School Verse: Proverbs 1:7
“The fear of the Lord is the beginning of knowledge...”

School Mascot: Eagle
“Those who hope in the Lord will renew their strength. They will soar on wings like eagles: they will run and not grow weary, they will walk and not be faint.”
Isaiah 40:31

Mission Statement:
The mission of Covenant Christian School is to provide an atmosphere of Christian academic excellence that will enable its students to develop a Biblical world and life view.

CCS Vision Statement:
Under God’s grace and providence, CCS’s vision is to partner with parents and churches to provide students with a nurturing environment based on Biblical truth in which they are inspired to grow in mind, body and spirit. We are seeking to cultivate students to be bold and courageous in their pursuit of wisdom to impact their community and the world for God’s glory.

If you have a question concerning any school policy, please check this handbook carefully before calling the school office.

Office hours are 8:00 A.M. – 3:30 P.M., Monday through Friday when school is in session.

TELEPHONE: (256) 383-4436
FAX: (256) 381-4437
WEBSITE: www.ccseagles.com
# TABLE OF CONTENTS

Faculty & Staff, Board, and PTF Officers ................................................................. 4
Statement of Doctrine/Essential Beliefs ................................................................. 5
Core Values .............................................................................................................. 5
Educational Philosophy and Objectives ................................................................. 6
The Matthew 18 Principle for Solving School Problems ................................. 6
School Calendar ..................................................................................................... 7
Fee Schedule .......................................................................................................... 8

**Policies**
- Admissions ........................................................................................................... 8
- Tuition and Fees ................................................................................................... 8
- Discounts .............................................................................................................. 8
- Financial Assistance ............................................................................................. 8
- Visitors .................................................................................................................. 9
- Volunteers ............................................................................................................ 9
- Withdrawals ........................................................................................................ 9

**Student Dress**
- Philosophy ......................................................................................................... 9
- Guidelines for Kindergarten – Grades 5 ............................................................... 10
- Guidelines for Grades 6 – 12 ........................................................................... 11
- Enforcement ....................................................................................................... 11
- Consequences .................................................................................................... 12
- P.E. Dress Code ................................................................................................. 12
- After School Events .......................................................................................... 12
- School Sponsored Formal Events – Homecoming Dance / Junior-Senior Banquet & Prom .................................................. 12

**Attendance**
- Attendance ........................................................................................................ 13
- Tardies ............................................................................................................... 13
- Check-Out ......................................................................................................... 14
- Absences .......................................................................................................... 14
- Admit Slip ......................................................................................................... 14
- Make-Up Work ................................................................................................ 14

**Academic**
- Grading .......................................................................................................... 15
- Report Cards ...................................................................................................... 15
- Homework ......................................................................................................... 15
- Exams ................................................................................................................. 16
- Promotion Policy ............................................................................................... 16
- Academic Probation ........................................................................................ 16
- Graduation Requirements .............................................................................. 16
- Academic Honors ............................................................................................. 16
- Eligibility for Participation in Extra-Curricular Activities ............................. 17

** Discipline**
- Philosophy ....................................................................................................... 18
- Code of Conduct ............................................................................................... 18
- Procedures for Grades K – 5 ............................................................................ 19
- Procedures for Grades 6 – 12 .......................................................................... 19
- Sexual Harassment .......................................................................................... 20
- Means of Discipline ......................................................................................... 20

**School Services**
- Extended Day Facility ....................................................................................... 23
- Telephone Use .................................................................................................. 24
- Snacks/Break/Lunches ..................................................................................... 24
- Lunchroom Conduct ......................................................................................... 24
2014 - 2015 Staff, Faculty, and School Board

STAFF:
Mr. Bill Deegan ......................................................................................... Administrator
Mrs. Gib (Julie) Finch ............................................................................... Elementary Principal
Mrs. Greg (Jane) Wade ............................................................................... Guidance Office
Mrs. Terry (Julie) Moore ........................................................................ Business/Finance Office
Mrs. Robert (Debbie) Shirley .................................................................. Receptionist/Student Services
Coach Hal Mills (Lori) ........................................................................... Athletic Director
Mrs. Matt (JoLynn) James ........................................................................ Librarian
Mrs. Matt (Amy) Johnson ........................................................................ Food Service Director
Mrs. Courtney Corbin ............................................................................... Food Service
Ms. Paige Cantrell .................................................................................. Extended Care

FACULTY:
Ms. Dewana Brians ................................................................................ Third Grade
Ms. Paige Cantrell .................................................................................. 3 year old class
Mrs. Beau (Sarah) Cooper ....................................................................... History 6,7,8
Mrs. Jim (Gina) Couch ........................................................................... History 9,10,11,12 / Bible 10
Mrs. Andrew (Ishella) Fogle ................................................................... Bible 8 / Algebra II / Geometry / Science 9 / Robotics 6
Mrs. Huey (Melanie) Frederick ................................................................. Math 6 / Algebra I / Geometry
Ms. April Hall ......................................................................................... Pre-Alg / Alg I / Geometry / Alg III / Pre-Cal
Mrs. Jonathon (Amy) Handley ................................................................. Fourth Grade
Mrs. Brandon (Denise) Hodge ................................................................. English 6,7,8 / Science 6,7
Mrs. Jerry (Patti) Kimbrough .................................................................. Elementary Music
Mrs. David (Stephanie) Lawler ................................................................. First Grade
Mrs. Scott (Angie) Livingston .................................................................. 5 year old Kindergarten
Mr. Hal Mills (Lori) ................................................................................ Bible 9 / Physical Education
Gary & Carol Nantt ................................................................................ Elementary Spanish
Mrs. John (Brandy) Patrick ...................................................................... Fifth Grade
Mrs. Ronnie (Leesa) Poag ....................................................................... Elementary Art
Mrs. J. D. (Kim) Rhodes ......................................................................... 4 year old Kindergarten
Mrs. Gordon (Nancy) Ruggles ................................................................ Second Grade
Ms. Adina Stone ...................................................................................... Science 8 / Latin 10 & 11 / Biology 10 / Drama 12
Mrs. Larry (Jackie) Stutts ....................................................................... Chemistry 11 / Anatomy 12
Ms. Wanda Sutton .................................................................................. English 9,10,11,12 / Yearbook
Dr. Randy Thompson (Cathy) ................................................................. Bible 11, 12
Mr. Bret Waldrep (Jennifer) ................................................................... Computer 7,8,9 / Health 10 / Business Math 12

