



Parent/Student Handbook CDS High School

2018-2019

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*"...we are taking every thought captive to the obedience of Christ."
– 2 Corinthians 10:5 (NASB)*

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THE PURPOSE OF OUR POLICIES

For our community within Covenant Day School to function well, it is necessary that there be consistent guidelines communicated to and followed by all. This Parent/Student Handbook is designed to ensure a clear understanding of our policies and procedures. The adherence to these guidelines will allow the CDS community as a whole to function with a unified spirit and give our students the greatest opportunity to benefit from the relationships, curriculum, and activities available at CDS. We are grateful for all of our students who represent CDS and expect them to be responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks, and years while enrolled.

Mission Statement

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.

Parental Agreement

Parent questions, suggestions, complaints: All questions, concerns, or insights about a student or a program should first be addressed with the particular teacher, director or coach involved. 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 and procedures of the school. This Statement of Agreement is located in Appendix A (page 29) of this Parent/Student Handbook. Parents must show their agreement by signing the High School Sign-Off Agreement (found on the parent portal of the website under Documents & Forms > High School) and returning it to school before the first day of the school year for their student to attend classes. Parents will be asked to fully support the policies and procedures of the school. Parent understanding of policies and procedures is essential for an effective partnership with the school.

School Verse

"...we are taking every thought captive to the obedience of Christ." (2 Corinthians 10:5, NASB)

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 as they apply to every discipline.

Students will be prepared through rigorous and comprehensive academic programs and co-curricular activities to fulfill their calling as they take their place in home, church, and state, and as they 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 a psychological wholeness within students that is fostered by appropriate self-assessment and reflection. 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.* (Matthew 22:37, 39 ESV)

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.

ACADEMIC/GUIDANCE

General Comments on Academics

The Guidance Office, in conjunction with the High School Administration, oversees the academic standards within the high school. We seek to provide clear communication to students and parents about the academic expectations and requirements for graduation. Since it is our mission to assist the Christian family in the education of their children, we strive to pursue excellence as unto the Lord in all we do. The Guidance Office assists students in their course selection process as well as their planning for life beyond Covenant Day School.

Diploma and Graduation Requirements

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

- **Attendance Expectations:** A student must be enrolled and in attendance as a full-time student for the entire twelfth grade year to qualify for a CDS diploma. He/she must have no more than 12 total absences (per course) for the entire school year for the course credit to be issued.
- **Carnegie Units (CUs):** A student must complete a minimum of 25 credits (CUs) to qualify for a CDS diploma: these must consist of at least four (4) units of math, four (4) units of English, three (3) units of social studies, three (3) units of science, three and one half (3.5) units of Bible, one (1) unit of physical education and one half (.5) unit of health, seven (6) elective units (one of which must be a fine arts credit).
(Note: Entry to most colleges requires a minimum of two years of the same foreign language.)
- A student must pass both the English research paper and cumulative Bible assessment in the twelfth grade.
- **Transfer Students:** For students who transfer in during their high school years, Bible coursework will be prorated accordingly. However, to qualify for a CDS diploma, a student must be enrolled in, and earn credit in, Bible class during each year of attendance in high school at CDS.

Guidance Office Naviance/Family Connections System

The Guidance Office uses a software program called Naviance. Individual accounts within the Naviance system are called Family Connection accounts. This program requires all high school students to establish an account within the system which offers them, among other things, extensive college planning and research tools. This is also the tool by which students will request transcripts and recommendations to be sent to colleges and universities of their choice. Each student will establish his/her Family Connections account as a freshman under the direction of the Guidance Office. Parents will be emailed information to establish their account. Information about Naviance can be found on the Guidance page in the parent portal of the CDS website.

Report Cards/Transcripts

The CDS high school faculty will post grades throughout each quarter online using NetClassroom (accessible from the main page of the parent portal). There will be four nine-week grading periods during the school year where official report card grades will be posted online (as report cards) upon completion of each quarter. Transcripts will be posted online at the conclusion of each school year.

Unofficial transcripts can be printed from NetClassroom. Official transcripts are requested through a student's Naviance/Family Connection account. Report cards provide GPA calculations for the "current" year. Transcripts provide cumulative GPA calculations for all high school years completed.

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 will 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 a level must request the change within 15 class sessions or students who move down a level may do so by the halfway point of the course.

Note: Transcripts will reflect the course that is completed.

Diploma and 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 final three semesters of high school. The valedictorian will be the student with the highest weighted cumulative grade point average through the end of the third quarter of the senior year. The salutatorian will be the student with the second highest weighted cumulative average through the end of the third quarter of the senior year. 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.

