



CDS middle and high school students kick off the school year at Windy Gap, a Christian Retreat Center near Asheville, N.C.

WELCOME TO COVENANT DAY!

We are excited to have you join the Covenant Day community! Our desire is to provide you with a smooth transition to Covenant Day School. Our admissions staff and your ambassador family will be there along the way to answer any questions you may have. We hope this guidebook will serve as a helpful introduction, but please let us know if you have any additional questions.

School Contact Information

Head of School: Mark Davis
 High School Principal: Joel Uecker
 Middle School Principal: Jason Klohr
 Lower School Principal: Mark Helmer

Numbers:

Main Number: 704-847-2385 (Fax: 704-708-6137)
 Lower School: 704-708-6128 (Fax: 704-246-1645)
 Middle School: 704-708-6135 (Fax: 704-708-6178)
 High School: 704-708-6182 (Fax: 704-708-6149)
 Business Office Fax: 704-844-8628
 Attendance Line: 704-814-1043

School Hours:

TK/K 8:15-12:45 (8:50 start on Wednesdays)
 LS (EK-5) 8:15-3:00 (8:50 start on Wednesdays)
 MS (6-8) 8:15-3:10 (8:50 start on Wednesdays)
 HS (9-12) 8:15-3:15 (8:50 start on Wednesdays)

18/19 Back-to-School Dates

August 17	HS Orientation
August 20	LS & MS Orientation
August 20	Back to School Expo
August 20-22	HS Windy Gap
August 21	1st Day of Classes for Grades 1-8
August 22	TK/K Begins
August 22-24	MS Windy Gap
August 24	1st Day of Classes for HS
August 26	Blessing of the Children (CCC)
August 28	LS Back to School Parent Night
August 30	MS Back to School Parent Night
August 31	New Parent Breakfast
September 3	Labor Day: No School
September 5	Convocation
September 6	HS Back to School Parent Night
September 19	Community Heroes Chapel
September 28	Fall Festival

General Info

Who do I call for that?

Main Office: Julie Carpenter / 704-847-2385
LS Assistant: Sara McKissick / 704-708-6128
MS Assistant: Christine Whelchel / 704-708-6135
HS Assistant: Doreen Donnelly / 704-708-6182
Admissions: Lisa Barlow / 704-708-6127
Address Change: Kim Macurda / 704-708-6129
School Nurse: Shannon McCrory / 704-814-1086
Lunch Program: Darla Ellington / 704-708-6121
Athletics: Mary Hill / 704-814-1008
Financial Assistance: Chris Hempe / 704-814-1004
Billing/Tuition: Christen Marshall / 704-708-6102
LS Media Specialist: Patty Raplee / 704-708-6132
MS/HS Media Specialist: Emily McClain / 704-814-1069
Academic Resources: Wendy Klipp / 704-708-6146
After School Program: Carmen Welty / 704-814-1041
Guidance (gr. 11-12): Heather Mills / 704-814-1075

Guidance (gr. 9-10): Mildred Similton / 704-708-6174
HS Laptop Program: Janice Agle / 704-814-1068
International Students: Robin Southern / 704-814-1077
LS Counselor: TBD
MS Counselor: Lynne Wilkerson / 704-708-6109
Development: Janet Grimmer-Merle / 704-814-1017
Booster Club: Bill Wallace / 704-841-2484
Parents Association: TBD
Covenant Arts: Sherie-Beth Wilson / 704-708-6120
Moms in Prayer: TBD
Room Mothers: Peggy Chapman / 704-543-4359
Ambassador Program: Jennifer Billiard / 704-814-1074
Room Reservations: Julie Carpenter / 704-847-2385
Sandwich Board: Julie Carpenter / 704-847-2385
Spirit Apparel: Erica Crumpler / 704-756-9126

Mission

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

Communications

Parent Portal

The parent portal will be your one-stop shop for calendar information, event updates, school documents and forms, handbooks, and more. **In the summer, all CDS families will be emailed their MyCDS login information to access our parent and student portals.** The MyCDS login is located at the top of the Covenant Day website. If you have not received this information by June 15 (or within a week of enrolling if after June 15), please contact Kelly Keesling at kkeesling@covenantday.org.