SCHOOL BOARD:
Rob Nelson .............................................................................................. Chairman
Jay Benson Nikki Gann Ronnie Poag
Kim Burney Chris Glover Gail Trapp
Scott Campbell Laura Parker Bill Deegan, ex-officio
Kevin Cook Rebecca Hovater
STATEMENT OF DOCTRINE/ESSENTIAL BELIEFS

The doctrine of this association shall be that Biblical system as expressed in the Westminster Confession of Faith together with the Larger and Shorter Catechisms. Although allowing for minor differences within this system, the following nine points are irreducible essentials to which the principal, every teacher, association member and school board member must subscribe without equivocation.

It is the essential doctrine of the Word of God and our Westminster standards that:

1. The Holy Spirit did so inspire, guide and move the writers of the Holy Scriptures as to keep the original writings free from all error, that the existing manuscripts and translations, excepting radically liberal versions, are so free from later corruptions as to be properly regarded as the supreme and final authority in faith and life. II Timothy 3:16; II Peter 1:21

2. There is one God existing in three persons: Father, Son and Holy Spirit, co-equal and co-eternal. Deut. 6:4; I John 5:7; Matt. 3:16-17; John 1:14, 18; John 15:26

3. Man was created in the image of God, that he sinned and thereby incurred not only physical death but also that spiritual death which is separation from God: and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. Gen. 1:27; Gen. 2:17; Romans 5:12,15-19

4. Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man. Luke 1:27,31,35

5. The Lord Jesus died for our sins, according to the Scriptures, as our substitute to satisfy divine justice, and that all who believe on Him are justified on the ground of His shed blood. Rom. 5:19; Heb. 9:14,16; 10:14; Eph. 5:2; Rom. 3:25,26

6. On the third day after His crucifixion, our Lord Jesus Christ rose again from the dead with the same body in which He suffered with which he also ascended into heaven and there sits at the right hand of the Father making intercession for the saints. I Cor. 15:3-5; John 20:25,27; Mar 16:19; Rom. 8:34

7. The Lord Jesus Christ showed His power and love by working mighty miracles.

8. Our Lord Jesus Christ will in future history return bodily to this world. Rom. 14:9-10; Acts 1:11

9. There shall be a future day of resurrection in which both the redeemed and the damned shall be raised from the dead, the redeemed to enjoy the estate of eternal blessedness and the damned to suffer the eternal torment of retribution. Acts 17:31; II Cor. 5:10; Ecc. 12:14; Rom. 2:16; Matt. 25:31; Rom. 2:5-6; Matt. 25:21

CORE VALUES STATEMENT

Covenant Christian School is committed to the following:

- using the Word of God as the foundation for every aspect of school life (II Timothy 3:16-17)
- under girding every facet of the educational program with a biblical world and life view to inform and transform our student’s hearts and minds (Phil. 4:9; Romans 12:2)
- striving to be Christ-centered in every situation by displaying the fruit of the Spirit (Col.1:17; Gal. 5:22-23)
- praying for, trusting in, and obeying God’s direction for our school (Philippians 4:4-8)
loving and serving God and others, not only in the school and local community, but also throughout the country and the world (Mark 10:45; 12:30-31)

pursuing excellence for God’s glory in all areas (Phil. 4:8; Titus 3:8)

STATEMENT OF EDUCATIONAL PHILOSOPHY and OBJECTIVES

Section 1: With the regard to the education of our children, we hold the following to be true:

1. Parents are responsible for the education of their children, to bring them up in the Lord. They, through the agency of a board, employ teachers who give evidence of regeneration and who manifest ability to educate children morally and intellectually in the light of the Bible. Deut. 6:6-9, Eph. 6:4

2. All education should reveal God in His works of creation and providence. Job 12:7-10; Matt. 6:26-32

3. Such consciousness of God in teaching is imperative to the proper intellectual and moral development of children. Psalms 119:130

Section 2: The objectives (Beliefs) of the school=s educational program are:

1. The Bible is the foundation for the proper understanding of all academic disciplines. Col. 1:19

2. Growth in the Christian life depends upon fellowship with God, Bible study, prayer and service. 2 Peter 1:10

3. Students need to learn their present civic responsibility and prepare for adult citizenship with the understanding that government is ordained by God. Romans 13:1,2,4

4. Students are expected to show courtesy, respect, manners and a proper attitude toward others. Eph. 4:32

5. The commitment to continuous improvement of our mission statement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners, and contributors to society.

6. Challenging academic and personal expectations increase individual student performance.

7. Students need to develop critical thinking skills.

8. Students need to apply their learning in meaningful context.

9. Students need to, not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.

10. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

11. Each student is a valued individual with unique physical, spiritual, social, emotional, and intellectual needs. Genesis 1:27

SCHOOL CALENDAR

August
11-12  Faculty/Staff In-Service
13     Student Orientation (K3, K4, K5 at 10:30 am / gr. 6 - 12 at 1:00 pm)
14     First day of school (1/2 day for all students)
15     First full day of classes
19     6:30 pm  Open House / Parent Orientation / PTF Meeting

September
1      NO SCHOOL - Labor Day
12     Mid-Quarter

October
10     Fall Break (1/2 day of school)
13     NO SCHOOL - Fall Break / Columbus Day
17     1st Quarter Ends
23     Report Cards
31     Parent/Teacher Conference Day (1/2 day for students)

November
11     NO SCHOOL - Veterans Day
14     Mid-Quarter
26-28  NO SCHOOL - Thanksgiving Holidays

December
15     Students in gr. 9 - 12 dismissed early to study for exams.
16,17,18  High School Exams
17     Students in gr. 6, 7 & 8 dismissed early to study for exams.
18     Middle and High School Mid-Term Exams
19     2nd Quarter Ends (1/2 day of school)
Dec. 19 – Jan. 5  NO SCHOOL - Christmas Holidays

