality Points - 1.7 Regular; 2.7 Honors, and 3.7 AP
D	65% – 69%	Quality Points – 1.0 Regular, Honors, and AP
F	0% – 64%	Quality Points – 0.0 Regular, Honors, and AP

Guidance Office Clarification Regarding Advanced Placement Coursework

A student may enroll in an AP course with a parent’s permission on the course selection form. Parents/students must acknowledge that AP courses are college level and that expectations will remain college appropriate. With regards to semester exams, ALL students will take exams during both semesters except students in AP courses who sit for the AP exam in that class. It is the responsibility of the parents to cover the cost of the AP exam. For clarification:

1. Students in AP courses must sit for the AP exam and will be exempt from the second-semester exam in that course. These students will only have the third and fourth quarter averages combined to determine the second semester grade.
2. Students NOT in an AP course that sit for the AP exam will still be expected to take the semester exam in the respective course they are taking. They do not qualify for any semester exam exemption in that class/discipline.
3. Students taking one or more AP exams are responsible for registering and paying for the cost of the exams by March 1st. This should be done through the CDS Guidance Office.
4. Students taking a nationally standardized exam (such as foreign language or math or any other that become available) will NOT be exempt from second semester exams unless they qualify as students in an AP course. This privilege will be held for students in AP courses only.

Guidance Office Expectations Regarding Post-CDS Plans

All students are responsible for knowing and adhering to the requirements of colleges, universities, organizations, and institutions to which they plan to apply. For example, some colleges require three years of a foreign language for admission. Also, student-athletes must check NCAA requirements through the NCAA Eligibility Center. It is imperative that students are intentional about meeting the graduation requirements of CDS as well as the expectations of their desired post-high school institutions.

Honor Rolls

A student will qualify for the High (ALL “A”) Honor Roll if he/she has at least an “A-“ average (93%) in each and every class, cumulative through the end of the third quarter report card. The first semester exam score and semester average will not be considered.

A student will qualify for the (“A/B”) Honor Roll if he/she has at least a “B-“ average (84%) in each and every class at the end of the third quarter report card when considering the first three quarters of the school year. The first semester exam score and semester average will not be considered.

Report Cards

The CDS high school will have grades shown throughout each quarter via the internet (using NetClassroom). We will use four nine-week grading periods during the school year for official report card grades that will also be posted online (as report cards) after the completion of each quarter. Transcripts will be posted online at the conclusion of each school year.

Service Hours

As stated in the graduation requirements above, students must accumulate a minimum of twenty-five (25) service hours per high school year in order to graduate. Hours begin accumulating at the end of one school year (June 1) until the end of the next (May 31). Students need to obtain signatures from each agency or individual to verify the activity and hours.

Any student who completes and documents service hours beyond the twenty-five (25) required in a given year (the documentation MUST be turned in by May 1 of that year) will be recognized at the end-of-the-year awards ceremony with a recognition certificate according to the following minimum levels: Bronze Level - fifty (50) service hours, Silver Level - seventy-five (75) service hours, and Gold Level one hundred (100) service hours.

High School Policies: Attendance

General Comments on Attendance

Absences are at times necessitated by illness or other circumstances beyond one’s control. The following policies are an attempt to meet those needs. It is assumed that each student (and parents) will do everything possible to fulfill their daily commitments to the school including attendance and work expected for their own good and as unto the Lord who has called us to this school. HIGH SCHOOL attendance is taken by PERIOD. Therefore, the following descriptions are taken into account for each period.

Excused Absences Defined (Sick, Emergency, College Visit)

SICK DAYS - Each student will be allowed six (6) days for personal illness, including doctor appointments that could not be made outside of school hours, PER SEMESTER (for a total of twelve per year). These days will be “excused” with official notification from parent to school. All work may be made up for these absences according to the policies regarding excused absences. After the allowed number of days, the absences will be considered “unexcused” (see below for information on unexcused absences). Exceptions may be made by the administration for extended illness.

