



Parent/Student Handbook CDS Middle School

2018-2019

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"We are taking every thought captive to the obedience of Christ." – 2 Corinthians 10:5

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SCHOOL CULTURE

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.

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.

School Verse

“We are taking every thought captive to the obedience of Christ.” (2 Corinthians 10:5)

Portrait of a Graduate

By God's grace, Covenant Day School graduates:

Follow Christ - Our graduates recognize that their daily spiritual and intellectual lives are inseparable and complementary, with Christ at the center. The Bible is their foundation and guide as they pursue their unique callings with diligence, humility, and integrity.

Serve Others - Our graduates demonstrate a love for God, the church as the body of Christ, and all people by affirming others as God's image bearers. They participate and lead in their local and global communities, seeking to serve them selflessly, and include others in achieving goals.

Pursue Wisdom - Our graduates continue to pursue wisdom and knowledge throughout their lives. Intellectually curious, they articulate and apply a biblical worldview as they continue to develop abilities to discern, think critically, work collaboratively, and solve problems creatively and independently.

Communicate Effectively - Our graduates communicate confidently and effectively in written, spoken, mathematical, and technological languages.

Learn Purposefully - Our graduates have a passion for learning and the academic tools necessary to thrive as they purposefully take the next steps in their lives. Their appreciation and wonder for the beauty and complexity of God's creation informs their learning and development.

Engage the Culture - As ambassadors for Christ, our graduates are equipped to represent Him well collegiately in academics, athletics and/or fine arts. They are prepared to be salt and light for God's glory within and across cultures throughout their lives.

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 PROGRAM

Academic Integrity

Covenant Day School holds its students to a high standard of integrity in all aspects of their school work. Academic dishonesty occurs any time a student obtains work or assists others in obtaining work which is not their personal work. Students should assume all assigned quizzes, tests, projects and/or exams should be completed independently unless the teacher has given instructions allowing student collaboration.

Homework collaboration is permitted unless prohibited by the teacher. Teachers will set standards regarding collaborative homework efforts. If students have any questions regarding what is permissible regarding homework collaboration, they should ask that specific teacher.

Academic Resources

The mission of the Academic Resources (AR) department of Covenant Day School is to help each student achieve his or her God-given potential through direct service to students with assessment and therapeutic intervention, to teachers with consultation and classroom support, and to parents. Covenant Day's Academic Resources Department utilizes educational therapy, Orton-Gillingham Language Intervention, and academic coaching. In most circumstances, if your child needs these services, your child's teacher will approach you, and together you will work with AR to develop a plan for your child. However, a parent is welcome to approach their teacher to discuss any concerns. For more information, contact AR Director, Wendy Klipp.

Academic Probation

A student who fails more than two classes during any quarter will be placed on Academic Probation for the following quarter. An academic probation contract shall be signed by the student, the parents, and the administrator. This contract will spell out the terms of the probation and will include the academic requirements of that student for the probationary period as well as any privileges that may be taken away during that time.

Exams

Mastery Exams are given at the end of each semester for all core classes. These exams are given to determine the level of mastery of the key objectives for these classes. These exams count as test grades for sixth and seventh grade students and count for twenty percent of the semester grade for 8th grade students.

Grading Scale

Letter Grade	Numerical Grade
A+	97% – 100%
A	93% – 96%
A-	90% – 92%
B+	87% – 89%
B	83% – 86%
B-	80% – 82%
C+	77% – 79%
C	73% – 76%
C-	70% – 72%
D+	67% – 69%
D	63% – 66%
D-	60% – 62%
U/F	0% – 59%

Homerooms

All middle school students will have homerooms in the morning. Homeroom is set up to be a smaller student/teacher ratio. Homeroom will include devotions and age-appropriate relational time. The homeroom teacher will act as an “advisor” for the students.

Homework

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; to stimulate voluntary effort, initiative, independence, responsibility, and self-direction; and to enrich the school experience through related home activities. As a guideline for a student who completes work at an average pace, not including reading and studying for upcoming quizzes and tests, sixth graders should have no more than sixty to seventy minutes of homework, seventh graders should have no more than seventy to eighty minutes per night, and eighth graders should have no more than eighty to ninety per night.

Honor Rolls

Students who distinguish themselves through outstanding academic achievement will be placed on one of the following honor rolls at the conclusion of the school year.