Honor Rolls

A student will qualify for the High ("All A") Honor Roll if he/she has at least an A- average (90%) in each and every class, cumulative through the end of the third quarter report card. The first semester exam 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 (80%) 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 and semester average will not be considered.

Senior Exam Exemptions

Seniors may be exempted from end-of-year final exams of all courses in which he/she is enrolled (unless otherwise communicated) if the following criteria have been met:

- At least an A- (90%) unweighted quarter average in the specific course, cumulative through the end of the third quarter report card. The first semester exam and semester average will not be considered.
- An adequate behavioral record, as determined by the administration.
- Zero unexcused absences in the specific course.
- Seniors with 10 tardies to a particular class may not be considered for exam exemptions in that class.

Grade Point Average Calculations

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

- **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.
- **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.
- **Cumulative GPA (Weighted and Unweighted) on High School Transcripts:** The cumulative GPA takes into account the grade point average of ALL high school coursework taken during the high school years. These WILL 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 weight placed on the grade earned in each subject.

Advanced Placement (AP) 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. Students enrolled in an AP course must sit for the AP exam. Students may NOT receive the quality point or AP distinction in course title on their transcript if they attempt an AP exam without taking the AP course throughout the school year.

Letter Grade	Numerical Grade	Quality Points		
A+	97% – 100%	4.33 Regular	4.83 Honors	5.33 AP
A	93% – 96%	4.00 Regular	4.50 Honors	5.00 AP
A-	90% – 92%	3.67 Regular	4.17 Honors	4.67 AP
B+	87% – 89%	3.33 Regular	3.83 Honors	4.33 AP
B	83% – 86%	3.00 Regular	3.50 Honors	4.00 AP
B-	80% – 82%	2.67 Regular	3.17 Honors	3.67 AP
C+	77% – 79%	2.33 Regular	2.83 Honors	3.33 AP
C	73% – 76%	2.00 Regular	2.50 Honors	3.00 AP
C-	70% – 72%	1.67 Regular	2.17 Honors	2.67 AP
D+	67% – 69%	1.33 Regular	1.83 Honors	2.33 AP
D	63% – 66%	1.00 Regular	1.50 Honors	2.00 AP
D-	60% – 62%	0.67 Regular	1.17 Honors	1.67 AP
F	0% – 59%	0.00 Regular	0.00 Honors	0.00 AP

Guidance Office Clarification for Advanced Placement Coursework/Credit

A student may enroll in an AP course with a parent's permission and respective faculty permission indicated on the course selection form. Parents and students must acknowledge that AP courses are college-level and that expectations will remain college-appropriate. It is the responsibility of the parents to cover the cost of the AP exam. Students must complete registration and payment for AP

exams during the month of January. This is done through the CDS Guidance Office. AP exams are administered the first and second weeks of May as dictated by the College Board. For clarification:

- 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.
- 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.
- Students taking one or more AP exams are responsible for registering and paying for the cost of the exams by February 1, as well as attending the mandatory pre-administrative session in the spring prior to AP exam weeks. This should be done through the CDS Guidance Office. It is the student's responsibility to view the AP exam calendar which is dictated by the College Board before our drop/add period ends.
- Students taking a nationally standardized exam (such as foreign language or math or any other that becomes available) are NOT exempt from second semester exams based on their participation in any respective standardized exam.

Requirements for Coursework NOT Taken at CDS

- **College Enrollment While in High School (Dual Enrollment):** A student may seek dual enrollment while at Covenant Day School. 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 High School Principal before he/she can pursue dual enrollment.
- **Summer and/or Online Coursework:** A high school student may participate in an online course from an accredited institution with administrative permission for either a course not offered at CDS or for a scheduling conflict. Students may NOT complete online or summer courses to replace a course offered at CDS unless an exception is made due to scheduling conflict. Covenant Day School has a partnership with an accredited online Christian high school. Contact the Guidance Office for more information.
- **Homeschool Credit:** Credits earned through state-accredited homeschools will be honored at CDS.
- **Transfer Credits:** Students may earn and transfer credits from other accredited institutions. Transcripts will reflect the institution from which the credit was earned.
- **Repeated Coursework and Credit Recovery:** A student may only retake a course in the case of failure or administrative approval. If a student retakes a course to recover credit lost from a previous failure, the newly earned credit and grade will be reflected on the transcript; however, the student's CDS GPA will not be affected unless the course is taken again at CDS. The newly earned grade will not replace the previous failed grade unless the course is taken again at CDS. A student seeking credit recovery will need to request approval from the Guidance Office prior to beginning the credit recovery.
- **Student Athletes:** Covenant Day School will not be responsible for the eligibility verification of coursework completed at other academic institutions. It is the student's responsibility to confirm eligibility verification from any other educational institutions, check to see that they are accredited and registered with the appropriate governing body of the NCAA or NAIA, and check the eligibility centers prior to investing time, money, and effort.

