



COVENANT DAY SCHOOL

Established 1989

Parent/Student Handbook
CDS Lower School
2009/2010

PARENT/GUARDIAN STATEMENT OF AGREEMENT/COMMITMENT

I/we have read and fully support and will abide by all school policies found in this Parent/Student Handbook and as 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.

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/Commitment" 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/Commitment," referenced on the student emergency card and found in 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 extracurricular 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.

Home to School Communication

- (1) **Academic Report Cards:** The CDS Lower School uses four nine-week grading periods during the school year. Report cards are sent home at the end of each of these grading periods with information regarding the students' academic progress. Any particular praises or concerns on the part of the teachers will also be noted on these reports. Each student will need to return the signed card within two school days.
- (2) **Mid-Term Reports:** Mid-way through each grading period, the 3rd – 5th grade teachers send home a mid-term report. These reports are to be signed and returned within two school days.
- (3) **Conferences:** Parent-teacher conferences occur during the fall. Other conferences will occur on an as-needed basis. Any parent who desires to conference with a teacher or with the team of teachers may request this at any time.
- (4) **Weekly Packets:** All lower school students will take home an envelope once per week. This envelope must be signed and returned within two days. The envelope will include any information that the parents may need from the previous week, including major tests or quizzes that need to be signed, school-wide information, or reminders that are specific to the particular grade-level.
- (5) **Parent questions, suggestions, concerns:** Parents should take questions, concerns, or insights about a student or class directly to the particular teacher involved. The Administrator should be contacted if satisfactory answers, responses, or solutions are not achieved through these meetings.
- (6) **Statement of Agreement:** All parents will be required to sign the "Statement of Agreement" stating that they are aware of, and in full agreement with, the policies of the school. This includes the statement of faith, discipline procedures, and all other policies of the school. Until this statement is signed and in the student's file (on the emergency card), the student will not be allowed to attend school (special provision allowed for the first week of school). ***Parents recommit their willingness to adhere to the policies of the school at the beginning of each school year by signing the agreement statement on the student emergency card.***

ACADEMIC MATTERS

Academic Grading Scale:

Grades K-2

These grades use a reporting system that varies by grade level as is appropriate for young children whose developmental needs change rapidly. Details of each grade level's system are given to parents by the teachers during the Fall Orientation/Open House.

Grades 3-5

A = 93-100

B = 84-92

C = 70-83

D = 65-69

U = 0-64

“+” OR “-” is added when appropriate

“Conduct” Grading Scale includes “S” for satisfactory/good, “N” for needs improvement, and “P” for poor behavior. Conduct areas that are evaluated are: a student's compliance with rules and policies, general behavior, self-control, cooperation, responsibility, respect for authority, courtesy, and attitude.

Homework Philosophy:

Homework will be assigned by each teacher and is designed to reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities; stimulate voluntary effort, initiative, independence, responsibility, and self direction; and enrich the school experience through related home activities. The quantity of homework will follow the general guideline that the average student will spend ten minutes per grade level per night (i.e. an average fourth grader will spend forty minutes on homework on the average night) plus fifteen minutes for reading. This time does not include band or other music practice.

Media Center: The Media Center facilities are for the use of all students. The Media Center is open during school hours on a daily basis for students to check out/return books and to work on research. No books are to be taken from the library unless they are checked out through the Media Specialist. The student is responsible for the replacement of any books that have been checked out and then lost or damaged. Unpaid fines will delay the release of progress reports or report cards.

Probation (Academic): A student who fails more than two core subjects during any quarter will be placed on Academic Probation for the following quarter. The student's standing will be re-evaluated the following grading period.

Promotion Policies:

Except in the case of excused absences, each student is expected to attend the designated number of school days to be eligible for promotion. Students who have a low grade average or are failing to indicate mastery of skills covered in their grade levels may be kept in that grade level until they have shown sufficient progress to allow them to function successfully in the next grade. If there is a possibility that certain students will be retained, their parents will be notified well in advance of the end of the school year, and their teachers and the administration will work with the family to assist in arranging supplementary instruction. With good parent/teacher communication, there should be no instance of parents being unaware of their student's lack of progress.

Student Records: The students, parents, guardians, as well as administrators, counselors, outside testing and service agencies (if approved in writing by the parent or guardian), teachers, and support staff have access to student files on an as-needed basis. Other schools must request student records in writing. Student files and records cannot be shared with other parents or students.

Textbooks: Textbooks will be assigned to individual students and are the property of the school. Damage to textbooks will be evaluated by the school. If the damage is determined to be severe, the parent will be asked to pay the cost for replacement. Unpaid fines will delay the release of report cards.