January
5      Faculty/Staff In-Service
6      Students Return & Classes Resume at 8:00 a.m.
8      Report Cards
19     NO SCHOOL - Martin Luther King’s Birthday

February
6      Mid-Quarter
13     Parent/Teacher Conference Day (1/2 day for students)
16     NO SCHOOL - President’s Day *

March
2 - 6 Class Trips: 8th grade to Washington, D.C. and 12th grade to New York
13     3rd Quarter Ends
19     Report Cards
30 - April 3  NO SCHOOL - Spring Break (Easter is Sunday, April 5)

April
14,15,16,21,22  Achievement Tests (for grades 1 - 8)
17     Mid-Quarter

May
18     Students in gr. 9-12 will be dismissed after Awards Program.
19     Students in gr. 6, 7, 8 dismissed early to study for exams.
19,20,21  Middle/High School Final Exams
21     4th Quarter Ends (1/2 day for students)
21     7:00 p.m. Graduation
22     Faculty/Staff Workday
25     Memorial Day - School Closed

178 Days * Make-up day if needed.
1/27/14 - approved by the School Board
## COVENANT CHRISTIAN SCHOOL
### 2014-2015 Tuition and Fee Schedule

All Tuition and Fees are NON-REFUNDABLE

<table>
<thead>
<tr>
<th>FEE</th>
<th>AMOUNT</th>
<th>DUE DATE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION</td>
<td>$75 w/application - new students</td>
<td>At the time of application</td>
<td>Processing application</td>
</tr>
<tr>
<td>EARLY FAMILY REGISTRATION</td>
<td>$175 per family</td>
<td>March 1 – March 31, 2014</td>
<td>Enrolls student(s) in class for the following year by confirming seat in the class and obligates parents to pay tuition as outlined in the enrollment agreement.</td>
</tr>
<tr>
<td>FAMILY REGISTRATION</td>
<td>$250 per family</td>
<td>At the time of registration</td>
<td></td>
</tr>
<tr>
<td>NEW FAMILY REGISTRATION</td>
<td>$150 per family</td>
<td>At the time of registration</td>
<td></td>
</tr>
<tr>
<td>TUITION*</td>
<td>Pre-K thru K-4 $4,400.00</td>
<td>Monthly – Bank draft on 20th of each month – beginning June, 2014 *</td>
<td>Statements/invoices will not be mailed each month. If you are in need of special payment arrangements, please contact the finance office.</td>
</tr>
<tr>
<td></td>
<td>Grades K5-5th $4950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grades 6-12 - $5100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATERIALS FEE</td>
<td>K3-K4 - $150.00</td>
<td>Current families: May 1, 2014</td>
<td>Used for consumable books, reusable books, classroom supplies, testing materials, software, and technology.</td>
</tr>
<tr>
<td>(Includes books, technology fee, and materials)</td>
<td>Grades K5-12 - $300.00</td>
<td>New families: 30 days after acceptance</td>
<td></td>
</tr>
<tr>
<td>COMPUTER LAB</td>
<td>Grades 7,8,9,12(ENG 101) - $50</td>
<td>August 15, 2014</td>
<td>Used to purchase lab equipment and for consumable lab materials.</td>
</tr>
<tr>
<td>SCIENCE LAB</td>
<td>Grades 9-12 - $25</td>
<td>August 15, 2014</td>
<td>Used to purchase lab equipment and for consumable lab materials.</td>
</tr>
<tr>
<td>ART</td>
<td>Grades K5-6 - $20</td>
<td>August 15, 2014</td>
<td>Used for art materials.</td>
</tr>
<tr>
<td>PTF</td>
<td>$10 annual dues per family</td>
<td>August 15, 2014</td>
<td>Supports PTF projects (Parent Teacher Fellowship)</td>
</tr>
</tbody>
</table>

**Extended Care** will be billed at a rate of **$3.00 / hour** – 3:00 – 5:15 PM. A statement will be sent by **email** at the end of each billing cycle. There is no charge for extended care for K3 and K4 students. **Lunches** may be purchased at a cost of **$3.50** per meal. Ala carte pricing will be available on the school menu.

**RE-ENROLLMENT IS ONLY ACCEPTED ON FAMILIES WHOSE TUITION ACCOUNTS ARE CURRENT.**

**Tuition Discounts and Monthly Accounts**

* 5% discount for annual payments.
* Multi Child Discounts: $400 per each additional sibling
* 25% discount for full-time pastors, music ministers or youth ministers.

**Financial Scholarship**

*A financial scholarship program that provides tuition assistance is available to any CCS parent with a financial need. Applications may be filed with ISM Financial Aid for School Tuition Program thru the link provided at [www.ccseagles.com](http://www.ccseagles.com) by May 1, 2014. Applications from current families received after May 1, 2014 are not guaranteed financial scholarship. The deadline for new families making application is August 8, 2014.

Revised April 2014
POLICIES

ADMISSIONS

Covenant Christian School was established to root the children of professing Christian parents in their faith and all areas of learning. Therefore, believers' children of any race, color, nationality or ethnic origin will be admitted. No student will be refused admission because of his or her parents' church affiliation, as long as at least one parent is a born again Christian and an active member in a local church. New and re-enrolling parent(s) or guardian(s) with whom the child lives must annually agree to and support, the Doctrinal Statement/Essential Beliefs, Core Values, and Educational Philosophy.

Applicants for K-4 must be four years old on or before September 1. Kindergarten applicants must be five years old on or before September 1, and first-grade applicants must be six years old on or before September 1, unless they have successfully completed a recognized Kindergarten program.

The Admissions Priority System Is:
1. Present student
2. Sibling of present student
3. Qualifying applicant families seeking to enroll more than one CCS child.
4. All other qualified applicants in the order in which applications are received.

Applicants in categories 1-2 above will receive priority placement only during the Early Enrollment Period.

TUITION AND FEES

Covenant Christian School is dependent upon the timely payment of tuition and fees in order to meet its financial obligations.