High Honor Roll: Students who have maintained a grade of 90% and above in **all** subjects.

Honor Roll: Students who have maintained an average grade of 80% and above in **all** subjects.

Media Center

The media center, located in the high school building, is for the use of all students. It is open during school hours each day for students to check out and return books or to work on research. Books are not to be taken from the media center unless they are checked out through the Media Center Specialist. The student is responsible for the replacement of any books (or other items) that have been checked out and then lost or damaged. Unpaid fines will delay the release of progress or report cards.

Standardized Testing

Comprehensive testing will take place each school year utilizing the ERB (Educational Records Bureau) Comprehensive Testing Program and/or any other test determined by the administration and faculty to provide relevant evaluation of academic performance.

Covenant Day Middle School offers our students a writing assessment program from the makers of the ERB tests. This writing assessment program (WrAP) assesses the students' ability to write an informative, stimulus based response. The WrAP will provide the Language Arts teachers with a powerful and objective lens to examine students' writing skills with an on-demand performance task that requires students to respond to an engaging prompt.

Student Records

The student's parents and/or guardians, as well as administrators, counselors, outside testing/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, and the request must have the parent's or guardian's signature. Student files and records cannot be shared with other parents or students.

Textbooks

Textbooks assigned to individual students are the property of the school. 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. Unpaid fines will delay the release of report cards.

Tutoring

Faculty Tutoring: CDS teachers may deem it necessary to offer group tutoring sessions outside of class as needed for their students. Generally, math teachers offer a weekly tutoring session outside of the classroom at the teachers' convenience. CDS teachers may not tutor CDS MS students who are in another grade during the current school year.

Private Tutoring: CDS families who employ outside tutors for their students should view the tutor's role as reinforcing and reviewing concepts. Teachers will not be permitted to share any teaching materials, quizzes or tests with tutors. Private tutoring sessions will not be group sessions. Tutors are responsible to secure classroom space with CDS.

ACADEMIC POLICIES

Attendance Policy

Excused Absences: The parent is responsible for communicating with the school regarding the absence by either calling the school attendance line on the morning of the absence or by sending an email on the day of an absence. If the parent has communicated with the school regarding the absence, the absence will be recorded as excused. Excused absences include those resulting from illness, emergency, family trips, or death in the family. Medical appointments that cannot be made outside of school hours **will also be excused with a doctor's note.**

Unexcused Absences and Make-Up Work: Unexcused absences fall into one of two categories:

1. An absence for an excusable reason but parents failed to give proper notification of the absence.
2. Excessive excused absences will be considered unexcused. This would include too many days for a family trip, etc.

Students will be responsible for missed work and will be given the allotted two school days for each school day missed upon their return from any **excused or unexcused absence**. A folder will be kept at the front office for make-up work, **ONLY if a parent requests one**. Otherwise the student needs to obtain any missed work directly from their teacher.

Make-up Work

The student is responsible for all work missed during an absence. A student who misses an entire day is given two school days for each one missed to make up this missed work. A student who only misses 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.

Students may request work in advance of a family trip, and the teacher will try to accommodate the student with work that will be missed ahead of time. **Guarantees cannot be made to provide any or all work prior to a family trip.**

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.

Eligibility for Extra-Curricular Activities

Academic: To be eligible, the student must have no quarter grades below a 60 and no more than two quarter grades below a 70 from the previous quarter. Special exception may be made for a student who has been diagnosed as having learning differences by means of the WISGR test or equivalent or by the SAS program testing procedures. This student will have no quarter grades below a 60 and no more than three below a 70.

Attendance: To be eligible for **practice, game, or performance**, students must be in attendance during the school day. If a student is tardy for school, he/she must arrive no later than 11:00 a.m. If a student is late or will miss class due to a scheduled medical appointment, a doctor's excuse must be given to the MS administrative assistant upon returning to school.

Promotion

Except in the case of excused absences, each student is expected to attend the designated number of school days to be eligible for promotion. A student who has a low-grade average or is failing to indicate mastery of skills covered in his/her grade level will not be promoted to the next grade level.

Release of a Student to Persons Other than Custodial Parent or Guardian

During the school day, students 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.