EMERGENCY DAYS – Each student will be allowed three (3) days PER SCHOOL YEAR. Normally included in this category of situations would be death in the family or other tragedies. If travel distance or responsibilities connected with these tragic circumstances demand more time, the Administration may extend the time allowed. These days will also be counted as “excused” and all work may be made up according to the policies regarding excused absences.

COLLEGE VISITS - High school students will be given two “college visit days” during their sophomore year, four “college visit days” during their junior year and four “college visit days” during their senior year. Visits may not occur during exam periods. For these to be excused as college visit days, “Trip Slip” forms must be obtained from the high school office and returned to the same (see details below). CDS will also sponsor trips to various Christian colleges. These CDS-sponsored trips are not counted towards the allowed “college visit days” mentioned here. These days will be counted as “excused” and all work may be made up according to the policies regarding excused absences.

Trip Slips for College Visits

When the student will be absent because of a college visit, a “Trip Slip” must be completed prior to the absence(s). This written notice serves several purposes: a) notifies the school, in advance, of the date of the absence; and b) notifies the student in advance of the instructional material that will be missed and any assignments that should be completed. Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times in the year (exams, end of quarter, etc.) will be advised not to be absent. The procedure for the “Trip Slip” is as follows:

1. The student should obtain a “Trip Slip” from the high school office.
2. The student brings the “Trip Slip” to each teacher for his/her comments and signatures.
3. The student brings the “Trip Slip” to the parents for signature acknowledging the information and suggestions shared by the teachers.
4. The student returns the completed “Trip Slip” to the HS office.
5. If necessary, a call home may be made by the administration.

Excused Absences Make-Up Work

The student is responsible for all work missed during an excused absence. High school attendance is taken by period rather than by day. Therefore, for every class that a student misses for an excused absence, the student will be given two periods of the same class to make up the missed work.

Unexcused Absences

All absences not mentioned above would be considered UNEXCUSED. Unless otherwise noted, all work may be made up for unexcused absences. A student will be given up to TWO "Unexcused Absences" per school year without additional penalty. After that point, however, the student will be required to "recover" the class time missed (per class) and/or receive an academic penalty of 1% per unexcused absence (per class) in order to receive credit for that class – at the discretion of the administration.

SKIPPING CLASS - A student who skips class (defined as not attending class without permission from parents/teacher) will be counted as unexcused absent for every class missed. That student will also receive an automatic "zero" for any work done at school during the periods missed AND will receive a one-point reduction in the quarter grade for every class missed. In addition, the student may be given a suspension which would also count as an unexcused absence.

SUSPENSION - A student who serves a suspension (whether in-school or out-of-school) on a normal school day will be counted as unexcused absent for the classes missed. All work may be made up for unexcused absences due to suspension. However, the student will automatically receive a one-point reduction in the quarter grade for each individual class for an unexcused absence in that class.

Tardies to Class

Attendance will be taken for each period during each school day. A student is expected to be in the classroom and in his/her seat when the bell rings. Any student who does not meet this standard will be considered tardy, including first period. *A student will receive a Discipline Referral for each tardy.* The parents will be notified of students who are habitually tardy to class. A student who misses more than fifteen (15) minutes of any class period will be considered absent for that entire period. That absence will be coded as excused or unexcused according to the absence policies above.

Signing IN and OUT of School

Any student arriving late to school (after 7:45 a.m.), whether excused or unexcused, **MUST** sign in at the main office of the high school. Students may not leave campus at any time during school hours (including lunch) without proper approval from the office and **MUST** sign out when approval is given. *A student who arrives late or leaves early without signing in/out will be considered skipping class (see the information above regarding skipping class).*

Extra-Curricular Activities and Attendance:

Academic responsibilities take priority over extra-curricular activities. Therefore, students are expected to attend every designated period during the school day (with the exception of CDS-related activities, such as school trips). If students are absent from any period, they are excluded from participating in ALL extra-curricular activities for that day, including practices, games, performances, etc. Doctor appointments are permitted, but students are expected to be in school except for the length of the appointment and reasonable travel time. A note from the doctor office is required.