ENEWS

Covenant Day School communicates important information for parents and students through its weekly ENEWS, which will be emailed to parents on Fridays. The ENEWS is also located in the parent portal.

Alert Notification System

Covenant Day utilizes One Call Now as its alert notification system. You will receive information this summer (or within a week after enrolling) about how to opt-in to receive text messages. If you have not received this email by the beginning of August, contact Kim Macurda at kmacurda@covenantday.org.

The Classic

Our school magazine is published in the fall and the spring each year. The magazine contains feature stories, school highlights, and more.

Social Media

Follow Covenant Day on Instagram (@covenantday), Twitter (@covenantday and @golions), and Facebook for pictures, event updates, and more!

Calendars

School Calendar

To access the Covenant Day calendar, click on the “News and Events” link at the top of the Covenant Day website or visit the parent portal. You can sync the school calendar to your personal Google, Outlook, or iCal calendars by clicking on the gray icon.

Athletics Calendar

To access the athletics calendar, visit www.covenantday.org/golions or click on the athletics tab on the homepage. This calendar can also be synced to your personal calendars.

Directories

Directories for faculty/staff and CDS families will be located in the parent portal beginning in June. These directories are to be used only for Covenant Day School-related purposes. We ask that you do not use this directory for commercial or solicitation purposes.

Carpool Basics



CARPOOL MAPS are located on the left sidebar in the parent portal.

LOWER SCHOOL CARPOOL

If you have a student in grades 1-5 **and** you know of another family or families you wish to carpool with, please complete the carpool registration form online in the parent portal (documents and forms tab) by August 8. If you are not carpooling with another family, you will still receive a carpool placard, but do not need to register online. You will pick up your carpool placard during LS orientation before school starts, in your child’s classroom. TK and K families will receive their carpool placard from their teacher during the first week of school.

A listing of all students by grade and class with addresses, emails, and phone numbers will be posted in your MyCDS portal in early August. If you are looking for someone to carpool with your family, you can scan the list to find someone close by that might want to carpool.

Drop-Off

Although students may be dropped off as early as 7:30 a.m., most parents drop off students between 7:45 a.m. and 8:05 a.m. Lower school students should be dropped off at the gym in Building A. Students are supervised in the gym until they are dismissed to their classes at 8:05 a.m. for an 8:15 a.m. start time. On Wednesdays, school starts at 8:50 a.m. Children may be walked to their building from 7:30-8:15 a.m. for supervised activities or dropped off at the gym in Building A after 8:15 a.m. for the 8:50 a.m. start time. TK students should be walked to the classroom in the morning and kindergarten students are gradually eased into the gym drop-off. Specific instructions will be provided from your student’s teacher during orientation.

Pick-Up

Carpool lines are designated by color during afternoon pick-up. You will receive a map with your carpool placard at orientation. Follow the map and signs, place your carpool placard in your window, and your student will be delivered to your car. Parents have 15 minutes after dismissal to pick up their student(s) before they are taken to after school care. **Pick-up is from 3:00 p.m. to 3:15 p.m.**

MIDDLE SCHOOL CARPOOL

The middle school carpool map is in the parent portal. Middle school students may be dropped off starting at 7:30 a.m. with the school day beginning at 8:15 a.m. (8:50 a.m. on Wednesdays). Students should be picked up at 3:10 p.m. There are no carpool numbers for middle school. If a student is not picked up by 3:30 p.m., they are taken to after school care.

HIGH SCHOOL CARPOOL

The high school carpool map is in the parent portal. High school students may be dropped off starting at 7:00 a.m. with the school day beginning at 8:15 a.m. (8:50 a.m. on Wednesdays). There are no carpool numbers for high school. High school students may be picked up starting at 3:15 p.m. Unless participating in a supervised activity after school, students should be picked up from campus by 4:00 p.m.

Dress Code

Lower and middle school students wear uniforms and high school students follow a dress code. A complete list of dress code guidelines for each division is located in the parent portal.