Guidance Office Expectations for 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 recommend or require three years of a foreign language for admission. Also, student-athletes must check NCAA and/or NAIA requirements through the appropriate eligibility centers. It is imperative that students are mindful about knowing and meeting the graduation requirements of CDS as well as the expectations of their desired post-high school institutions.

ATTENDANCE

General Comments on Attendance

Absences may be necessitated by illness or other circumstances beyond one's control. The following policies and procedures are an attempt to meet those needs. It is assumed that each student (and parent) will do everything possible to fulfill commitments to the school, including attendance and work, expected for their own good as well as maintenance of the academic integrity of this institution. High school attendance is taken by class. Therefore, the following descriptions are taken into account for each class. In the unlikely event that a student's number of absences in a particular course exceeds the number granted by the school (12 total), the student and parent may be required to provide additional documentation and/or meet with the administration.

Student absences are categorized as "Pre-Planned" or "Unplanned" and together such absences make up the total number of 12 per course allowed for each high school student. These steps should be taken for the following absences:

PrePlanned Excused Absences (College Visits, Family Days, Medical Appointments, DMV Appointments, School/Class Trips):

- 1) The student should obtain and complete a PrePlanned Absence Form (**initiated at least one week prior to the absence**) from the CDS website (in the parent and student portals under Documents and Forms > High School); or from the forms/documents wall located in the Student Commons.
- 2) The student brings the form to each teacher (of the class(es) he/she will miss) for his/her comments and signatures.
- 3) The student then obtains parental permission/signature acknowledging the information and recommendations shared by the teachers.
- 4) The student must submit the completed form to the Assistant Principal's office for approval **at least 3 days prior to the absence** for the visit to be considered "excused." If form is not received, the absence will be coded "Parent-Approved, Unexcused."
- 5) Administration will review attendance records prior to approving all requests.
- 6) Students are able to make up missed assignments without penalty per the timeline set by and in communication with the instructor of the class missed.

UnPlanned Excused Absences Defined (Sick, Emergency,)

Procedure for UnPlanned Absences:

Sick and Emergency absences should be reported to the school at the earliest time possible by the student's parent/guardian using the Online Absence Reporting Form accessed through the Parent Portal of the school's website. (If a parent is unable to access the website due to the nature of the absence, a phone call to the high school office is requested.)

Sick Absences:

Absences due to illness will be coded as "excused" when official notification from a parent is made to the school via the parent portal online absence reporting form. All work may be made up for these absences according to the policies regarding excused absences outlined below. **Such absences are included in the student's overall allotment of 12 absences.** Exceptions may be made by the

administration for extended illness. Please note the school's policy of being fever-free for 24 hours (without the assistance of medications) prior to returning to class.

Emergency Absences:

In the event of a student's absence from school for an emergency, parents must officially notify the school via the Online Absence Reporting Form or written note explaining the absence. Normally included in this category of situations would be a death in the family or other tragedy. If travel distance or responsibilities connected with these tragic circumstances demand more time, the administration may extend the time allowed. Such absences are included in a student's overall allotment of 12 absences, will be counted as "excused" and all academic work may be made up according to the policies regarding excused absences outlined below.

Excused Absences and Make-Up Work

The student is responsible for all work missed during an excused absence. High school attendance is taken by class 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 unless otherwise determined by the class instructor.

Unexcused Absences

All absences not mentioned above will be considered "unexcused." This includes absences above and beyond the stated number of excused absences (i.e., 12). It also includes absences that would normally qualify as "excused" but proper procedures were not followed (lack of parental notification of sick days, lack of approval forms for pre-planned absences). All work **may** be made up for unexcused absences at the timetable and discretion of the class instructor. Co-curricular activities are affected by unexcused absences in that a student may not be able to participate in same day events – see "Co-Curricular" below.

Skipping Class: A student who skips class (defined as not attending class without permission from parents/teacher/administrator), will be counted as an "**unexcused**" absence for every class missed. That student will also receive an automatic "zero" for any work during the periods missed and the student will be referred to the Assistant Principal for disciplinary consideration.