High School Policies: Discipline

General Comments on Discipline:

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner.

Discipline can be defined as control. In the well-disciplined classroom, both the teacher and the students exercise self-control. A maturing child should sense the responsibility to control himself as mandated by God. As the pupils operate on this level of self-control, the teacher is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

Any breakdown in the self-control of individuals naturally hinders the learning process. Given a wholesome relationship between the pupil and the teacher, control can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters into the picture only when there is a consistent breakdown of this self-control.

School Rules:

1. Students should do WHAT they are supposed to do – which is “school”
 - a. Should only be “doing school”
 - i. Avoid computer misuse (including games) during school hours, including lunch.
 - ii. Avoid cell phone use during class time.
2. Students should do “school” WHERE they are supposed to
 - a. Should be in class during class and in approved places outside of class
 - i. Avoid roaming during class.
 - ii. Avoid visits to cars or other parts of campus without permission.
3. Students should do “school” WHEN they are supposed to
 - a. Should be on time regarding attendance and due dates
 - i. Avoid tardiness.
4. Students should do “school” HOW they are supposed to
 - a. Should show proper respect and demeanor
 - i. Avoid disrespect or inappropriate behavior/language/deportment.
 - b. Should do own work on all work
 - i. Avoid cheating, plagiarism.
 - c. Should adhere to “institutional preferences”
 - i. Avoid violations of dress code.
 - ii. Avoid gum/candy/food during class.
5. Students should do “school” WHY they are supposed to
 - a. Should value school and Christian education
 - i. Avoid excessive or unnecessary criticism of CDS.

Food/Lunchtime Expectations

There is a ten-minute break between second and third period. During this time, students will have the opportunity to have a snack, use the restroom, etc. Lunch for all students will occur after fourth period. Due to these opportunities to eat/snack, any other food/candy/gum will not be permitted during class periods.

During the lunch period, all students will be required to eat in a classroom of their choice. After a designated “eating” time period during lunch, students will then be permitted to move from room to room or outside behind the Media Center IF a teacher is supervising. The Media Center will be available for silent study during lunch, but not for eating. Some teachers will provide tutoring and make-up tests during lunch. There will also be club meetings and student Bible studies during that time.

Students are required to remain on campus during lunchtime unless granted permission to leave by the administration.

Discipline Referrals:

Students may be given a Discipline Referral for violating any of the SCHOOL RULES (such as dress code violations, gum/candy infractions, or computer misuse). *These referrals will be handled on a case-by-case basis by the administration.*

Conduct Detentions:

Students may be given a Conduct Detention for one of three reasons:

- 1) Repeated violations of classroom rules (as assigned by a teacher)
- 2) Repeated Discipline Referral
- 3) Violation of a policy that requires immediate attention, such as disrespect or inappropriate language

Conduct Detentions will be served on days at the discretion of the administration. An administrator will supervise these detention periods and will go through the steps in the discipline system to seek the greatest learning possible in an unpleasant situation.

Work Days:

Students may be given a Work Day for one of several reasons:

- 1) Earning multiple Administrative Detentions
- 2) “Honesty Issue” infractions – cheating/plagiarism (also receive zero for particular assignment), lying, stealing
- 3) Skipping class

Work Days will be assigned at the discretion of the Administration. On any given Work Day, a student will be expected to be on campus on a day not scheduled as a normal school day – either a Teacher Work Day or a Saturday. The student will be expected to do any and all work at the discretion of the Administration/Operations Department for a pre-determined amount of time to be scheduled between parents and administrator.