It is the desire of the school board of CCS to eliminate delinquent payment of tuition to the extent possible and to encourage the timely payment of tuition and fee obligations in order to sustain the financial stability of the school.

Policy:
1. All tuition and fees are due on the 1st day of each month. Payments are considered late after the 25th of the month (if the 25th falls on a week-end or holiday the payment will be considered on time if it is paid the next business day).
2. Any delinquent account shall be assessed a $25.00 late fee. The tuition account for each student shall include any late fees.
3. Checks returned for insufficient funds, account closed, etc., will result in a $32.00 returned check fee.
4. After the second returned check in a given school year all other payments must be made in cash or by money order.
5. Post-dated checks will not be accepted.
6. Written notification will be made of the delinquent account after 30 days.
7. When an account is more than 60 days past due, the account will be contacted by a school official to encourage the responsible party to bring the account to a current status. After 60 days, students may be subject to dismissal.
8. No student will be allowed to continue past the first semester, be given year-end grades, or be eligible to graduate until financial obligations have been met. Report cards and official transcripts will be held until all financial obligations have been paid in full.
9. Exams will not be given to students that have an outstanding balance on tuition, lunch, extended care, library fines, damaged book or athletic uniforms not returned.
10. Report cards for re-enrolled students will be held until all book fees, technology fees, etc. for the current and upcoming year have been paid in full per board policy.
11. Re-enrollment is only accepted on families whose tuition accounts are current.

DISCOUNTS

Discounts are determined by the School Board. Consult the current Fee Schedule.

FINANCIAL ASSISTANCE

Scholarships are available for those who qualify. Contact the school office to receive more information.

VISITORS

All parents and visitors should enter the building through the front doors, sign in outside the office and get a VISITOR badge.

 Visitors during school hours are limited to family members (parents, siblings, and grandparents), alumni (12th grade graduates) and ministers/pastors from the students’ church. Visitation times are limited to lunch and special events/programs. Lunch visits by siblings are not permitted unless accompanied by a parent.
All classroom visitors must be pre-approved by the school administration. The administrator/area principal is in charge of administering this policy and may make exceptions if deemed appropriate.

VOLUNTEERS
Volunteers are welcome! Those interested in volunteering will need read the Volunteer Handbook and sign the agreement in the back. The signed Volunteer Acknowledgement Form should be turned into the school office, where they will be kept on file.

WITHDRAWALS
A student wishing to withdraw must have a release form signed by a parent or guardian and all debts paid before any records will be released. The school must be notified in writing and the family is responsible as follows: On or before July 31, 25% of the tuition will be due. If withdrawal occurs August 1 thru December 9, 50% of tuition will be due. If the student withdraws on or after December 10, then 100% of the tuition will be due.

STUDENT DRESS

PHILOSOPHY
We believe that the principles of dress are set forth in the following Scriptures:

1. "I also want women to dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes." 1 Timothy 2:9

This scripture speaks to modesty and the avoidance of excessive adornment. In every area of life, a Christian should take his standard of conduct from God's Word and resist the temptation of imitating unbelievers. Particularly in the matter of modesty our American culture has turned its back on God's standard; therefore, maturing young people especially need careful and specific guidance from parents in this area.

2. "Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight." 1 Peter 3:3-4

This scripture teaches that Christians are to emphasize inner beauty, rather than making physical beauty the main priority.

3. "But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. Woe to the world because of the things that cause people to sin! Such things must come, but woe to the man through whom they come!" Matthew 18:6-7

There is an underlying Biblical principle which teaches that Christians have a responsibility to live before our brothers and sisters in a manner that does not cause them to stumble (fall into sin). This principle may be applied to the clothing choices our young people make as they mature and develop.

4. "Avoid every kind of evil. May God Himself, the God of peace, sanctify you through and through. May your whole spirit, soul and body be kept blameless at the coming of our Lord Jesus Christ." 1 Thessalonians 5:22-23

This passage teaches that Christians should avoid every appearance of evil. This would apply not just to activities in which Christians engage, but also the way we appear.

5. "A woman must not wear men's clothing nor a man wear women's clothing, for the Lord your God defests anyone who does this." Deuteronomy 22:5

This passage admonishes us to make sure that there is a clear distinction between the sexes. Again we can see clearly how our American culture has turned its back on God's standard. Since this command was given to both men and women, we assume that the principle refers to making a distinction rather than to a particular style or cut of garment.

6. "So whether you eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether
Jews, Greeks, or the church of God--even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved. Follow my example, as I follow the example of Christ.” 1 Corinthians 10:31-33

This Scripture is the "bottom line" because it urges Christians to glorify God consciously by their choices in everything they do in life. Careful instruction by parents should help their young people understand that the world increasingly holds up a style of dress which abuses and misuses God's good gift of sex. The challenge to the Believer in Christ is to proclaim Christ's Lordship rather than Satan's in his/her choice of clothing.

Within these boundaries we can rejoice that God has given us freedom to respond to Him with what we wear.

The DRESS GUIDELINES on the following pages are offered to assist parents and students in a manner which will glorify God.

Attire for ALL grades (Boys and Girls):

- Top: Oxford, golf shirt, turtle neck, crew neck t-shirt (long or short sleeved)
- Bottom: dress or casual, khakis, jeans or shorts
- Outerwear worn indoors: jackets, vests, pull-overs, sweaters, sweatshirts. All must fit appropriately and shirts worn underneath must be tucked in.
- Shirts worn under sweatshirts, hoodies, jackets, sweaters and coats must be in dress code
- Students must be in dress code for all school sponsored field trips

Items NOT allowed for ANY grades:

- Wind pants, warm ups, athletic shorts (nylon, mesh, etc.) sweat pants, jogging suits
- Clothing with symbols, signs, letters, numbers or words that are offensive or distasteful in any way
- Sheer blouses or mesh shirts.
- Camouflage
- Clothing with holes, slits, patches, or cuts
- Oversize or tight-fitting clothing
- Pants that touch the floor
- Head coverings inside the buildings
- Tattoos or body piercing of any kind
- Unnatural hair color or hair styles that are distracting to the educational process
- House shoes or shoes with wheels
- Pajama pants