Tardies to Class

Attendance is taken for each period during the school day. Students are expected to be inside the classroom with all necessary materials for class when the "bell" music stops. Any student who does not meet this standard will be considered tardy, including first period. A student who misses more than **one-third** of any class period will be considered absent for that entire period. Such absences will be coded as "excused" or "unexcused" by administration in consultation with the student/parent.

- Unexcused tardies to any class (including first period) are recorded and for every five (5) unexcused tardies a hour service hour assignment may be issued.
- Seniors with 10 tardies to a particular class may not be considered for exam exemptions in that class.
- Teachers may choose to enforce tardy policies specific to their classes.
- Parents will be notified of students who are habitually tardy to class and consequences for repetitive/excessive tardiness may be issued.

Signing In and Out of School

All students arriving late to school (after 8:15 a.m.), whether excused or unexcused, must sign in at the main office of the high school. Students may not leave the campus at any time during school hours (including lunch) without written parental permission and approval from administration.

Students are to use the front/main entrance (only) when arriving or leaving the high school building during the school day including to attend classes in other buildings, (with the exception of chapel, and for fire/emergency drills).

Co-curricular Activities and Attendance

Academic responsibilities take priority over co-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 a student is absent from **one (1) period only** for illness or an emergency, he/she **may** participate in co-curricular activities IF communication is made to administration and approved by the Assistant Principal.
- If a student is absent from **more than one (1) period** of the day (including being late one-third of the period), he/she **may not** participate in any co-curricular activities for that day, including practices, games, fine arts performances, etc.
- Doctor appointments are permitted on the day of a co-curricular, but students are expected to be in school except for the length of the appointment and reasonable travel time **and a note from the doctor's office is required (no exceptions) to participate.**

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 the school's responsibility to provide this 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 functioning within the school each 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 student should sense the responsibility to control himself/herself as mandated by God. As the students 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 student 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.

Guidelines and Expectations for Student Behavior

1. Students should show proper respect and demeanor by being considerate and polite to all.
2. Students should be on time regarding attendance and academic work.
3. Students are expected to be in the high school building during the school day. Students who enter the lower school, middle school, church, or parking areas of campus may only do so with faculty permission or academic purpose (e.g. student services, chapel, or fine arts).
4. Students should do all of their own work and should not share their work with others. Cheating and plagiarism are dismissible offenses.
5. Students should adhere to institutional preferences by following dress code and all other school policies outlined in the Handbook.
6. Students should value school and Christian education by abstaining from defamatory remarks about individual students, faculty, or CDS as an institution.

Discipline System

The faculty and staff seek to hold students accountable to the school's policies and procedures and will implement consequences when necessary, particularly for issues within their own classrooms. In addition, students may be referred to the administration for violating any of the school's policies. Teachers and administrators always reserve the right to deal with situations in a manner that is best for the individual student in question. Students who are referred to the Assistant Principal will be interviewed as to the nature and intent of the violation. Parents may be contacted depending upon the severity of the offence and appropriate consequences will be given to help correct the actions of the student with an intent toward full restoration.

Cheating/Plagiarism

Students who cheat receive an automatic "zero" on the assignment and are referred to the Assistant Principal. Students who share their work or compromise test/quiz integrity (by informing

subsequent classes of previous classes' expectations) will receive a "zero" and are referred to the Assistant Principal. Repeat offences are subject to suspension or dismissal from school.

Detentions

Before School, Lunch, After School, or Saturday detentions may be administered at the discretion of the faculty or administration for infractions of classroom or school rules. Students who have received a lunch detention are to report to the assigned location at the start of lunch and may only be released at the discernment of the proctor. All other detention assignments will be communicated directly to the student by the Assistant Principal.

Service Work

As an alternative to detentions, service work may be assigned as a consequence at the discretion of the administration. Such assignments generally are part of the restoration process, have a physical aspect, and give the student the opportunity to give back to the school or a particular teacher. Service hours are assigned on a case by case basis.

Suspensions: In School (ISS) or Out of School (OSS)

Students serving an ISS or OSS **may not** participate in, nor should they attend, any co-curricular activities.