Tardiness to Homeroom

Punctuality is a virtue that is highly valued and encouraged at Covenant Day School. Punctual arrival to school and class each day is crucial to the effective operation of our school and the enhancement of individual self-discipline. We understand that MS students are not driving themselves to school. If a homeroom teacher notices a pattern of tardies with a student, the administrative assistant will contact the parents.

Students arriving to school *after* 8:15 a.m. on M, T, Th, or F or 8:50 on Wednesdays are to report to the MS office to sign in and receive a pass to homeroom. Tardy students will not be admitted to homeroom without a pass from the office.

Tardiness to Class

Attendance will be taken for each period during each school day. A student is expected to be in the classroom and in his/her seat when the bell rings. The teacher will notify parents of students who are habitually tardy to class. Teachers may give a **behavior report** for tardies. A student who misses more than fifteen (15) minutes of any class period will be considered absent for that entire period.

GENERAL INFORMATION

After-School Care

Childcare is available on campus after school through Covenant Day School for a fee. Arrangements should be made directly with the after-school program. **Middle school students may wait inside the building at the front office at the conclusion of carpool for no more than fifteen minutes at which time students will be sent to after-school care and billed accordingly. Students may not roam to other parts of campus.**

Chaperones and Field Trips

All chaperones who agree to drive for the school trip must submit proof of acceptable auto insurance prior to being approved driver. When students go on a field trip with parent drivers, all students must wear seat belts. No students may ride in the front seat. Parent drivers are not to make unauthorized stops. Siblings are not allowed on field trips. Chaperones for overnight trips are required to have completed a background check. Driver chaperones and overnight trip chaperones should contact the business office for approval.

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.

Emergency Closing Procedures

Covenant Day School closings due to inclement weather or other circumstances will be announced on the CDS website, official CDS social media, and on local TV and radio stations. Covenant Day School does NOT necessarily follow the Charlotte Mecklenburg School closing policies or calendar.

Lockers

Lockers are the property of the school and are provided for the convenience of the students. Each student will be held responsible for damage to the inside of his/her locker. The administration reserves the right to conduct inspections and/or searches of lockers at any time, with or without the knowledge and/or permission of the students or their parents. The CDS faculty and administration also reserves the right to ask students to remove items and/or pictures from lockers that are considered inappropriate.

Lost and Found

The school is not responsible for lost or damaged clothing or property. We suggest that all students label their clothing clearly with their name. CDS is not responsible for lost items. Lost and Found bins are placed in several locations throughout the building. Please see the administrative assistant for locations.

Lunch

Covenant Day offers Flik Independent School Dining as its dining program partner. Students have the opportunity to enjoy a variety of well-balanced, nutritious, and allergy-friendly meal options for purchase each day. By providing a well-balanced lunch, Flik Independent School Dining strives to improve the overall health and eating habits of students.

All MS students will enjoy a ten to fifteen minute recess period at the conclusion of lunch, after students have participated in cleaning their table area and have been dismissed from their tables.

Parent/School Communication

Academic Reports

The CDS Middle School will have grades shown throughout each quarter via the internet using Net-Classroom. We will use four nine-week grading periods during the school year for official report card grades that will also be posted online after the completion of each quarter.

Conferences

Parent-teacher (and sometimes student) conferences occur during the fall. Each new-to-CDS family will have a mandatory meeting with one or two of the child's teacher/teachers. 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.

First Quarter Phone Calls

Each family will receive a phone call from one of the student's middle school teachers. This conversation is meant to gauge the teachers and families' read on the beginning of the student's year. If teachers or parents feel the need for a conference, this will be addressed.

Parent-Initiated Conversation

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.

Statement of Agreement

All parents will be required to sign a "Statement of Agreement," acknowledging agreement with the policies and philosophy of the school. This "Statement of Agreement" is located in the appendix of this handbook. 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.

HEALTH AND SAFETY

Health Policies and Procedures

Food Allergies Policy

CDS is committed to providing a safe school environment for all students. The school recognizes that food allergies in some instances may be severe and even life-threatening.