ATTENDANCE AND TARDINESS

General Requirements Regarding Attendance: Covenant Day School is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are significant. While some aspects of a missed classroom experience may be repeated or recovered, certain other parts are lost, to the student's detriment. Therefore, we urge students to attend and participate in all classes. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance.

Daily Attendance: Attendance will be taken at the beginning of each school day. A student who misses more than half the school day will be considered absent for the entire day. Parents are to write a note for absences due to illness and send the note with the student to the homeroom teacher within three days of the absence. **Absences in excess of twenty (20) days may result in a student's retention in that grade for the following year.**

Early Dismissal from School: Any student who needs to be dismissed from school before the end of the day must have a parent sign him/her out in the school office. There will be no exceptions to this policy. If a student leaves without signing out, then he/she may be considered truant, and the policies on unexcused absences will take effect.

"Excused Absences" and Make-Up Work: Excused absences include: absences due to illness, medical appointments that must occur during the school day, serious illness or death in the family, and reasonable family trips (note: *trips require advanced-notice of school personnel to be regarded as excused*). The student is responsible for all work missed during an excused absence. A student who misses an entire day is given two school days for each one missed to make up missed work. A student only missing part of a day due to a medical appointment should notify the teachers of the missed classes on the same day and do whatever is necessary to make up the work within the same school day at the discretion of the teacher.

"Unexcused Absences" and Make-Up Work: Any absence that does not fit into the "Excused Absence" category will be considered unexcused. Examples of unexcused absences include taking excessive family trip days and days missed due to disciplinary action/expulsion. A conference will be set up between the principal and the parents/guardians if the unexcused absences negatively impact the academic standing of the student. Students are responsible for missed work and will be given the allotted two days for each day missed upon their return from any unexcused absence. Neither parents nor students may seek specific work ahead of time for unexcused absences.

Release of a Student to Persons Other than Custodial Parent or Guardian: During the school day, children will be released only to their legal guardian or parent unless a written request has been submitted to the office by the parent or guardian.

General Requirements Regarding Tardiness: Punctuality is a virtue that is highly valued and encouraged at Covenant Day School. In order to best utilize their God-given talents, students are taught to be wise stewards of the time they are given each day. Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline.

Tardiness to School: Students arriving at school after 8:00 are to report to the school office to sign in and receive a tardy slip. Tardy students will not be admitted to their classrooms without a pass from the office. If a student is tardy 5 times in a given quarter, the principal will send a letter home requesting punctual arrival at school. Continued problems with lateness may require a parent conference with the principal; please make every effort to have your child at school on time.

APPEARANCE AND DRESS

Uniforms: All students will wear the designated school uniform unless otherwise specified by the administration for special events and/or activities (ex. Jeans Day). Garments should be labeled with the child's name.

Lower school students are to wear their required "dress" uniforms on chapel days with these exceptions: boys may wear navy shorts instead of pants and any student may wear acceptable non-dress shoes. The full "dress" uniforms as noted below will be used for select special events (ex. Christmas program). First through fifth graders are to wear belts with shorts or pants.

Dress Uniforms:

Girls (Grades TK-5):

- * White shirt with peter pan collar
- * Plaid jumper
- White anklets or white tights
- Coordinating street shoes with full toe and heel—black, navy, white, or red (***Note: regular sneakers are acceptable for weekly chapels***)

Boys (Grades TK-5):

White oxford cloth button-down collar shirt, short or long sleeve

- * Navy blue pants—pleated or non-pleated (***Note: navy shorts are acceptable for weekly chapels***)
- Dark belt (1st-5th grade)
- Dark socks
- Street shoes or solid dark sneakers (***Note: regular sneakers are acceptable for weekly chapels***)

Daily Wear Optional Uniform pieces:

Girls (Grades TK-5):

- * Navy blue or khaki walking shorts, skorts, or pants (with belts 1st through 5th)
- * Pleated skirts, navy blue or khaki
- * Plaid A-line skirt
- Knit polo shirts, short sleeve or long sleeve, white, navy, true red, light blue, maize, hunter green (plain or with school logo)
- Turtleneck, white, navy, true red, light blue, maize, hunter green (plain or with CDS embroidery)
- Sweater, solid color, white, navy, true red, light blue, maize, hunter green
- Sweatshirt, solid color, white, navy, true red, light blue, hunter green, gray (plain or with school logo)—collar of uniform shirt must show
- Leggings or tights or socks, solid color, true red, white, navy, black
- Coordinating hair accessories / true red, white, or navy
- Sneakers or other shoes with full toe and heel

Boys (Grades TK-5):

- * Khaki pants (with belts 1st through 5th)
- * Navy blue or khaki shorts (with belts 1st through 5th)
- Light blue oxford cloth button-down shirt, short sleeve or long sleeve
- Knit polo shirts, short sleeve or long sleeve, white, navy, true red, light blue, maize, hunter green (plain or with school logo)
- Turtleneck, white, navy, true red, light blue, maize, hunter green (plain or with CDS embroidery)
- Sweaters, solid color, white, navy, true red, light blue, maize, hunter green—cardigan or pullover
- Sweatshirts, solid color, crew neck or hooded, white, navy, true red, light blue, hunter green, gray (plain or with school logo)—approved shirts only underneath.