Suspensions:

Students may be given a suspension for one of several reasons:

- 1) Excessive Administrative Detentions
- 2) Repeated “Honesty Issue” infractions – cheating/plagiarism, lying, stealing
- 3) Any action that seeks to intentionally demean another person including, but not limited to, mocking, bullying, and fighting, whether or not the motivation is due to race, color, national, or ethnic origin.
- 4) Tobacco Use - Students are to abstain both on and off campus from use or possession of tobacco and tobacco products, which medical research has confirmed to be harmful to health in many ways. Any student who violates this requirement while on or off campus during the school day, while on a school sponsored trip, or while attending a school sponsored function will be subject to a multi-day suspension or expulsion.

Suspensions will be served at the discretion of the Administration. A suspension will count as an unexcused absence (*and will automatically include a 1% grade reduction in each class missed for the current quarter*) and a student who serves a suspension will be allowed to make up the work missed according to the unexcused absence policies stated in the Attendance section. It should be noted that most college applications ask if a student has been suspended when in high school. When this is asked of a school representative (such as principal or guidance counselor), the honest answer is given.

Expulsion, defined as dismissal and removal from the school and all school programs, activities and events for the remainder of the school year, may result from but not limited to: (a) repeated misconduct; (b) failure to respond positively to repeated efforts at correction by the school’s personnel; (c) violations of Federal, State, or local laws; and (d) a serious breach of the school's code for student conduct. These may include but are not limited to: possession of dangerous weapons, sexual promiscuity, vandalism, theft, possession or sale of stolen property, and arson. Offenses may also include the sale, possession, or use of controlled substances (drugs, narcotics, alcohol, or poisons) whether on or off campus as well as threatening or bringing harm to the person or property of a teacher, administrator, or staff member. Finally, any action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, any attitude or action not in harmony with the goals and spirit of the school, or any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes may be a cause for expulsion.

When a student is expelled or is withdrawn or suspended from Covenant Day School, the student forfeits the right to participate in or to attend any school-sponsored programs, activities, or events.

High School Policies: Dress Code

General Comments on Dress Code:

At Covenant Day School, we strive to mold the heart and character of students, guiding them to make good moral choices that are founded on biblical principles rather than merely conforming to a list of rules. We expect our students, therefore, to exemplify biblical standards in their dress as well as their attitudes and lifestyles and to encourage other students to do likewise. Further, we encourage parental direction and support since the burden of supervision rests with the parents. This position in the area of dress gives our students responsible freedom to make wise decisions based on the following guiding principles and specific standards:

Guiding Principles:

1. Modesty and moderation. Decent, simple, non-extreme dress is an outward sign of self-control. The Bible directs us to clothe ourselves with strength, dignity, honor, good deeds, and humility. Immodest and inappropriate clothing includes tight, short, revealing, or lewd clothing, as well as overly sloppy clothing.
2. Cleanliness and neatness. Dirty, unwashed and unkempt clothing or appearances are not permitted. We are to honor God with our bodies.
3. Appropriateness. Clothing should be appropriate for school. As there is a time and place for everything, there are appropriate clothes for other places that should not be worn to school. Anything that would disrupt the academic process for that student or others should be avoided.

Specific Standards for HIGH SCHOOL STUDENTS:

All Students

- Students should keep hair neat, clean, and well-groomed.
- Students are not permitted to wear hats or sunglasses during school hours.
- Students may wear t-shirts that are modest. These should either be plain (free of ANY writing/words) or CDS t-shirts (having CDS imprinted on the shirt). Men's undershirts cannot be worn as t-shirts for girls or guys.
- Girls' blouses and tops must have sleeves and a modest neckline; cleavage should not be exposed. Midriffs and backs must be completely covered at all times, whether sitting or standing.
- Bermuda shorts that reach to the knee are permitted.
- Girls' skirts, including those with a slit, must be modest and reach to the knee.
- Jeans may be worn by students on MONDAYS ONLY with normal dress code expectations regarding tops. Tight-fitting jeans (legging-style) are not permitted.
- Pants, skirts, and shorts must be clean, neat, and not torn.
- Undergarments should not be visible at any time.