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

- Excessive detentions
- Repeated honesty issue infractions – cheating/plagiarism, lying, stealing
- 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.
- Use or possession of tobacco, drugs, alcohol, or related paraphernalia. Students are to abstain both on and off campus from use or possession of tobacco, drugs, alcohol, and related paraphernalia, which medical research has confirmed to be harmful to health in many ways. Any student who violates this requirement while on or off campus, while on a school sponsored trip, or while attending a school-sponsored function will be subject to disciplinary action including a multi-day suspension or expulsion. The administration reserves the right upon credible evidence or suspicion to request a student take a drug test. If the student tests positive, the cost of the test is covered by the parents.

Suspensions will be served at the discretion of the administration. A suspension will count as an unexcused absence, 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 of this document. It should be noted that many college applications ask if a student has been suspended while in high school. When this is asked of a student or school representative (such as principal or guidance counselor), the honest answer must be given.

Dismissal

Defined as expulsion and removal from the school and all school programs, activities, and events for the remainder of the school year, expulsion may result from (but is not limited to) the following:

- Repeated misconduct

- Failure to respond positively to repeated efforts at correction by the school's personnel
- Violations of federal, state, or local laws
- A serious breach of the student handbook

These may include, but are not limited to, the following: possession of dangerous weapons, sexual promiscuity, vandalism, theft, possession or sale of stolen property, fighting, and arson. Offenses may also include the sale, possession, or use of controlled substances (drugs, narcotics, alcohol, or poisons, or drug paraphernalia) whether on or off campus, as well as threatening or bringing harm to the person or property of a student, 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 suspended, expelled, or required to separate from the Covenant Day School community, the student forfeits the right to participate in or to attend any school-sponsored programs, activities, or events.

Dignity, Conflict, Harassment, and Bullying Policies

Student Dignity Philosophy

Covenant Day School (CDS) desires to bring a life of dignity, respect, care, honor, and love to each and every member of our student and parent body. We are grateful for all of our students who represent CDS and are responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks, and years while at our school. We expect each and every student and family member to respond in kind. If and when challenges arise around loving our neighbor, we are committed to working through issues either through telephone conversations or in person. We will seek to follow God's calling of bringing loving reconciliation to the forefront with the hope that relationships will move toward being Christ-like.

Conflict Resolution Policy

Conflict includes disagreements and misunderstandings that take place between students of relative equal power or social standing. Conflict includes arguments, disagreements, and disputes between individuals. Covenant Day is committed to helping our students heal, strengthen, and transform their relationships affected by conflict through the power of the Gospel. Staff shall seek to draw students in conflict toward a peaceful resolution using the principles of Matthew 18, to seek to honor and follow the Lord as we work to resolve the conflict and be peacemakers. Not all conflicts rise to the level of harassment or bullying but may lead to the need for resolution and/or discipline under guidelines in this handbook.

Harassment Policy

At Covenant Day School, we will nurture a culture of human dignity that is free from harassment. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

- Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of expulsion.
- Covenant Day School does not condone or allow harassment of others by students, teachers, administrators, support staff, or other persons at any time. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Each report will be given serious consideration and investigated appropriately.
- Harassment includes, but is not limited to:
 - Threats, slurs, jokes, or any form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature. Persons engaging in this misbehavior will be disciplined according to procedures in this handbook.
 - Engaging in improper physical contact.
 - Making improper sexual comments.
 - Making unwelcome sexual advances.
 - Writing a note to someone else, either electronically, by hand, through social media, with content that may be construed as sexual or unwholesome as defined in Ephesians 4:29.

- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment.
 - Intimidation/bullying of any kind, including cyber-bullying (further defined in detail below).
- Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.

Bullying Policy

At Covenant Day School, we will nurture a culture of human dignity that is free from bullying. Bullying is one form of harassment that is characterized by the presence of these three features:

- **Unwanted aggressive behavior is intentional** and may be physical, verbal or nonverbal/social;
- **An imbalance of power** exists in the relationship, such that the person who is targeted has difficulty defending himself or herself; and
- The **behavior is repeated or severe**, causing distress or disruption in the target's life.

Bullying can take many forms, including making threats, name-calling, embarrassing someone in public, hazing, spreading rumors, physical or verbal attack, breaking or taking someone's things, excluding others or teasing. Cyber-bullying is a specific form of bullying that involves technology (computers, cell phones, other electronic devices and communication tools, including social media sites, chat rooms, etc.).

Bullying scenarios may involve one-on-one interaction or groups of students targeting another group or a single student. A situation can escalate into bullying from rough play or conflict. Because a power imbalance exists in bullying situations, it is not appropriate to assume that customary Matthew 18 conflict resolution steps are appropriate or should be the first step in stopping the bullying.