Elementary School:

Specifications for K3 - 5th grade Boys:

- Beginning with 1st graders, shirts must be tucked in completely, front, back and sides
- Jewelry should be limited to one thin chain around the neck
- Hair must be worn in a masculine style-neatly trimmed, above the eyebrows, above the shirt collar, above the middle of the ear
- Pants and shorts must fit at the natural waist, at or above the hips, no sagging
- Pants and shorts must be hemmed

Specifications for K3 - 5th grade Girls:

- Pants and shorts must fit at or above the hips and be hemmed. No hip huggers or low-rise styles.
- Shorts must be mid-thigh length
- Leggings may be worn UNDER a dress or skirt only. They are not to be worn as pants.
- Dresses and skirts are to be modest, with the length no shorter than 3” above the knee while standing
- Tops must be modest, no off-the-shoulder or showing any part of the back or stomach, even when bending, reaching, stretching, squatting, etc.
- Sleeveless tops or tops with WIDE straps are appropriate for 5th grade and lower
• Jewelry must be modest (no huge bangle-type earrings for safety reasons)

Middle/High School:

Specifications for 6 - 12 Boys:

• Shirts must be tucked in completely-front, back and sides
• Pants and shorts must fit at the natural waist, at or above the hips, no sagging
• Pants and shorts must be hemmed
• Hair must be worn in a masculine style-neatly trimmed, above the eyebrows, above the shirt collar, above the middle of the ear
• Male students must be clean shaven

Specifications for 6 - 12 Girls:

• Pants and shorts must fit at or above the hips and be hemmed. No hip huggers or low-rise styles.
• Shorts must be mid-thigh length
• Leggings may be worn UNDER a dress or skirt only. They are not to be worn as pants.
• Dresses and skirts are to be modest, not form-fitting, with the length no shorter than 3” above the knee while standing
• Tops must be modest and show NO cleavage, NO sleeveless and off-the-shoulder or showing NO part of the back or stomach, even when bending, reaching, squatting, etc.
• Make up must be worn sparingly and with good taste
• A limited amount of jewelry may be worn with a moderate appearance. Pierced earrings are acceptable.

Dress Code for PE:

• K3 - 5th grades: Appropriate clothes and shoes
• 6 - 12th grades: CCS approved gym clothes, appropriate athletic shoes

The administration reserves the right to address individual instances of inappropriate dress that is not covered by these guidelines. Any classes missed due to a dress code violation will be marked as unexcused. A record will be kept of students who violate the dress code and appropriate disciplinary action will be taken.

DRESS CODE ENFORCEMENT

Grades K-5

Teachers will be consistent and discreet in instructing students and informing parents about dress code infractions. School officials/teachers will talk with students by 8:30 AM concerning a breech in the dress code. A note will be sent home for any infractions.

Grades 6 - 12

Teachers will be consistent and discreet about bringing the infraction to the attention of the student. Students are required to submit immediately to the authority of any teacher who corrects a student of a dress code issue. The student may telephone a parent to bring an appropriate replacement item to school or the school will provide a replacement. Repeated dress code offenders will be addressed by the area principal.

The specific dress standards listed above are not all inclusive and therefore, a few points of interpretation that apply to the middle/high school ages are necessary. In the middle/high school, a stronger emphasis needs to be placed on modesty and neatness as the children are maturing into adulthood. The interpretation of the dress code will focus on neatness and modesty from the collective view of the upper school faculty and area principal. These interpretations will be communicated verbally and in written form each year.
CONSEQUENCES FOR VIOLATION OF DRESS CODE for grades 6 – 12

First violation: Written warning to student and parental contact
Second violation: Detention (before or after school) with parental contact
Third violation: Detention and conference with parent
Fourth violation: In-school suspension (1-3 days) with parental contact

PHYSICAL EDUCATION DRESS CODE

Students should wear appropriate clothing for P.E. the day it is scheduled. Appropriate athletic shoes must be worn during P.E. class. Students in grades 7 – 12 will be required to dress out in specified P.E. shorts and t-shirts.

AFTER SCHOOL EVENTS

Though more casual attire is appropriate, students are expected to observe the modesty intent of the appearance policies at after school events.

DRESS CODE FOR SCHOOL-SPONSORED FORMAL EVENTS

Homecoming Dance: Attended by the students in grades 9 - 12; dressy attire.
Girls selected to be Attendants to the court: business like attire (e.g. suit or dressy pant suit, dressy church-type clothing)
not tight, and no skirts or dresses shorter than three inches above the knee (including slits in the skirt)
Girls attending the dance: dresses should be no shorter than three inches above the knee (including slits in the skirt),
nothing extremely tight or form fitting, the midriff (front and back) should be covered, and necklines should be such that no cleavage is shown
Guys attending the dance: dress pants, shirts (ties and jackets are optional)
Appropriate dress shoes must be worn by girls and guys (i.e. no tennis shoes, flip flops, crocs, etc.)
No flowers necessary. Date and admission: TBA

Junior/Senior Banquet-Prom: Attended by the juniors & seniors and their dates; formal attire.
Girls attending the banquet/prom: dresses should be no shorter than three inches above the knee (including slits in the skirt),
nothing extremely tight or form fitting, the midriff (front and back) should be covered, and necklines should be such that no cleavage is shown
Guys attending the banquet/prom: tuxedos or suits with ties
Appropriate dress shoes must be worn by girls and guys (i.e. no tennis shoes, flip flops, crocs, etc.)
Flowers: corsages and boutonnieres are appropriate but not required. Date and Admission: TBA
Note: Students may bring clothes to change AFTER the Prom is over, however, changing signifies the student(s) is (are) leaving and will be asked to leave if necessary

ATTENDANCE

A key to successful academic achievement is regular attendance at school. Perfect attendance is strongly encouraged. Students must attend 163 days of school to earn credit or be promoted. (178 -163 = 15 days absent)
Tardiness: 6 Tardies = 1 day absent (K4 – 6th grades)
If a student exceeds the 15 day limit, parents must submit to the school administration a letter of explanation. The letter should include dates and reasons for absence and a request that an exception to the policy be granted based on one or more of the three things:
1. A long term illness (more than 3 days)
2. Chronic illness (diabetes, asthma, other)
3. Pre-arranged educational trips with family
Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.
The school discourages the taking of extra days before or after a scheduled vacation or any time while school is in session.
The disciplinary action taken due to excessive absences or tardiness to class will take precedence over other school activities, such as practices, games or performances.