- Tight-fitting clothing is not permitted. As a guideline, there should be discernable slack/space between clothing and body.
- No visible pierced body-part jewelry other than earrings for females will be permitted at school or at school-sponsored functions.
- Students are not permitted to have visible tattoos.

Specific Standards for High School “Chapel Dress” Days:

Boys:

- Boys are to wear a collared dress shirt and necktie. The shirt must be tucked in, and the necktie should be tightened to the neck.
- Boys are to wear long pants (no shorts).
- Boys are not to wear flip flops.
- Boys may wear outerwear as long as the shirt and necktie are visible. The outerwear should reflect a “dressed up” look.

Girls:

- Girls are to wear one of the following:
 - Dress (to the knee)
 - Skirt (to the knee) or “dress” pants and blouse (no t-shirts)
- Girls are expected to maintain standards for appropriateness and modesty.
- Outerwear for girls should reflect a “dressed up” look.

Students in violation of the dress code will be given a Discipline Referral and must correct the infraction before returning to class.

High School Policies: Other

Cell Phones

Cell phones are not to be used during class or become a distraction to others. They will not be accessible during testing times. Any phone that becomes a distraction or is used during testing will be confiscated and held by the administration for 24 hours in addition to other forms of accountability according to the discipline system.

Clubs

Covenant Day School will have a variety of clubs for students. The clubs will rely heavily on student involvement. Each club must have a faculty sponsor and must purpose to abide by and further the mission of the school at all times.

Computers – See Acceptable Use Policy

Every student will be expected to sign and abide with the Acceptable Use Policy regarding the use of laptop/tablet computers while on and off campus.

Driving

Driving Permission Form: Before a student may drive a car to school, the student must acquire, complete, and turn in the "Student Request for Driving/Parking Privilege" Form. Students who drive to school are to park in the areas designated for student parking immediately upon arriving on campus in the morning. ALL students must park in the Christ Covenant Church parking lot between the high school building and the worship center. No students will be allowed to park in the high school parking lot during school hours. Once cars have been parked, students may not remove them during the school day without permission. Additionally, no loitering in the parking lot is permitted. Students are to leave the parking lot upon arrival at school and not return to their cars until they are leaving campus.

Vehicle Searches: CDS reserves the right to search any vehicle parked on school property. The driver of the vehicle will be considered the responsible party if any prohibited item is found.

Drive CAREFULLY: Extreme caution is to be exercised at all times when driving in the parking lot or through campus. Drive slowly and carefully and always give pedestrians the right-of-way. Students who are in violation of these guidelines will be disciplined and could lose their on-campus parking and driving privileges.

Driving to Extra-Curricular Activities: For athletic team members and club members: Students who are required by the school to participate in an extra-curricular event are expected to ride with their team if transportation is provided by the school (either by school bus or approved parent driver). Exceptions may be made for events (games or practices) at Warner Park so that a student may drive his/her own car but may NOT transport any other CDS students.

Financial Matters

Damage: Parents are responsible for damage caused, whether accidentally or intentionally, by their child. This applies to school property and to property of other families while on campus or on a field trip.

Debts: Students will not be admitted to class unless tuition payments are current or payment arrangements have been made.

Fines: All textbooks are the property of the school and must be treated as such. Damage to textbooks will be evaluated by the school and, if determined to be severe, the parent will be asked to pay the cost for replacement. If books are lost, the parent will be charged an amount equivalent to the replacement cost of the book. Parents are responsible for all basic textbooks and consumable books used in the educational process.

Tuition: For your convenience, tuition has been divided into nine payments **via bank draft only. Checks will not be accepted for monthly tuition payments.** The monthly payment schedule has no correlation to the number of days your child is enrolled in school. Cash payments will not be accepted. No checks will be cashed at the school office, and the office will not carry cash for the purpose of supplying change. See the Tuition Schedule for details.