Lower School Dress Code Highlights

- All bottoms must be ordered from the Lands' End uniform catalog. Tops may come from any store but they can't have a logo unless it is a CDS logo.
- You can return Lands' End items to Sears to avoid shipping hassles. Some items may be purchased at Sears, but they must come from the uniform catalog.
- Shoes must have closed toes and heels. Tennis shoes are allowed on chapel days, except for specifically designated chapel days or programs in which dark shoes are required.
- Teachers of lower school grades may request that students wear specific color polos by class when they go on field trips. Red, navy, and white are the colors used for this purpose, and it is good to have these colors in your uniform inventory.
- Girls are required to wear monkey-bar or bike shorts under their skirts and jumpers.
- Starting in 5th grade, students must wear modest gym shorts and a t-shirt when participating in PE.
- Lower school has a jeans day the first Friday of the month. As a treat for the students, they are allowed to wear jeans or modest length jean shorts and either a uniform shirt, CDS t-shirt, or CDS sweatshirt.

Middle School Dress Code Highlights

- On Friday, students are allowed to wear jeans and either a uniform shirt, CDS t-shirt, or CDS sweatshirt.
- Middle school students may wear a sweatshirt on chapel days, but it must be navy.
- Only CDS/Booster Club/CDS team outwear (sweatshirts, 1/4 zips, lightweight jacket) may be worn in the building.
- At Windy Gap, middle school students must wear clothing that is modest in length and fit. Spaghetti strap shirts are not permitted and girls are required to wear a modest one-piece bathing suit for swimming.

Sample Uniform Starter Guide

Lower School Girls: 1 plaid chapel jumper, 4 other Lands' End bottoms, 1 white short sleeved peter pan collar shirt, 1 long sleeved peter pan collar shirt, 4 collared polo shirts (red, white, navy, light blue), 2 CDS sweatshirts (any color, hoodies are most popular), 1 pair bike shorts, 1 CDS t-shirt for jeans days, 2 modest length gym shorts (no sophies) and t-shirts for 5th grade PE

Middle School Girls: 1 khaki bottom (for chapel), 4 other Lands' End bottoms (shorts, pleated skirts, a-line skirts, skorts—depending on what your daughter likes to wear), 1 navy collared polo short sleeve shirt (for chapel), 1 navy CDS sweatshirt (for chapel), 5 collared polo shirts (any solid color works), 2 CDS sweatshirts (any color, hoodies are most popular), 1 CDS t-shirt for jeans days, 2 modest length gym shorts (no sophies) and t-shirts for PE

Lower School Boys: 1 pair navy cargo shorts, 3-4 pair khaki cargo shorts, 1 pair navy cargo long pants, 2-3 pair khaki cargo long pants, 1 short sleeve white buttoned-down shirt, 1 long sleeved white buttoned-down shirt, 4 collared polo shirts (red, white, navy, light blue), 2 CDS sweatshirts (any color, hoodies are most popular), 1 CDS t-shirt for jeans days, 2 gym shorts and t-shirts for 5th grade PE

Middle School Boys: 4-5 pair khaki or navy cargo shorts (at least one khaki for chapel), 1 navy collared polo short sleeve shirt (for chapel), 1 navy CDS sweatshirt (for chapel), 5 collared polo short sleeve shirts (any color), 2 CDS sweatshirts (any color, hoodies are most popular), 1 CDS t-shirt for jeans days, 2 gym shorts and t-shirts for PE

Please see the parent portal for complete dress code guidelines.

Uniform Consignment Sales & CDS Apparel

A consignment sale is held at the end of each school year where parents may buy or sell uniforms. Clothing is priced by the seller at no greater than half the retail cost. Additionally, CDS sweatshirts and t-shirts are available for sale the day before school starts at the PA Back to School Expo and at the LS/MS Back to School Nights. CDS apparel may also be purchased from the CDS online store at various times throughout the year and in the Campus Store, which is located in the middle school. Details about our consignment and CDS apparel sales will be posted in the ENEWS.

Misc.

Late Arrivals & Appointments

LOWER SCHOOL

Lower school students who arrive at school after 8:15 a.m. must be accompanied to the LS office in their building and signed in by a parent so they may receive a tardy slip. Students who need to leave early for an appointment or illness, must be signed out by a parent in the respective school office.