ATTENDANCE

1. Classes begin promptly at 8:00 a.m. daily.
2. Parents are to call the office by 8:30 a.m. to report their child's absence. The office may call the home of any student that is in grades 9-12 that is absent.
3. All absences reported to the office by a parent will be considered excused, however, at the time a student reaches fifteen (15) absences in any class during the year he/she may lose course credit for the year. A notice of a student's absences from a class will be sent home via email by the classroom teacher at the time the student reaches his/her eighth (8th) absence and again the twelfth (12th) absence in that class.
4. Appeals concerning loss of course credit may be made to the Area Principal.
5. A note is required for all requests for pre-arranged absences. This should be sent to the school office as soon as the need to be absent is known. Pre-arranged absences count as part of the fifteen (15) absences allowed per course per year.
6. Students who miss classes due to other school directed and sponsored activities will not have the absences count toward the fifteen (15) day limit per course.
7. Unexcused absences, including skipping school or suspension, will carry an academic penalty and disciplinary action.
8. Students may not participate in a school sponsored activity unless they are in attendance at school. (See Eligibility for Participation in Extra-Curricular Activities on page 16)
9. Serious, long-term illness or chronic illness substantiated by doctor's notes could be considered as a reason to appeal to the administration to reinstate credit in the event of excessive absence.

TARDIES

A student arriving in class after 8:00 A.M. is considered tardy. The driver of the child’s car must accompany him/her to the office to sign him in to receive a pass to class. Students who have an unexcused tardy will receive a zero for any work that is missed. (Examples of excused Tardiness would include a traffic accident, car trouble, train delay, or family sickness. Unexcused tardiness would include lateness due to oversleeping, a late start, etc.)

1. Students in grades K4 – 5 who are tardy to school whether excused or unexcused will be allowed 6 per semester. On the 7th tardy, students in K4 - 5th grade will miss 1 day of recess.
2. Students tardy to class, either at the beginning of school or during the day, must have a pass from the school office to enter class.
3. Junior High/High school students who are tardy (miss more than twenty (20) minutes of class) will be considered absent from the class. Students will be expected to attend the remaining portion of the class period. This absence will count toward the fifteen (15) absence limit.
4. Junior High/High school students tardy to class (less than twenty (20) minutes) will be allowed into that class two (2) times without penalty per quarter. The third (3rd) and subsequent Tardiness to the same class will result in a work detail or detention for each tardy, and likely will have a parent conference.
5. Junior High/High school students tardy to class will not be given extra time to complete tests/quizzes or other class projects and/or presentations. The teacher is under no obligation to repeat or make-up lessons or material covered when the student was not in class.

CHECK-OUT

1. If a student is ill he/she may be signed out under the following conditions:
   a) running a fever as determined by the office staff.
   b) if not running a fever, obviously ill, as determined by the School officials.
   c) establish phone contact with a parent or legal guardian, and have a member of the office staff verifies permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the School for a parent or legal guardian to arrive.
2. Students may not leave campus during the school day without telephone contact with, or personal appearance of the parents or legal guardian. Notes from parents are acceptable for student drivers. Students too young to drive will not be released to anyone other than the student’s parent(s) or legal guardian except in extreme cases where the Principal has made an exception.
3. Upon checking in either later that day or a following day, a written note from home must accompany the student.
4. Detailed records for students will be kept in the Office regarding signing in and out of School. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and Principal.

ABSENCES
Excused Absences

Absences will be excused for personal illness or death of a family member. A note stating the student's name and reason for his absence, dates of his absence, and a telephone number where a parent may be reached for verification should be written and signed by a parent or guardian and brought to school the day after the absence. Pre-arranged absences require a note with the above information brought the day before the absence.

Routine dental or doctor appointments should be made after school hours, if possible. Students who are checked out during the school day are expected to return to school as soon as possible after the special appointment.

Special Absences

Pre-arranged authorization of absences not falling in either of the above categories are referred to as special absences. These requests must be made in writing in advance and must have the approval of the administrator. When these conditions are not met, the absence will be considered unexcused. Upon approval, parents are required to contact the child’s teacher for any missed assignments. It is the parents' students' responsibility to insure that all assignments are completed according to the make up work policy. (so that students are not behind in class work upon their return to school)

The Administration discourages family vacations while school is in session, especially for students who are having academic problems.

Unexcused Absences

Absences will be considered unexcused for reasons other than the above, or for failure to bring a written excuse upon returning to school for an absence that otherwise would have been excused.

ADMIT SLIP

Students must have an Admit Slip from the office to enter class after being absent. The main purpose of this form is for the teacher to know whether their absence was excused to be able to make up their work or unexcused and receive a zero for their time missed

MAKE-UP WORK

All work missed during absences (except for “special absences”) is to be completed upon the return to school. For excused absences, parents may request homework assignments on the first day of an absence and his/her teacher will then assemble all make-up work at the END of each day's absence and turn it in to the office where it may be picked up AFTER school. Students will be allowed one day's grace for each day missed. All make-up work must be turned in at the beginning of the class period.

In the case of excused and special absences, special school work cannot always be assigned to the student beforehand. Although the student will not be penalized for the assignments missed during such absences, he will be accountable for the assignments and tests on the days he was absent.

For unexcused absences, the student will receive a zero in all work for the days missed.

Middle/High School - If homework or tests were assigned prior to an absence, the student is responsible for the homework or test upon returning to school.

ACADEMICS

GRADING

Grading periods are every nine weeks (4 quarters) for Kindergarten through 12th grade.

REPORT CARDS

A parent or guardian of elementary students must sign the report card and return it to the teacher. Kindergarten and first grade students will be graded on a Progress Report of Achievement and Activities.