Immunizations

Certificates of immunization must be on file in the school office by the end of the first week of school. Students may not be admitted to class without complete records after that time. Health records must be signed and dated by a licensed physician.

Lost and Found

The school is not responsible for lost or damaged clothing. We suggest that all students' clothing be clearly labeled with your student's name.

Marriage

Married students may not enroll nor continue as students at CDS.

Medications

If a student is in need of medications during the school day, the parent must take this to the school office with specific instructions on its administration. The office personnel will administer the medication according to these instructions. No medications may be kept on the student's person or in his/her desk or book bag.

Pregnancy Policy

When the administration becomes aware of a pregnancy, the students involved will be suspended for an indefinite period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the students involved, and the appropriate response of the school. Continued enrollment at CDS will be conditional upon the approval of the Head of School and the School board. Such approval will include the following stipulations:

- The students must reside with parents or legal guardian under ordinary circumstances. Married students are not permitted to continue enrollment at CDS.
- Under ordinary circumstances, the students and parents must be willing to enter into a working relationship with the school and their church. The administration will make contact with the students' pastors to assess the spiritual condition of the students and their parents, and to form a cooperative plan with the intention of bringing the students into a proper relationship with the Lord while encouraging appropriate behavior.
- Students involved in a pregnancy and their parents must support open, timely, factual communication with the CDS community.
- If the indefinite suspension of CDS students continues beyond one week, CDS will, under ordinary circumstances, help students fulfill their academic responsibilities.
- In addition, students involved in a pregnancy may later be asked to pursue home-bound instruction and/or be suspended from the privilege of representing CDS in school-sponsored performances, including athletics, music, drama, and leadership positions. Normally, those students will be permitted to participate in graduation and receive all appropriate academic honors.
- In order to be considered for continued enrollment, the students and parents must fully cooperate with the school's attempts to fulfill these conditions.

Search/Seizure

The school recognizes that each student has an expectation of privacy at school. However, if at any time the administration has reasonable suspicion that an individual has in his possession a weapon or contraband, that individual or property will be subject to reasonable search and seizure.

Social activities

The scriptural standard for social activities can be summarized in God's directive in I Corinthians 10:31: "Whether then you eat or drink or whatever you do, do all to the glory of God." Wholesome activities are heartily commended as examples of ways in which we may glorify God and delight in His world and one another. The following will guide social activities at CDS:

- Teachers and parent chaperones involved in planning social activities with classes and other student groups should make sure that students are properly chaperoned at all times and should assume the responsibility of seeing that the students conduct themselves in a manner consistent with the standards that define and establish CDS.

- Modest attire should be worn at all social activities. Modest swimwear (including one-piece suits for ladies) is required.

- School activities will not be held on Sundays.

Visitors to Campus

Adults may visit campus, signing in at the school office. CDS has adopted a policy of a campus closed to students of other schools with two exceptions. Non-CDS students who are seeking enrollment may arrange a visit through the admissions office. A friend or family member from out of town visiting a CDS student may attend classes for one day per year after making arrangements with the administration.

Revised Summer, 2010

APPENDIX A

PARENT/GUARDIAN STATEMENT OF AGREEMENT/COMMITMENT

I/we have read and fully support and will abide by all school policies, the Parent/Student Handbook found on the CDS website (www.covenantday.org), and the requirements set forth in the Tuition Schedule of Covenant Day School. Furthermore, I/we understand and agree to abide by the following:

1. The administration will take all responsibility for academic placement;
2. In accordance with biblical principles, we as parents assign to the teachers and administration full responsibility in all matters of discipline according to the guidelines found in the Parent/Student Handbook.
3. It is understood that the school holds to the statement of faith as expressed by the Nicene Creed and that system of doctrine contained in the Westminster Confession of Faith and The Larger and Shorter Catechisms. It is further understood that the faculty and administration of the school will seek to lead each student into a personal and vital relationship with Jesus Christ as Lord and Savior and will instruct children in the Catechism of the Westminster Confession of Faith.
4. Parental grievances must be directed through the proper channels:
 - a. All grievances will be handled in accordance with the principles outlined in chapter eighteen of the gospel of Matthew.
 - b. All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution.
 - c. If, after honest attempts have been made and clarification or resolution has not satisfactorily been reached, then:
 - d. The person proceeds to the next level of authority. This generally means speaking with the principal. If satisfaction is not realized by this point, then:
 - e. The person proceeds to the Head of School.
 - f. Grievances may not be appealed to the School Board or to the Session of Christ Covenant Church. The Head of School has final authority regarding all school related issues, including discipline.
 - g. Exception: Parents/Guardians may appeal an expulsion decision to the Academic and Discipline Review Committee of the School Board. No appeal may be made to the session of Christ Covenant Church.
5. I/we am responsible for the timely payment of all tuition and other fees as well as any damages incurred to school property by my child. It is further understood that students will not be admitted to class unless tuition payments are current and all fees paid unless an exception is granted by the finance committee. All bills must be paid before re-enrollment can be offered, report cards issued or transcripts released, as per the tuition schedule.
6. It is further understood that upon voluntary withdrawal from school, I/we am responsible for the balance on my account as of the *withdrawal date*.
7. My child has permission to take part in all school activities including field trips and athletic events.
8. Should the time ever come that I/we can no longer support the Statement of Philosophy, Statement of Faith, School Discipline Policies, or this Statement of Agreement, I/we will discretely and politely withdraw my child(ren) from Covenant Day School.

APPENDIX B

Acceptable Use Policies for Laptop Computers 2010-2011

Read Carefully—Your Response is Required



Acceptable Use: Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to making sure that these resources are used for purposes related to the educational mission of Covenant Day School. Accordingly, the purpose of Internet and other electronic resources is to support the school's educational mission. Consequently, student use of these resources at school must be for matters directly related to one's academic or approved extra-curricular obligations at Covenant Day School. Although we desire to take advantage of these resources whenever possible, tablet computers will not be used all the time or in all classes. They will be used as deemed appropriate and beneficial by the classroom teacher(s).

While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing any technological resources at all, we have established the following policies to make sure these resources are used appropriately:

- **Be Private:** If you find yourself in communication with somebody or some organization on a 'net' site off campus, do not reveal personal information about yourself without permission from teachers or your parents and never reveal information about other people when you communicate on the Internet to sites outside CDS. Within the CDS network, however, anonymity is not allowed, i.e., state your full name when communicating to another within our network.
- **Be Prudent:** Never answer inappropriate messages from strangers who contact you over the Internet and never arrange meetings with strangers who may attempt to contact you.
- **Be Presentable:** Always be polite and respectful to people with whom you are communicating. Take pride in the correctness of your grammar and spelling and the clarity of your phrasing.

Usage:

- Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies and standards. Misuse of the tablet computer will result in disciplinary action at the discretion of the administration. This includes, but is not restricted to, access to inappropriate websites and inappropriate use during class time (playing games, Skyping, or sending IM or e-mail messages).
- Any material transmitted from a student tablet computer must be appropriate. Do not access or transmit material that is profane, abusive, or otherwise questionable. Students should not use email or other electronic means to harass, threaten, ridicule, or in any other way demean another student or staff member. Students should refrain from sending material in violation of local, state, or federal laws.
- Material obtained through research on the Internet and then used in academic work at CDS must be properly documented. (Do not plagiarize.)
- Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts. Students are to respect the need for this security/confidentiality and are to make NO efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public. Students are NOT to make any effort to bypass security systems and/or gain access to this information. Students may not have (or help other students to have) programs on their computers that seek to “hack,” “sniff”, “crack passwords”, or utilize Web Proxy Servers.
- Sound must be turned off while in use at school, except when it is being used as a part of the class.
- **Skype is not to be used during school hours.**
- Computers may not be used to make sound recordings without the consent of all of those who are being recorded.
- The school strongly recommends that students make every reasonable effort to avoid viruses and spyware. Be cautious in loading software, sharing disks, and opening attachments via e-mail.
- There shall be no copyright law violations. The simplest rule to follow is that software, programs, or music that you have not purchased should not be installed on your computer.
- Any program or personal software that interferes with function at CDS or that causes undue technological support time (such as a program that changes network encryption requiring constant network support) must be removed.