Covenant Day pledges to make reasonable efforts to protect children with anaphylactic allergies, physically and socially/emotionally. However, Covenant Day School is unable to guarantee a peanut- and/or nut-free environment in any context. Due to sharing space with other ministries of Christ Covenant Church, as well as the use of facilities for athletic events that involve other schools, the school is unable to fully control the physical environment in which its students operate. Covenant Day's middle school does not designate classroom or lunchroom areas as peanut- and/or nut-free settings. Teachers and staff are informed of students with anaphylactic allergies. Students are also encouraged to advocate for themselves by reading labels and discussing their allergies with other students as needed. We ask all students to be sensitive to those with allergies, and respect requests not to share food, not eat certain foods near them, etc.

Families of children with anaphylactic allergies must make the school aware of their child's condition via communications with the homeroom teacher, school nurse, as well as indicating it on the school's required emergency form. Parents are also required to provide a Medication Authorization Form, Allergy Care Plan, and a minimum of two (2) EpiPen injectors to the school. Please refer to Medication and Self-Carry Guidelines below for further review of requirements for emergency medication.

Students with allergies should let their homeroom teacher know what types of treats are permitted so that they are not left out during special occasions or when birthday treats are brought in by others. Parents are requested to supply a "safe treat" stock for their child to have in the case of a class/school-wide treat so their child will not feel left out.

Head lice

Head lice may be spread anywhere there are children. They do not represent a disease of infection and can readily be treated. Since lice are transmittable, the school nurse or other designated school employee will contact the parent of a child suspected of having head lice. The student may not return to school until treatment has been administered and the school nurse or other designated school employee has determined that no head lice are present prior to returning to class. It is the parent's responsibility to check other family members and treat as necessary. For further information, please view the Head Lice Policy on the CDS website.

Immunizations

As required by N.C. state law, all students must submit a record of immunizations, signed by a physician or bearing a physician's stamp, including all exemptions. This information is due upon admission to the school. Rising 7th grade students are also required to complete the Tdap booster and Meningococcal vaccine. The law states that if a child begins school without an immunization record, parents have 30 calendar days from the day their child enrolls to provide the school with an appropriate record. After that 30-day period, the

school will not permit any child to attend class who is not immunized as required by law. Further information can be found at www.immunize.nc.gov.

Medication Policy

Administering medications to students: In accordance with North Carolina General Statute § 115C-375.1, and the Nurse Practice Act, a **physician authorization (signature)** and **parent permission** are required before school employees can administer any prescription and/or over the counter medication. Only CDS employees to whom the responsibility of medication administration has been delegated by the school nurse will administer scheduled and emergency medications. A nurse will administer all “as-needed” medications. School personnel will maintain a written record of all medications administered to students. A Medication Authorization Form for the current school year must be completed and signed prior to administration of any medication (prescription and/or over the counter). In addition, if your child has a food/bee sting allergy, asthma, diabetes, or any other chronic medical condition, a pertinent Care Plan is required. Copies of these forms may be obtained from the school office or the CDS website. If your child does not have a Medication Authorization Form on file, parents/guardians may come to the school and administer medication directly to their child.

Prescription medications and/or over the counter medications that are requested to be administered during school hours must be brought to the school office by the parent/guardian in the pharmacy and/or manufacturer labeled container. Prescription medication bottles must be labeled with the student’s name, medication, dosage, time(s) of doses at school, and name of the prescribing physician. The school nurse or designated school employee will administer medication according to the physician’s written instructions. Parents must maintain communication with the school staff regarding any changes in the medical treatment and child’s needs at school.

If emergency medications are needed, such as Epi-pens or rescue inhalers, parents are required to supply a minimum of one (2 pack) Epi-Pen injectors or inhaler to the school. In compliance with the Board of Pharmacy, the Epi-pen injectors may not be split and must remain in the 2-pack to insure availability should one injector malfunction or a second dose is required. Emergency medications for middle school students will be kept in the middle school office, with the exception of students who are approved to self-carry.

CDS strives to keep all students safe and provide the best care possible. If pertinent emergency/rescue medications and paperwork are not provided, we reserve the right to withhold your child from attending an off-campus event.

Parents are requested to retrieve all unused medications from school when medications are discontinued, and/or at the end of the school year. If unused medications are not retrieved by the end of the school year, the school nurse will discard according to proper guidelines.

Sick Guidelines

Students who are ill should not come to school. A student with any of the following symptoms must be kept home from school:

- **Fever** (a temperature of 100° or more): Please keep children home until they are fever free (without fever reducing medication such as Tylenol and/or Motrin) for at least 24 hours.