Students in grades K4 – K5 will be graded as follows:

C – Consistent  S – Sometimes  N – Needs more time  N/I – Not introduced yet

Students in grade 1 will be graded as follows:

S - Satisfactory  N – Needs Improvement  I - Improving  U – Unsatisfactory
Students in grades 2 - 12 will be assigned letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>74-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

Report Cards will be distributed the week after the quarter has ended. Grades K4 – 5 will be sent home with students and grades 6 – 12 will be mailed home.

HOMEWORK

Homework is a necessary part of each student’s education. Research shows that homework assignments are a constructive supplement of classroom work and serve the following purposes:
1. Additional practice and reinforcement in skill areas.
2. Remedial work in weak areas.

CCS requests parental cooperation in seeing that assignments are completed. In 1st grade thru 5th grades homework notebooks will require parent signature each night for the first 9 weeks grading period. During the rest of the year only students who are having difficulty completing homework, etc, may be required to have their assignment books signed weekly. In grades 7-12 it is up to the discretion of the classroom teachers. The student learns personal responsibility when he recognizes that the completing of homework is HIS responsibility.

As a general rule, students will have little or no homework on Wednesday evenings and weekends. Monday, Tuesday and Thursday nights averaging 1/2 hour work for average first and second graders, 45 minutes to an hour for average third and fourth graders, and 1 1/2 hours for average fifth through twelfth graders. Weekend assignments may be necessary for long term projects or for remedial needs of individual students.

EXAMS

Semester Exams:
Grades 6-8 will be required to take exams in two academic courses at the mid term and two academic courses at the final.
Grades 9-12 will be required to take exams in all academic courses. Exams will be 1 ½ hours and will be comprehensive in nature. An exam schedule for each semester will be published near the end of the semester.

Juniors and Seniors will be able to exempt their final exams if the following criteria is met:

1. The students will have an “A” average in the class for the second semester.
2. The students will have a maximum of three absences in the class during the second semester.
3. Absences can be excused or unexcused.
4. Students will be allowed two days of college visits during the second semester that will be considered excused. (Therefore, a student can have two days of college visits, as well as three additional absences and still exempt for the semester.) Prior to the college visit, the student must obtain a form from the guidance office that should be signed by the student. The college to be visited, the date of the visit, and the student signature will be included on this form.
5. The principal will have the authority to excuse a student’s absences and determine a student’s eligibility to exempt exams in which special circumstances exist.

PROMOTION

1. Must have earned an overall average of C.
2. Earn a passing Grade in every subject, with at least a “C” average in Language Arts and Math.
3. Students must attend 162 days of school to earn credit or be promoted.
4. Students identified as struggling or having specific difficulty in a subject area and they have had extensive documentation will be recommended for testing to determine specific problems (ADD/ADHD, LD) and specific ways to help them succeed. (Testing will generally need to be done by an outside
(independent of CCS) individual or group. Parents will be fully responsible to have this done.)

ACADEMIC PROBATION

Student earning less than a C average will be placed on academic probation for the following year. Grades will be monitored and a conference scheduled with the Administrator every grading period to assist the student in being successful at Covenant Christian School.

GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Credits</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Math</td>
</tr>
<tr>
<td>4</td>
<td>English</td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
</tr>
<tr>
<td>4</td>
<td>Social Studies</td>
</tr>
<tr>
<td>4</td>
<td>Bible</td>
</tr>
<tr>
<td>2</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>1</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>1</td>
<td>Physical Education</td>
</tr>
<tr>
<td>1</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>(8th grade)</td>
<td></td>
</tr>
<tr>
<td>½</td>
<td>Health</td>
</tr>
<tr>
<td>½</td>
<td>Elective</td>
</tr>
</tbody>
</table>

A minimum of 25 credits are required for graduation (an advanced diploma), 26 credits are required for an honors diploma.

ACADEMIC HONORS

Covenant Christian provides many rewards for students who perform well within the school program. These rewards include the following:

1. Grade K4 – 3:
   In these grades, it is important that the students have many rewards/awards on a more frequent basis than an Honor Roll provides. Therefore, each teacher will use a system of rewards/awards whereby the student will know how he is progressing almost on a daily basis. (The academic honor roll will not be a part of the Grades K-3 award/reward system.)

2. Grade 4 - 6:
   Principal's Honor Roll - Straight A's in academics and "S's" in conduct and work habits.
   Honor Roll – Straight A’s and B’s and S's in conduct and work habits.

3. Grades 7 -12:
   Principal’s Honor Roll- Straight A’s in academics and "S's" in conduct and work habits.
   Honor Roll – Straight A’s and B’s and “S’s” in conduct and work habits

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

CCS extra-curricular activities include athletic teams (games, and practices), Safety Patrol, Student Council, Clubs, Fine Arts organizations, etc. Such activities are designed to assist students in developing whatever special gifts and talents God has given them so that they might better serve and glorify Him. Our desire is to assist each student in developing this understanding but in such a way as not to jeopardize his/her progress in other areas; therefore, CCS has certain prerequisites governing eligibility for participation.

1. Academic requirements:
   a. A student must carry a GPA of 2.0 or better ("C" average) and is permitted a maximum of one F per marking period. (A=4, B=3, C=2, D=1, F=0)
   b. If a student receives an F in any course, he/she will be placed under academic warning automatically, which means that he/she will be monitored and counseled on a week by week basis by the Administrator for the following grading period in an effort to assist him/her to improve; should another F be given during this time in the same course the student will lose his/her eligibility.
   c. The school administrator shall have the option of reviewing individual cases and re-establishing eligibility when exceptional students fail to meet Covenant Christian School grade requirement. A GPA less than 1.5 will not be eligible for such a review.

2. Conduct requirements:
   a. A student must maintain a "Satisfactory" evaluation in conduct in every subject.
b. If a student receives an "Unsatisfactory" evaluation in any course, he/she will automatically be monitored and counseled on a week by week basis for the following grading period in an effort to assist him/her to improve; should another "Unsatisfactory" evaluation be given during this time, the student will lose his/her eligibility on a week by week basis.

c. A student who has a poor attitude toward school, classes, faculty or classmates or who displays unsportsmanlike conduct during practice for or participation in athletic events may be declared ineligible for the next game or even the remainder of the season.