MIDDLE SCHOOL

Middle school students who arrive after 8:15 a.m., must report to the middle school office to receive a tardy slip before reporting to class. Students who need to leave early for an appointment or illness, must be signed out by a parent in the MS office.

HIGH SCHOOL

High school students who arrive after 8:15 a.m. must report to the HS office to sign in and will receive a tardy slip up until 8:30 a.m. If they arrive after 8:30 a.m., they must come in with either a note or phone call from a parent or a physician's note with the reason for their late arrival.

Students who need to leave early for an appointment, should sign out in the HS office with a note from a parent. If they return to school, they must sign back in.

NOTE: If high school students arrive after 8:30 a.m. or leave school during the day, they must provide a physician's note to the office upon their arrival in order to participate in any athletic practice or game or extracurricular fine arts after school that day. If a student was at the DMV, that will also count as an excused absence.

Illness

The school uses the following guidelines to determine whether or not a student should attend school when ill:

- **Fever** (temperature of 100.0+): Please keep your student at home until they are fever free (without fever reducing medicine) for at least 24 hours.
- **Bacterial infections** (i.e. strep): Please ensure your student has been on antibiotics and fever free for at least 24 hours.
- **Cold symptoms:** Should your student develop a fever, worsening cough, difficulty breathing, or become dehydrated, you should keep him/her home and consider contacting your physician.
- **Diarrhea and/or vomiting:** Please keep your student home until he/she is diarrhea/vomiting free for at least 24 hours.

LOWER SCHOOL

In the morning, please call the attendance line at 704-814-1043 to notify the school of their absence and send a note or email to your student's teacher providing the reason for the absence.

MIDDLE SCHOOL

Call the attendance line each day your student is out of school. If you would like to collect your student's missed work, email your student's teachers so they can send make-up work to the middle school office. When your student returns to school he or she must bring a parent note explaining the reason for the absence to give to the MS office.

HIGH SCHOOL

Complete the HS attendance form (located in the quick links box in the MyCDS portal) and email your student's teachers directly to arrange for missed work.

Medications

If your child needs medication at school, please complete and submit the online Medication Authorization Form in the MyCDS portal (Documents and Forms > Magnus Health) and bring the medication to the respective school office. A form with a physician's signature is required for all prescription and over-the-counter medicine. If your student has asthma, a food/bee sting allergy, or a chronic medical condition, a care plan is also required. The care plans and additional health related policies can be found on the parent portal. All health related concerns should be addressed with the school nurses: Shannon McCrory, RN (MS/HS) at smccrory@covenantday.org or 704-814-1086 and Lisa Smith, RN (LS) at lsmith@covenantday.org or 704-708-6181.

Misc.

Lunch Program

Covenant Day is excited to introduce Flik Independent School Dining as its new dining program partner! Students will have the opportunity to enjoy a variety of well-balanced, nutritious, and allergy-friendly meal options for purchase each day. Lower school students will eat in the Lower School Dining Hall and middle and high school students will eat in the High School Student Commons. More information will be emailed home and available in the MyCDS portal this summer.

Mobile Computer Program

All students in grades 9-12 are required to have a laptop computer. Each year CDS makes arrangements with a vendor for 9th-12th grade computer package options which can be ordered online. These options will be posted on the parent portal in early summer (parent portal>documents and forms). Look for the Mobile Computer Program FAQs document. The CDS Technology Department will maintain the supported student machine models, which will include simple maintenance, software support for CDS-provided programs, access to service covered by warranty when necessary, and a loaner pool of machines for when a student machine is being serviced. This maintenance will ONLY be provided for the laptop models that CDS endorses and supports. CDS discourages purchasing a non-supported computer outside the CDS package. Campus-wide Internet is available and is filtered through a firewall. However, parents are strongly encouraged to install a third party filter for off-campus filtering. For additional questions, please review the Mobile Computer Program FAQ documents on the parent portal or contact Janice Agle at jagle@covenantday.org.

Online Providers

In an effort to provide parents and students with the best online experience possible, Covenant Day works with a variety of providers for its various needs (grades, lunch program, re-enrollment, online forms, after school program, etc.). Each of these require a separate username/password. For a complete list of these providers, click on the *Login Details for CDS Online Providers* link in the MyCDS portal.