- **Bacterial Infections** (e.g. strep throat): Please ensure your child has been on antibiotics and fever free for at least 24 hours before returning to school.
- **Cold Symptoms:** Should your child 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 child home until he/she is diarrhea/vomiting free for at least 24 hours.

Self-Carried Medications (MS & HS only)

In accordance with North Carolina General Statute § 115C-375.2, students requiring medication for asthma and/or anaphylactic reactions, and students with diabetes only may self-medicate with physician authorization and parent permission at the discretion of the school nurse and/or principal. Prior to self-medicating, a Medication Authorization Form, Care Plan, and a Student Agreement for Self-Carried Medication Form must be on file in the school office. The school nurse will confirm physician authorization indicating student competence in self-administration of the prescribed medication. No student can self-administer prescription or over-the-counter medications, with the exception of emergency medication for asthma and/or anaphylactic reactions, and students with diabetes. A student may lose the privilege to self-medicate if they share medicine with another student or use the medication to harm another student or staff member. Students who self-carry are independent in the management of their medication. If a student is approved for self-carry, a backup inhaler and/or epi-pen must be supplied to the respective office.

For further details, please refer to the full Medication Policy available on the CDS website.

Safety

Fire Drills and Lockdown Drills

Covenant Day School regularly practices fire drills, tornado drills and lock-down drills. Lock-down drills are often performed under the supervision of the Matthews Police Department. Teachers are kept apprised of the latest recommendations regarding preparation and planning for student safety during emergency situations.

Search & Seizure

The administration reserves the right to search student lockers or bookbags for issues such as helping resolve disciplinary matters or protecting 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 parents' cost when the administration finds evidence which suggests student drug use.

Student Insurance

Student accident insurance is offered to all students. Those participating in sports for the school (including cheerleading) are required to purchase student accident insurance.

Visitors to Campus

Adults may visit campus by signing in at the school office. CDS has adopted a policy of a campus closed to students of other schools with two exceptions. Non-CDS students who are seeking enrollment may arrange a visit through the admissions office. A friend or family member from out of town visiting a CDS student

may attend classes for one day per year after making arrangements with the administration. Visiting alumni may be able to visit teachers and students when they are not in classes.

STUDENT CONDUCT

Student Dignity Philosophy

Covenant Day School (CDS) desires to bring a life of dignity, respect, care, honor, and love to every member of our student and parent body. We are grateful for all 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 every student and family member to respond in kind. 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.

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 one 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 has the potential to be) 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 to stop 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."

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 (for students) or employment termination (for staff members).
- 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.

School Rules

1. Respect other people, students and adults, and their property.
2. Students must be in their assigned classes at all times, ready to begin class when the bell rings.
3. Adhere to the school dress code policy.
4. Behave properly and avoid the following: disrespect, cheating, lying, stealing, inappropriate language, leaving school grounds, skipping class, and fighting.

DRESS CODE

Covenant Day Students must abide by the uniform standards regarding **Lands' End Uniform Bottoms** and appropriate tops, sweatshirts or sweaters. Additionally, students' uniforms must be of proper fit in size and length. Additionally, clothes must be clean and in good repair, free from holes or rips. **For uniform specifics regarding the dress code, please see the appendix.**

Athletic Teams' Game Day Dress/Extra-Curricular Performance Day Dress

Students may wear their uniform jersey on game day or their event t-shirt on a performance day in order to promote school spirit. **Lands' End uniform bottoms** must be worn.

Chapel Dress

All students are required to wear navy tops: polos, sweaters, sweatshirts and **Lands' End khaki uniform bottoms** on chapel days. If students are layering on a chapel day (i.e. a sweatshirt over a polo) all pieces must be navy.

Jeans Days Fridays

Fridays are jeans days. Students are allowed (not required) to wear long jeans, free from rips or holes. On Fridays, in addition to the normal school dress code for tops, students may also wear CDS t-shirts in an effort to promote school spirit. No other t-shirts, solid colored or others are allowed. If a student chooses not to wear jeans, **Lands' End uniform bottoms** must be worn.

PE Dress

Students are expected to bring a change of clothes to participate in PE class. T-shirts and shorts should fit appropriately and should be reflect suitable slogans, companies, and/or products.