***Asterisked items must be obtained from the uniform company.**

***Please see the "Uniform Requirements" Quick Link on the CDS E-News for more specific uniform requirement and option details (ex. which skorts are/are not approved for daily wear)**

Footwear: Please pay careful attention to the footwear for your child's "dress" uniform. Girls may wear any street shoe that coordinates with the plaid uniform: black, navy, white, or red. Other shoes or sneakers may be worn on non-required days (ex. weekly chapels). Sandals, clogs, roller skate shoes [wheelies], or shoes without heels or toes are not permitted at any time. Lower School boys may wear solid black sneakers with the required uniform for specified "dress" events such as the Christmas program; otherwise they must wear street shoes. Other sneakers may be worn on non-required days (ex. weekly chapels).

Hair: Students will keep hair neat, clean, well-groomed, and in traditional styles. Boys will keep hair moderate in length and style. Length in front should not hamper vision, the sides should not cover the earlobe, and the back should be no longer than the top of the shirt collar. Boys who are not in compliance will be given a warning. Letters will be sent home to parents following the second reminder.

Outerwear: Outerwear may include a sweater or sweatshirt that is red, white, hunter green, navy, blue, or gray. Sweatshirts must be of a solid color with absolutely no insignias on them unless they are a Covenant Day School logo. Jackets may be worn to and from school but may not be worn in the classrooms.

Dress-Down Days: On days that students are not required to wear their normal school uniforms, such as on a "Jeans Day," they are still required to dress appropriately. The list that follows is not meant to be exhaustive but to give guidelines for student dress on these days: Students are permitted to wear jeans or jeans shorts that are of modest length. They are also permitted to wear tee shirts from Covenant Day School. All clothing should be free of holes or ragged edges and must be worn in good taste and modesty. Girls are asked to avoid low-cut or tight-fitting clothing. Boys are asked to wear clothes that fit appropriately.

Uniform Infractions: Lower School students who are not in uniform will be given one warning. Thereafter, parents will receive a note and/or be called to bring appropriate clothing. Please remember that the dress uniform is required on Wednesdays with the exception that sneakers are not restricted to dark-only and boys may wear shorts instead of pants.

Physical Education Class: Students in 5th grade will be required to wear shorts and plain or CDS-styled t-shirts during the class.

STUDENT CONDUCT

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 a mandate from 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.

Classroom Rules:

1. Respect other people and their property.
2. Obtain permission before speaking or leaving your seat.
3. Be in your seat and ready to work when class starts.

Discipline in the Classroom:

All lower school classroom teachers will communicate their systems of classroom expectations to students and parents. Our desire is to provide a class setting where each student gives and receives respect, and is enabled to accomplish their studies. Respect is foundational to what it means to act and be treated as image bearers of God. Further, we strive to help each child develop self-discipline. Generally, teachers will give a verbal warning for the first infractions, then for any subsequent infractions apply consequences such as time sitting out of recess. If a child requires further consequences, parents will be informed.

Lower School Rules:

1. Display appropriate demeanor and be respectful of others, adults and students, at all times.
2. Walk quietly in halls and on walkways.
3. Be in appropriate uniform, including shirt tucked in.
4. Behave properly and avoid the following: disrespect, cheating, lying, stealing, inappropriate language, leaving school grounds, skipping class, and fighting. **Electronic games, radios, CD players, etc., are not to be brought to school.**

Discipline System for Lower School Rules:

Lower School has behavior management levels. **Level 1** is a reminder/warning. Students may be given a verbal reminder or written reminder for violating any of the School rules. There may be no further consequences at this level.

At **Level 2** students will be issued a discipline notice or parents will receive a phone call. Level 2 may also include suspension or other discipline methods. This is for repeated violations or more serious offenses. The notice will state the offense and explain what action has been taken by the adult. If possible, “natural consequences” will be used. If in writing, parents are asked to sign and return the note to school.