Scope of Support by Technology Department of CDS:

1. The Technology Department of CDS will only provide hardware and software support for laptop computers purchased for school use while the student is enrolled and attending CDS and we can only support each model through its 4-year rotation (2-year for the Netbooks). The supported models this year are; Toshiba M-400 (supported until spring 2011), Toshiba M-700 (supported until spring 2012), Toshiba M750 (supported until spring 2013), HP 1101 Netbook (supported until spring 2011), Toshiba M-780 (supported until spring 2014) and HP 5102 Netbook (supported until spring 2012). Support will be provided on a limited basis during school vacations as staff is available.
2. The Technology Department will handle any and all hardware warranty and CDS network issues for supported laptops. This includes initial setup of network connectivity while on campus, but does NOT include wireless network setup for home networks, or support and setup of home filtering programs or firewalls. A remote version of our Websense filtering software will be pre-installed on each student laptop which will filter the students on and off campus. This filter is NOT individually customizable by the parents. After school Internet access will be slightly less restrictive than it is during class time. The remote filter will only be removed at the parent's request. Most other home filters will not work properly while on campus and will interfere with the student's ability to connect to the Internet for class work.
3. The Technology Department will be available to re-image a laptop in the case of software issues. It is imperative that students maintain a regular back-up schedule and back-up all critical data on their own to personally-owned storage devices.
4. Theft coverage only applies to CDS supported laptops (not 3rd party machines) and will require an insurance claim. The student (or parent) should report theft of the laptop immediately to the Technology Department. Theft of a laptop will only be covered if it is stolen from a locked and secure location, and a police report filed. Forced entry must be evident and noted on the police report. Students are expected to secure the laptops the same as they would any other valuable (i.e. digital camera, cell phone, etc.) There will be a \$100 deductible per incident. Replacement value due to theft will be determined by the current value of the laptop at the time it was stolen.

To Be Signed By Parents and Students

The appropriate line of the 2010-2011 Sign-Off Page must be signed by both parents and students and turned in BEFORE the student can be allowed to connect to the CDS network.

I have read the school's policies regarding the use of the school's electronic and computer resources. I pledge to adhere to these policies, and I understand that violation of these policies will lead to disciplinary action and the possible loss of computer privileges at school.

I understand that the licensing for the following software programs belongs to Covenant Day School as part of our educational volume licensing agreements. At the time the student graduates or withdraws from Covenant Day, these software programs must be uninstalled by the technology department at CDS and the laptop will need to be disconnected from the CDS network:

Microsoft Office 2007

McAfee Antivirus

Websense Remote Filter

Upgrade to Windows 7 Pro (only for units that did not have Windows 7 at the time of purchase)

In the event that the student receives a loaner laptop from the school for any reason, the student assumes all risks of loss or damage to the loaner equipment from any cause not covered by the casualty insurance or computer warranty, and agrees to return the loaner unit it to CDS in good operating order, and in the condition received, with the exception of normal wear and tear.

I understand and agree to the conditions of hardware and software support by the Technology Department of CDS.

Please sign the appropriate line of the Sign-Off page to provide consent for the above. This page must be signed by both student and parent and turned in to the CDS Technology department before the student will be given access to the CDS network.