Fundraising

The raising of funds by CDS is the responsibility of the Development Office. We strive for an annual goal of 100% participation by our families.

The **Annual Campaign** is the primary fundraiser of the school and begins in the early fall of each school year. The campaign has specific target initiatives built around enhancing our academic, athletic, and arts programs. CDS appreciates the generosity of its community which enables the expansion and enhancement of our campus as it grows to meet the developing needs of our students. Future campus expansion phases, we pray, will include a larger high school gym, a theater/performing arts facility, a new lower school addition, an eight-lane track and an enlarged stadium field.

After School Care

CDS offers two after school programs: C1 and ASEP. **C1** gives TK and K students the option to stay at school from the end of the TK/K day at 12:45 p.m. to the end of the LS day at 3:00 p.m. You may register monthly and choose the number of days per week needed each month. Drop-ins are also welcome, space permitting. If you would like your student to drop-in, please call the LS office to reserve a spot as needed. **ASEP** offers quality child care for children in grades TK-8 from the end of the school day at 3:00 p.m. until 6:00 p.m. If you plan to utilize after school care, please register online in the parent portal.

Academic Resources

CDS offers a variety of intervention programs which are designed to meet the individual needs of your student. Programs include educational therapy, academic coaching, and Orton-Gillingham Reading Intervention. If you believe your student may need these services, contact our AR Director, Wendy Klipp, at wklipp@covenantday.org.

Lost & Found

There are lost and found bins on the stage in the gym in Bldg. A and in the respective school offices.

Get Involved

Lower School After School Activities

CDS offers a variety of after school activities for our lower school students including choir, instrument lessons, sports clinics, and more. Visit the after school and extracurricular programs tab in the MyCDS portal. For a list of student clubs, visit the campus life tab on the school website.



Athletics

Students in grades 7-12 may compete in athletics. For student-athletes to try-out or play a sport they must complete all athletic requirements in Magnus Health in the MyCDS portal. These include: 1) purchase the school supplemental accident insurance; 2) have a current physical exam with the results reported on the NCHSAA Physical Exam Form; 3) complete the Parental Permission Form; 4) complete the Concussion Form; and 5) attend try-outs (details in the ENEWS and athletics tab in the MyCDS portal). CDS offers one sport that does not cut athletes each season (cross country, swimming, and track and field). Try-outs for fall sports are held in the beginning of August. All required forms must be completed and uploaded into Magnus Health prior to any athletic participation, including tryouts.

PARENT VOLUNTEERS

We depend on our parent volunteers each year! Each class has volunteer room moms who provide support to teachers and parents. Additionally parent volunteers are needed to plan class parties, chaperone on field trips and at Windy Gap/Kanuga, make copies, and assist at school events. Please visit the get involved tab in the parent portal to learn about and sign up for different volunteer opportunities.

LUNCH/RECESS DUTIES

Once a week, each lower school class provides a parent volunteer to supervise the class during lunch and recess so that the teacher may have a break. Contact your student's room mom to sign up.

FIELD TRIP DRIVING

You must be an approved driver to drive on a school field trip. You can download the required Approved Class Trip Driver Form (parent portal>documents and forms). The process takes a couple of weeks and your approved driver status is good for two years from the date of acceptance. We encourage parents to begin the process before school starts.

Parent Support Groups

BOOSTER CLUB

Our Athletics Booster Club is an organization of CDS families who support student-athletes and teams through club membership and participation. Members receive free entry into all regular season home sporting events along with other CDS gift items at higher levels of membership. A Little Lions membership level is designed specifically for our lower school families. Visit www.covenantday.org/golions to join today!

COVENANT ARTS ASSOCIATION

The Covenant Arts Association helps promote our awarding winning and comprehensive arts program at CDS. It helps to increase the awareness of Covenant Arts throughout our community while providing both financial and volunteer support to all areas of the arts. There are four membership levels that include a variety of benefits.