Students who are bullied should immediately seek out help from a teacher, administrator, or their parents to help resolve the situation. As a community that thrives through unity, students who are aware of bullying or concerning interactions between other students are also expected to notify the above individuals. Administrators will follow an appropriate investigation process but cannot do so without first being notified that there is an issue. CDS wholeheartedly empowers its students to stand up against bullying and believes "if you see something, say something."

Electronic Media Use Policy

Covenant Day School is pleased to offer its students access to the internet, a tool for life-long learning. CDS believes the internet to be an essential learning tool in 21st century education. Therefore, the school maintains a responsibility as an educational institution to teach students digital citizenship so they become discerning users of technology and salt and light for God's glory in the world. CDS also recognizes the sinful nature of human beings and the temptation that electronic media can provide — particularly devices which access the internet.

In order to protect students from danger, to assist the Christian family, and to protect the mission of the school, CDS has established the following guidelines for use of electronic media which honors God by loving Him and our neighbors well. Students are expected to follow these guidelines, along with all of those found in this handbook, at all times and in all places. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using electronic media. The school does not monitor student internet usage outside of school and we encourage parents to monitor student activity on social networking sites (including but not limited to Facebook, Snapchat, Instagram, and Twitter, as well as regular cell phone and smartphone usage.

Acceptable Use of the Internet

Student use of computers is restricted to educational pursuits during the school day and is only granted with the permission of teachers or staff. Students are only permitted to access the internet using the school's wireless network. While in school, student visitation of websites which include vulgarity, nudity, profanity, gratuitous violence, and pornography is expressly forbidden. While using the internet off-campus during personal time, the school honors the judgment and standards chosen by parents for their children but maintains a strict position in opposition to all forms of pornography. All high school students will be required to sign the Acceptable Use Policies for Mobile Computers found in APPENDIX B (page 30) of this handbook.

Acceptable Use of Social Media

Social networking sites (Facebook, Snapchat, Instagram, Twitter, and other similar sites), blogs, and instant messaging are not to be accessed by students during the school day while on campus or in a school bus.

When using social media during personal time off campus, students are reminded that the guidelines for behavior in this handbook apply at all times. Harassing or bullying behaviors which are performed using social media are equally as serious to performing these behaviors in person and are also prohibited. Please refer to the Student Dignity section (page 16) of this handbook for a more detailed explanation of the school's position on harassment and bullying.

Acceptable Use of Cell Phones, Smartphones and Smartwatches

While off campus during personal time, the aforementioned guidelines for student behavior on the internet and social media apply. Additionally, the school prohibits "sexting" between students, defined as "the act of sending sexually suggestive or explicit messages, photos, or images via digital devices." Additionally, even appropriate photos should only be taken with permission and should

not be shared or distributed without permission. The following guidelines apply to student cell phone and smartphone use during the school day while on campus or on a school bus:

Electronic devices such as phones, smartphones and smartwatches (other than to tell time), may not be accessed throughout the academic school day unless specifically allowed by a teacher or an administrator for a particular use. Such devices may be accessed at the lunch period for communication purposes only (gaming, listening to music, watching/playing videos are prohibited). During the lunch period, phones may be used in public places only (note: restrooms are not public places). Earbuds and headphones should not be used outside of the classroom, including the hallways.

The School's Response

When the school becomes aware that a student has violated one or more of these guidelines, the administration reserves the right to take disciplinary action. For major offenses, the school may consider potentially serious consequences such as suspension, expulsion, or contacting local authorities.

When matters of consequence or conflict occurs between students, the school will ask the parents of both parties to honor the principles found in Matthew 18 and to meet together to work towards reconciliation in a Christian manner. This meeting does not preclude school discipline.

In all cases, disregard for the cell phone use policy will result in confiscation of the student's phone and referral to the Assistant Principal. Consequences may include holds of the phone/device for extended periods of time, implementation of an individual student cell phone protocol, and/or loss of on campus cell phone use.

The school is not responsible for lost or stolen electronic items.

Regarding the high school laptop program, CDS reserves the right to log, monitor, and review internet, e-mail, and other network use of each student user. Each user agrees and consents to such logging, monitoring, and review and acknowledges that she/he has no right or expectation of confidentiality or privacy with respect to internet, e-mail, or other network usage.