Uniform Infractions

If a student is in violation of the CDS MS dress code for reasons regarding modesty in fit or length, a non-Lands' End uniform bottom, or any other reason, he/she will be asked to change from a collection of uniform clothes in the office. If a suitable size isn't available, the student will call for a parent to bring an acceptable uniform piece.

STUDENT CONDUCT: ELECTRONIC DEVICES

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 Snapchat, Instagram, and Twitter), as well as regular cell phone and smartphone usage.

Acceptable Use of Cell Phones, Smartphones and Smartwatches

For students in our middle school, cell phones, smartphones and smartwatches are not to be accessed from arrival on campus until the school day is over including lunch and in areas such as restrooms, hallways, classrooms, etc. These electronics must not be on the student's person (i.e. in sweatshirt pocket, front pants pocket or jeans pocket) during the school day. Cell phones are not to be used in any manner during the school day. They are to be **powered down** completely during school hours, not kept on silent. Cell phones or smartwatches will be confiscated and turned into the school office if they are seen in clothing or on students, or if the students are using them during the school day. A parent will be required to pick the phone up from the school office.

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.” Moreover, even appropriate photos should only be taken with permission and should not be shared or distributed without permission. The following guidelines apply to middle school student cell phone, smartphone and smart watch use during the school day while on campus or on a school bus.

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 middle school students will be required to sign the Acceptable Use Policies for Mobile Computers found in the appendix of this handbook.

Acceptable Use of Social Media

Social networking sites (i.e. Snapchat, Instagram, Twitter) are not to be accessed by students during the school day while on campus or a school-sponsored day trip.

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.

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 like 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, devices which are used inappropriately during the school day may be confiscated by the teacher and returned to the parents of the student in the main office. Repeat offenders of this policy may be subject to further discipline which may result in the loss of student cell phone and smartphone privileges on campus.

STUDENT 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 with 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 pupil and the teacher, control can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters the picture only when there is a consistent breakdown of this self-control.

Discipline System

Covenant Day MS seeks to reach the heart of each of its students. Teachers invest in students each day to create sound relationships that become foundational to fostering self-discipline within the lives of our students and administering correction for behaviors or attitude issues as needed.

Student misconduct can be categorized into two categories: Type A and Type B. Type A are more serious offenses and will involve the MS administration. Type B are less serious but unacceptable and/or inappropriate offenses.

- **Type A Behaviors:** These infractions will be dealt with by the MS administration. These may result in a **demerits, detention, suspension, or expulsion**. These behaviors include but are not limited to the following:
 - Possession and/or use of alcoholic beverages, tobacco products, illegal drugs, or e-cigarettes (or similar, whether they deliver nicotine or not) on campus or at school-sponsored activities
 - Possession and/or use of dangerous or potentially dangerous items such as guns, knives, matches or lighters and fireworks
 - Spoken or written threats made on campus during school hours or at school-sponsored events
 - Fighting
 - Honesty infractions such as lying, stealing, forgery, plagiarism, or cheating. If students are found cheating on homework, tests, or quizzes, they will also receive a zero for that work.
 - Setting a fire or pulling the fire alarm
 - Racial or ethnic slurs, discrimination, hazing, intimidating others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature
-

- Sexual harassment: meaning unwelcome sexual advances and all other verbal (e.g. sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior) or physical conduct of a sexual or otherwise offensive nature
 - Bullying: meaning any systematic or chronic conduct that physically, emotionally or mentally harms a student or creates an intimidating or hostile environment that interferes with a student’s educational opportunities
 - Inappropriate use of social media including taking and/or posting pictures or video without permission
- **Type B Behaviors:** These infractions will be dealt with by the classroom teacher and may involve the MS administration. These may result in a **verbal warning, communication with parent, behavior report, demerits, detention, suspension,** or other forms of disciplinary action. Type B Behavior infractions include, but are not limited to the following:
 - Tardy to class
 - Profanity, obscenity, and/or vulgar speech
 - Insubordination or disrespect
 - Classroom disruptions
 - Unauthorized use of cell phones during the school day
 - Unauthorized use of technology for playing video games, watching movies or music videos at any time during school day
 - Running and/or horseplay in the building
 - Skipping a class: note—any work that is missed when skipping is involved may receive a zero

Demerits

The MS administration may give demerits for Type A or Type B offenses. Demerits are cumulative over the course of the school year. Consequences for demerits:

- 30 One day of In-School Suspension**
- 45 Two days of In-School Suspension**
- 60 Expulsion**

The Administration may give demerits as deemed appropriate for any Type A or Type B offenses.