PARENTS ASSOCIATION

The PA is an organization of CDS parents that works to build community within our greater CDS community of parents, students, faculty, and staff. All parents are automatically a member of the PA. The PA Board consists of 10 members who are all parents of children at CDS along with a school representative. We would love for you to get involved through volunteering and attending these fun PA events throughout the year! Additional information is available on our school website (Campus Life > Parent Experience).

2018-2019 School Calendar

Aug 17	HS Orientation	Jan 28	Annual School Meeting
Aug 20	LS and MS Orientation	Feb 7	Trivia Night for CDS Parents
Aug 20	Back to School Expo*	Feb 11	MS Spring Sports Tryouts Begin
Aug 20-22	HS Windy Gap	Feb 14-15	Faculty Professional Development, No School for Students
Aug 21	1st Day of Classes for 1st-8th	Feb 18	Presidents' Day, No School
Aug 22	TK/K Begins	Feb 18	JV/Varsity Spring Sports Tryouts Begin
Aug 22-24	MS Windy Gap	Feb 27-Mar 2	HS Musical
Aug 24	1st Day of Classes for HS	Mar 8	Grandparents Day (TK-12), Half Day for LS
Aug 26	Blessing of the Children (Christ Covenant Church)	Mar 15	3rd Quarter Ends
Aug 28	LS Back to School Parent Night	Mar 15	Sustainability Sporting Clay Shoot
Aug 30	MS Back to School Parent Night	Mar 30	LS Father/Daughter Dance*
Aug 31	New Parent Breakfast	Mar 18-22	Spring Break, No School
Sept 3	Labor Day, No School	Apr 6	HS Spring Fling
Sept 5	Convocation	Apr 11	Band and Choir Concert
Sept 6	HS Back to School Parent Night	Apr 12	MS Spring Bash*
Sept 14	HS Drop/Add deadline	Apr 13	Junior/Senior Prom
Sept 19	Community Heroes Chapel	Apr 19-22	Easter Holiday, No School
Sept 28	Fall Festival*	April 25-27	Spring Drama
Oct 5	Fall Break, No School	May 1	Performing Arts Chapel
Oct 8	Columbus Day, No School	May 1	Art Walk Exhibit Opens
Oct 10	MS Parent/Daughter Breakfast*	May 3	Celebration of the Arts
Oct 12	Homecoming	May 15	Booster Club Golf Tournament
Oct 17-20	MS Musical	May 22	Baccalaureate
Oct 18	1st Quarter Ends	May 27	Memorial Day, No School
Oct 19	Faculty Professional Development, No School for Students	May 29	5th Grade Promotion
Oct 22	MS Winter Sports Tryouts Begin	May 30	8th Grade Promotion
Oct 22	Lion's Cup Tennis Tournament†	May 30	Consignment Sale*
Oct 29	JV/Varsity Winter Sports Tryouts Begin	May 31	Last Day of School, Half Day, HS Graduation
Nov 3	TK-12 Admissions Open House		
Nov 7-9	ERB's, Half Day for LS/MS		
Nov 8-9	TK-12 Parent/Teacher Conferences		
Nov 9	No School for HS Students		
Nov 16	Holiday Market*		
Nov 17	Gala		
Nov 21-26	Thanksgiving Holiday, No School		
Nov 27	Return from Thanksgiving Holiday		
Dec 5	Performing Arts Christmas Chapel		
Dec 7	MS/HS Band/Choir Concert		
Dec 13	LS Christmas Concert		
Dec 14	Christmas Holiday, Half Day		
Dec 17-Jan 2	Christmas/New Year's Holidays, No School		
Jan 2	Faculty Professional Development, No School for Students		
Jan 3	Students Return from Christmas		
Jan 7-11	Rising Freshman Week		
Jan 11	2nd Quarter Ends		
Jan 15-18	Spirit Week		
Jan 14	McKnight Oratory Contest		
Jan 21	MLK Holiday, No School		
Jan 23	MS Parent/Son Breakfast*		

THIS CALENDAR IS SUBJECT TO CHANGE. FOR UPDATES AND DETAILS, VISIT THE ENEWS AT WWW.COVENANTDAY.ORG/ENEWS.

KEY:

* Parents Association Sponsored Event

† Tentative Date

No School

Half Day