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. In the area of dress, it is particularly important that parents seek to strengthen the school's institutional preferences. We expect our students 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. We recognize that the Bible does not give exact standards that can be easily applied within our cultural context. However, we are commanded to honor God with our bodies. The school's position in the area of dress gives our students freedom to make wise decisions based on the following guiding principles and specific examples:

Guiding Principles

- **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.
- **Cleanliness and neatness.** Clothing that is dirty and unwashed or in a state of disrepair (holes, frayed hems, etc.) is not permitted.
- **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. Students are expected to respect the *spirit* rather than the letter of the standards. The school reserves the right to send any inappropriately dressed student home for a change of clothes or to require that appropriate clothes be brought from home.

Specific Standards for High School Students

Tops

- Shirts/tops may contain writing, letters, or images as long as they are not inappropriate or contrary to the school's guiding principles listed above (at administrative discretion).
- All shirts/tops must be in good repair.
- All shirts/tops must have sleeves.
- Girls shirts/tops must have a modest neckline; cleavage must not be exposed. Midriffs and backs must be completely covered at all times, whether sitting or standing. Undergarments should not be exposed.

Pants/Skirts/Shorts/Dresses

- All pants and shorts (including jeans/denim) must be clean, neat, and may not be torn, frayed, or have holes.
- All shorts (boys and girls) must be in good repair and must be no shorter than 4" from the middle of the knee. Undergarments should not be visible at any time.
- Athletic pants and shorts, (including but not limited to, gym shorts, sweatpants, and compression gear), are not permitted.
- Girls' skirts and dresses, including those with a slit, must be no shorter than 4" from the middle of the knee. **If shorter than 4" from the middle of the knee, leggings must be worn.**

- Legging-style (unless under dress/skirt) and excessively tight jeans are not permitted.

Outerwear

- Sweatshirts and hoodies (hoods may not be worn inside the buildings) may contain writing, letters, or images as long as they are not inappropriate or contrary to the school's guiding principles listed above (at administrative discretion).
- Outerwear that is being worn over non-dress code compliant clothes must be worn for the entire school day.
- Students may not wear hats or sunglasses during school hours.

Shoes

- Shoes must be worn at all times. Backless shoes and those with high heels pose a great risk of fall. Good judgment should be exercised in selecting safe footwear.

Other

- Male students should keep hair neat and well groomed. Male students should keep hair pulled back so as not to cover the eyes/face.
- Tight fitting clothing and/or revealing clothing is not permitted.
- No visible pierced body-part jewelry, other than earrings for females, are permitted at school or at school-sponsored functions.
- Students are not permitted to have visible tattoos (permanent, temporary, or hand-drawn).

Professional Dress Days

All students are *encouraged* to wear "Professional Dress" on Wednesdays (see guidelines below). Some days may be designated as "Professional Dress" days as a sign of respect for the occasion, such as special chapels, assemblies, events, and other programs are held in the worship center.

Guidelines for Professional Dress:

Boys

- Boys are to wear a collared dress shirt and either a necktie **or** a blazer/suit jacket. The tie or blazer/suit jacket must be worn the entire school day. Shirts must be tucked in.
- Boys may wear dress slacks or jeans in good repair (no holes/frays/tears), with belt.
- Boys are to wear close toed shoes, (no flip flops or tennis shoes on Professional Dress days).
- Boys may wear outerwear; however, it must reflect a "professional" look and may not be in lieu of a tie or blazer/suit jacket.
- Hoodies, athletic jackets and sweatshirts are not allowed on Professional Dress days.

Girls

- Girls are to wear either an appropriate-length dress/skirt - no more than 4" above the middle of the knee (if shorter, leggings must be worn) **OR** may wear dress pants with blouse (no t-shirts or polo shirts).
- Girls may wear jeans **if** worn with a blouse **AND** a blazer/suit jacket reflecting a "professional look" (no t-shirts or polo shirts).
- Girls may not wear flip flops or tennis shoes on Professional Dress days.
- Girls are expected to maintain standards for appropriateness and modesty.
- Outerwear for girls should reflect a "professional" look and may not be worn in lieu of a blazer/suit jacket. Hoodies, athletic jackets and sweatshirts may not be worn.

Formal Dance Dress Code

- Formal attire is expected for ladies and gentlemen.
- Dresses that reveal the midriff (cut-outs, two piece dresses, etc.) have plunging necklines, are see-through, or are extremely tight are not permitted (at the discretion of administration and faculty advisors). The opening of the back of the dress should not be lower than the natural waistline. Slits should not exceed four inches from the top of the knee. The hemline of the dress should be no shorter than four inches above the knee (including underlays).

Informal Dance Dress Code

- Modest attire and discretion should be observed.
- Administration reserves the right to remove a student from an event if attire is inappropriate for the occasion.