Detentions

Administrative Detentions will be served on days at the discretion of the Middle School Principal. These detentions will usually be held from 3:15-4:15 p.m. on the assigned days. The Principal will supervise these detentions periods and will give the students a writing assignment and/or work detail.

Dismissal

When a student is dismissed, 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.

MISCELLANEOUS

Personal Business Solicitations

Families are not to use school-generated or supplied contact information for the purpose of soliciting for business or other non-school-related means.

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.

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.

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. The school furnishes names, addresses, and phone numbers for those interested in forming car pools.

Updating the Offices

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.

APPENDIX

Acceptable Use Policy for Computer Lab, iPads, and Internet

2018-19

Acceptable Use

Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to making sure that these resources are used for purposes related to the educational mission of Covenant Day School. Accordingly, the purpose of the internet and other electronic resources is to support the school's educational mission. Consequently, student use of these resources at school must be related directly to the academic or approved co-curricular obligations at Covenant Day School. While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing these resources at all, we have established the following policies to make sure these resources are used appropriately:

- Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies.
- We keep an eye on what is “going on.” Our Acceptable Use Policies are posted in the lab.
- No student will receive an email account with off-campus capabilities from Covenant Day School.
- Do not access or transmit material that is profane, abusive, or otherwise questionable.
- Do not download material and incorporate it into your own work without properly identifying the source. (Do not plagiarize.)
- Do not send material in violation of local, state, or federal laws. This includes, but is not limited to, anything that is copyrighted or threatening or obscene or covered by trade secret.
- Do not use our resources for any commercial activities or any political lobbying.
- Do not tie up the use of our computers, our network, our printers, etc. with tasks that are unrelated to your Covenant Day School academic and extra-curricular obligations. If you are sitting at a computer station, please make sure you are actually using it. Others may be waiting to use computers.
- Any material to be posted to the internet should be designed with consideration that Covenant Day School will be represented. Therefore, care should be taken that all postings should reflect and adhere to the standards and principles of Covenant Day School. In all instances, the computer teacher, principal, and head of school have the final say in what shall be posted to the internet and what shouldn't.
- **Be Private:** If you find yourself in communication with somebody or some organization on a ‘net’ site off campus, do not reveal personal information about yourself without permission from teachers or your parents **and** never reveal information about other people when you communicate on the internet to sites outside CDS. Within the CDS network, however, anonymity is not allowed, i.e., state your full name when communicating to another within our net.
- **Be Prudent:** Never answer inappropriate messages from strangers who contact you over the net and never arrange meetings with strangers who may attempt to contact you over the net.

- **Be Presentable:** Always be polite and respectful to people with whom you are communicating. Take pride in the correctness of your grammar and spelling and the clarity of your phrasing.

Other Computer Lab Policies

Students are:

- encouraged to use the lab whenever possible
- encouraged to ask for help in using the computers
- encouraged to ask for help in conducting online research
- to return all CDs, books, and computer disks to the cabinet
- to treat the equipment with care
- to enjoy the lab

Students are not permitted:

- in the computer lab without adult supervision
- to bring food or drink into the computer lab at anytime
- to install computer programs, including games
- to delete programs
- to change the computer color schemes or the desktop arrangement
- to exit to the DOS prompt to list or manipulate file directories or to run programs
- to change any system configurations
- to remove CDs, books, or computer disks from the lab
- to rename any computer files
- to move program or document files
- to change, move, or otherwise tamper with computer hardware or network connections

Any damage to computers or vandalism will result in the loss of computer lab privileges and charges for any materials and labor costs incurred to make repairs. This policy includes pranks such as unplugging network cables, removing the “roller balls” from the mice, etc. No exceptions to this policy will be made.

PARENT/GUARDIAN STATEMENT OF AGREEMENT/COMMITMENT

I/we have read and fully support and will abide by all school policies, this Middle School Parent/Student Handbook, 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:
 - i. 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:
 - ii. The person proceeds to the Head of School.
 - d. **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.**
 - e. **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 & 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/our child(ren) from Covenant Day School.