At **Level 3** a “Behavior Plan” will need to be put in place. Parents will be asked to meet with the teacher and possibly the principal to create a procedure that moves the child to make changes in his/her behavior.

Suspensions: Suspension, defined as a temporary absence from the school, may be used when other disciplinary methods are unsuccessful and/or if misbehavior is sufficiently egregious (examples include cheating or fighting). These may be served In-School or Out-of-School depending on the severity of the behavior. Parents will be notified by the Head of School or Principal to explain the reason for the suspension.

In-School Suspension: Any student receiving an In-School Suspension must make up all missed work.

Out-of-School Suspension: Any student receiving an Out-of-School Suspension will be given an unexcused absence for that day and will automatically receive a 3% reduction in the quarter grade in every class that is missed regardless of the total number of unexcused absences. The missed work must be made up according to the policies listed above regarding unexcused absences.

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 is 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, arson, selling, possessing or using controlled substances (drugs, narcotics, alcohol, or poisons) whether on or off campus, threatening or bringing harm to the person or property of a teacher, administrator, or staff member, 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.

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.

HEALTH AND SAFETY

Fire and Tornado Drills, Lockdowns: As required by the state, various drills will be held regularly throughout the school year. The teachers and staff will acquaint the students with the proper procedures to be followed. A map of the evacuation plan will be hung in each classroom, and each teacher will see that the students fully understand the route.

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.

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, book bag, or other personal item.

Student Insurance: Student accident insurance is offered to all students.

School Closing Due to Emergency: Closing of Covenant Day School due to bad weather other circumstances will be announced on the CDS website www.covenantday.org and on local TV and radio stations. You may also call the school office and check the voice mail system for updates relating to school closings. Covenant Day School does NOT necessarily follow the Charlotte-Mecklenburg Schools closing policies or calendar.

FINANCIAL MATTERS

Debts: Students will not be admitted to class unless tuition payments are current or payment arrangements have been made through the school's Business Office.

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 equal 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. Please see the Tuition Schedule for details.

OTHER MATTERS

After-School Care: After-school childcare is available on-campus through Covenant Day School for a fee. Arrangements should be made directly with the After School Program. **Students may not be left after school unattended.**

Cell Phones: We recommend that Lower School children not bring cell phones to school. If they do, however, cell phones are to be powered down completely (turned off) during school hours, and they should always be properly stowed and not visible to others. They should not be kept on silent or used for text messaging during school hours. Phones may be confiscated if students do not adhere to these policies.

Chapels: Chapel services will be held once weekly and will be led by selected speakers with varied participation of students. Along with weekly chapel services, the teachers regularly engage in devotional times with their students.

Chaperones on over-night trips: All chaperones for overnight trips are required to have completed a background check form four weeks prior to the date of the overnight trip. These forms will be distributed through the principal or classroom teacher.

Damage: Parents are responsible for any damages 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.

Field Trips: When students go on a field trip with parent drivers, all students must wear seat belts. No students may ride in the front seat. As required, booster seats must be provided for children in accordance with all state and federal statutes. Parent drivers are not to make unauthorized stops or use the cell phone when the car is moving. Unfortunately, siblings are not allowed on field trips. Verification of acceptable auto insurance is required prior to a driver being approved.

Lost and Found: The school is not responsible for lost or damaged clothing. We suggest that your student's clothing be clearly labeled with your child's name.

Parties: All Lower School end-of-year parties must be on campus. Parties should provide simple refreshments appropriate for the season (i.e.- no jack-o-lanterns for the fall party, no Easter bunnies for the spring party). All decorations, tables and chairs, and party debris must be set up and cleaned up by the participants following the event.

Playground access after school: Lower School students who have been picked up by their parents, car pool, or other driver may play on the playground *only under immediate adult supervision*. Parents/carpool drivers must not release the students to play without exercising direct and proper control of the students, and children must avoid play that disrupts Middle School classes or carpool lines. **At all times students must be supervised by the adults who are transporting them, and the privilege of using school facilities after school may be revoked should the level of parental supervision and control be deemed inadequate by the school's staff members.**

Updating the Office: The school office should be notified immediately about any change in the family's address or telephone number as well as the place or phone number of parental employment. If there is a change in doctor or emergency phone numbers, this information should also be communicated to the office.

Transportation: Transportation of students will be the responsibility of the parents. Each parent will be expected to see that the child is at school on time and picked up at the end of the school day on time. For those interested in forming carpools, the school will furnish names, addresses, and phone numbers.

Visitors on Campus: Students are not to have or bring visitors without prior permission from the office. All school visitors, including parents, must check in with the school office upon arrival and must wear a visitor tag if they will be with students or in the classroom.

Revised Aug. 2009