OTHER

Before/After School

High School students may utilize the Student Commons area before and after school while adults are present. The building hours are 7:30a-4:30p (there is no re-entry to the building after this time). Students should remain inside the Learning Commons and not roam the campus (unless approved by and supervised by a CDS faculty/staff member).

Buying/Selling on Campus

Students may not buy or sell items on campus outside of established/approved items by the school or its' entities.

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. These forms are available on the parent portal of the CDS website under Documents & Forms > High School. 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 in their assigned spots or locations. Students are not allowed to park in designated faculty lots or the lot directly in front of the high school or in the middle 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.
- **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. All drivers are expected to observe the campus-wide 5mph speed limit and always give pedestrians the right-of-way. Student drivers who are in violation of these guidelines will be subject to disciplinary measures and may lose their on-campus parking and driving privileges.
- **Driving to Co-Curricular Activities:** For athletic team members and club members. Students who are required by the school to participate in a co-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:** 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.

Food/Lunchtime Expectations

Breaks are scheduled each day of the week. During this time, students will have the opportunity to have a snack, use the restroom, etc. Lunch is to be consumed in the designated areas (exceptions may be granted by faculty/administration). Students **may** eat in carpeted classrooms if a faculty or staff member is present. Students should not eat in stairwells or while sitting on the floor as this is a violation of the health code.

The Learning Commons is available for silent study during lunchtime, however, not for eating or drinking (other than water).

Students are required to remain on campus during lunchtime unless granted permission to leave by the administration (written parental permission is required for consideration of such requests).

High School Clubs

Covenant Day School has a variety of clubs and organizations for students. The clubs rely heavily on student involvement and can be initiated through the Student Council. Each club must have a faculty sponsor and must purpose to abide by and further the mission of the school at all times.

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.

Marriage

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

Medications

Please refer to APPENDIX C (page 33) of this handbook to view the Medication Administration Policy.

Pets on Campus

It is the school's desire to provide an atmosphere that does not intimidate its students or cause unnecessary fear. Certain students are afraid of dogs. The school requests that parents refrain from walking dogs on campus while students are present. Even small dogs may cause some students to be afraid. Any animal present on campus (even in vehicles) must be current on all required vaccinations for the safety of everyone.

Photo and Creative Works Release and Consent

Covenant Day School, its successors and assigns, and those acting with its permission and upon its authority, are irrevocably authorized to photograph, videotape, or film parents and students while on school premises or at school activities or reproduce student's creative works that are produced at school, for marketing, advertising, publicity, or any other lawful purpose for Covenant Day School.

Covenant Day School will receive no compensation for such use, and the school, its successors and assigns, and those acting with its permission and upon its authority are irrevocably released from any liability, responsibility, or claim that may arise by reason of any exercise of the authority granted above. Students will not be identified in advertising or publicity efforts, unless given specific parental permission or unless the student participates in athletics or fine arts productions.

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.

Private Tutoring

If a parent wishes to enlist the services of a private tutor for their child on campus, notification and/or arrangements should be made through the CDS Academic Resources offices.

Search & Seizure

The school recognizes that each student has an expectation of privacy at school. However, the administration reserves the right to search student lockers and other personal property to help resolve disciplinary matters or to protect the welfare of the student body concerning weapons or

illegal substances. The administration also may require a student to complete a drug test at the cost to the parents when the administration finds evidence which suggests student drug use.

Service

As a part of student development, we believe that it is important to encourage students to serve the community by using their interests, time, and talent. The Scriptures clearly teach that we are to serve as Christ has modeled for us. The opportunity to serve others is an issue of stewardship as well as good citizenship. Learning to serve is a way of life and it is our desire that the numerous service opportunities available will help students recognize the rich blessings of a life of service and, as a result, choose it for themselves.

Social Activities

The scriptural standard for social activities can be summarized in God's directive in 1 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. They 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.

Trips

CDS students/families are expected to follow trip policies which are distributed by trip leaders. Handbook rules apply whether it is a sanctioned or non-sanctioned trip and in accordance with the CDS Lion's Code.

Visitors to Campus

Guests may visit campus by signing in at the school office and wearing a visitor's sticker identifying themselves. CDS has adopted a policy of a campus closed to students of other schools with the following 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 currently enrolled CDS student may come to lunch or may attend classes for one day per year **after making arrangements in advance with the administration.**
- Immediate family members of currently enrolled families.
- Graduated CDS alumni may visit at lunch or by appointment with a faculty member.