CDS 2018-19 Middle School Uniform Policy

Boys' Uniform Options

All Uniform Bottoms must be from the **Lands' End Uniform Line**.

Options for Tops

Knit Polo Shirt

- Short or long sleeve
- Any solid color
- No name brand logos

Options for Layering

Sweatshirt

- All CDS booster club, athletic team, band or other club sponsored apparel is acceptable
- Solid colors only
- No name-brand, collegiate, or professional sports team logos printed on front or back
- No writing outside of CDS sponsored apparel

Light-weight jacket

- Students who desire a light-weight jacket option **must purchase** from the **Lions' Roar Spirit Store** or have purchased from an athletic team, band or other club sponsored apparel.

Options for Bottoms

All bottoms must be manufactured by **Lands' End** and be from the **approved uniform line**:

Shorts: three approved styles in khaki or navy

- Plain front, (cotton, blend or active)
- Blend pleat front Chino
- Stain-resistant Cargo Chino

Pants: four approved styles in khaki or navy

- Active Chino
- Plain-front Chino
- Perfect Chino
- Elastic waist

Outerwear

No heavy outerwear may be worn during class.

Chapel Day

- Top: navy
- Optional layered apparel: navy
- Any khaki bottoms

*If only one layered option is purchased, it is recommended that a navy sweatshirt, sweater, or jacket be purchased so it can be worn to Chapel.

Shoes

- No flip-flops or open-toed shoes
- No sandals

Jeans Days

Fridays are jeans days. Students are allowed (not required) to wear long jeans, free from rips or holes.

On Fridays, in addition to the above options for tops, students may also wear CDS t-shirts in an effort to promote school spirit.

No other t-shirts are allowed.

Students' uniforms must be of proper fit in size and length. Additionally, clothes must be clean and in good repair, free from holes or rips.

CDS 2018-19 Middle School Uniform Policy

Girls' Uniform Options

All Uniform Bottoms must be from the **Lands' End Uniform Line**.

Options for Tops

Knit Polo Shirt

- Short or long sleeve
- Any solid color
- No name brand logos

Options for Layering

Sweater

- Solid colors only—no prints of any kind
- Knitted garment, not simply an over-shirt

Sweatshirt

- All CDS booster club, athletic team, band or other club sponsored apparel is acceptable
- Solid colors only
- No name-brand, collegiate, or professional sports team logos printed on front or back
- No writing outside of CDS sponsored apparel

Light-weight jacket

- Students who desire a light-weight jacket option **must purchase** from the **Lions' Roar Spirit Store** or have purchased from an athletic team, band or other club sponsored apparel.

Options for Bottoms

All bottoms must be manufactured by Lands' End and be from the approved list below. All skorts, skirts, and shorts must be of a modest length.

Skort: two approved styles, khaki or navy:

- Solid Pleat Skort top of the knee*
- Blend Chino Skort top of the knee

*available in junior sizing

Skirt: two approved styles, in khaki or navy

- Solid A-line skirt below the knee*
- Solid Box Pleat skirt top of the knee

*available in junior sizing

Shorts: three approved styles, khaki or navy

- Stain-Resist Chino shorts
- Plain Front Blend Chino Shorts*
- Stretch Chino Bermuda Shorts

*available in junior sizing

Pants: four approved styles, in khaki or navy

- Woven Stretch Pencil-leg Pants*
- Elastic Waist Chino Pants
- Plain Front Stretch Chino Pants
- Plain Front Blend Chino Pants*

*available in junior sizing

Outerwear

No heavy outerwear may be worn during class.

Tights or Leggings

- Smooth, not textured
- Any solid color — no prints

Shoes

- No flip-flops or open-toed shoes
- No sandals
- Wedges no higher than two inches are acceptable

Chapel Day

- Top: navy
- Optional layered apparel: navy
- Any Lands' End uniform **khaki** bottoms

*If only one layered option is purchased, it is recommended that a navy sweatshirt, sweater, or jacket be purchased so it can be worn to Chapel.

Jeans Days

Fridays are jeans days. Students are allowed (not required) to wear long jeans, free from rips or holes. On Fridays, students may wear CDS t-shirts.

No other t-shirts are allowed.

Students' uniforms must be of proper fit in size and length. Additionally, clothes must be clean and in good repair, free from holes or rips.