3. Attendance Requirements:
   a. On the day of an extra-curricular activity, students absent for any part of that day due to illness, or for an unexcused reason, will not be allowed to participate in that day's extra-curricular activity.
   b. With an excused absence a student must be present at school for the majority of his/her classes in order to be eligible to participate.
   c. Students with doctor or dental appointments on the day of an event must meet the attendance requirements in #b. All other procedures for late arrivals/early dismissals must be followed.

Students in grades 7 – 12 must meet Alabama High School Athletic Association (AHSAA) requirements to participate in state sanctioned activities.

Extra-Curricular Eligibility Exemption up to the 6th grade
   Within our school population, there are a number of students who have difficulty maintaining the academic standards required for extra-curricular eligibility. It is, however, in these extra-curricular activities that these students are often able to find some measure of success.
   In order to encourage these students, an exemption may be granted based on the following conditions:
   1. The student has been tested and/or diagnosed as having a learning disability, some other special need, or has been placed on academic probation.
   2. The student is receiving some specialized services to remedy the problem.
   3. The student's failures are a result of this identified problem.
   4. The student has demonstrated good effort in spite of the failures.
   The areas will be evaluated by the area principal, appropriate faculty members, and the school counselor.
   Based on this evaluation, the administrator may grant an exemption from the academic requirements for extra-curricular eligibility. This exemption will be reviewed bi-quarterly, based on progress reports and report cards.

SPORTSMANSHIP

According to the AHSAA – Ejection Rule Penalties
   Coach and players that are ejected from contests in all sports will now receive the following penalties:

First Ejection: Minimum $300 fine (can be reduced to $100 if the person being ejected takes the online STAR Behavioral Mode within 10 school day of the date of the ejection.)
Second Ejection: Minimum one-game suspension and a $500 fine.
Third Ejection: Minimum suspension for the remainder of the season and $750 fine.

It will be the responsibility of the athlete (or parent/guardian) to pay the set fine.

DISCIPLINE

The school does not wish to assume a task which God has given to parents, but responsibility for discipline is considered delegated to the school during school hours. The essential role of parents in discipline and education is recognized. Parents are expected to support the school in this area by supporting the school's standards at home.
   Discipline is positive training in the right direction. "Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6 There is also a negative side. Scripture exhorts us to "withhold not correction from the child." (Proverbs 23:1-3)

General
1. Covenant Christian School reserves the right at school events to suspend, expel, or otherwise discipline, a student for misconduct on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein.
2. **School property shall be protected.** Defacing or damaging of School property which is malicious or careless in nature, will result in both appropriate disciplinary action, and the replacement of such property by the student and/or his parents or legal guardian.

3. **Conduct and attitude shall be respectful.** Disruptions in class, unruly behavior, or repeated violations of prescribed School policy will not be allowed.

4. **Respect for authority** is expected of each student for any staff member at any time either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

5. Covenant Christian School reserves the right to invite the Colbert County Narcotics Team or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto School premises.

6. A student who counteracts the goals and purposes of Covenant Christian School (by indifference or overt action), or who intentionally damages the reputation of the school, may be told to seek his education elsewhere.

**CODE OF CONDUCT**

It is the aim of the School Board, the Administration and the faculty to promote through policies and regulations the highest possible standard of Christian conduct in an atmosphere conducive to good learning. Self-discipline for every child is a priority goal at CCS. Compliance to school standards for the academic program, behavior, and dress are important elements of the school experience. CCS strives to motivate and encourage each child in his mental and physical development as well as the development of Christian character.

“Everyone must submit himself to the governing authorities, for there as no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgement on themselves.” Romans 13:1-2

The following are specific behaviors expected at CCS.

1. **Students are to conduct themselves in an orderly, honorable, and polite manner at all times showing respect for others and school property.**
   a. Students are to show respect in word and deed for all those in authority as well as to their peers.
   b. Students are to use "Sir" or "Ma'am" as a respectful address.
   c. Students are to strive for self-discipline in all studies/activities.
   d. Students are expected to demonstrate a positive attitude and good cooperation toward all others.
   e. Care of school materials and those of others as well as school facilities and grounds is expected. Parents and/or students are responsible for the replacement of, repair of, or payment for malicious damage to such.
   f. Students should not lie or steal. (including plagiarism)
   g. No public display of affection.

2. **Students are to obey all school rules and immediately follow the directions of the principal, teachers, and other adults in authority.**
   a. Students are to follow directions as given.
   b. Students are to obey all school rules (room, hall, cafeteria, rest room, playground, gym, and chapel rules)
   c. Students are to comply with the CCS dress code.
   d. Gum-chewing and eating at times other than lunch or planned snack time are not acceptable.
   e. Students are expected to be on time for class.
   f. Writing, passing, or receiving personal notes during class is disruptive and is not allowed.
   g. MP3 players, iPods or electronic games, radios, or electronic games will not be allowed at school unless prior approval from the teacher/administrator. Such items will be confiscated by the school if brought without permission. Roller skates/skateboards/shoes with skates in them are not allowed.
   h. **Students should not bring iPods, cell phones, beepers, pagers or any other electronic devices into the school building during regular school hours.** Cell phone use is prohibited until AFTER school. Students are advised to keep cell phones in their locker or car. Cell phone use during the school day will result in confiscation of the phone and kept over night. Cell phones taken
up on Friday will be kept all week-end.

i. Computer/internet/cell phone/electronic device use including but not limited to, online journals such as Facebook, MySpace, Live Journal, diaries, blogs, email, web pages, pictures, chat, texting, etc., that is deemed by the school administration to be immoral, harmful, threatening, demeaning, bullying and/or harassing, derogatory, defaming of the reputation and character of others, or other conduct and/or content that is inconsistent with school policies and biblical teaching and standards or in violation of local, state, or Federal law.

3. **Students are to maintain all necessary supplies to do their work, assume responsibility for correct organizing and completion of assignments, and turn in all notices/work on time.**

Each classroom teacher is responsible for informing students about these rules as well as specific rules for classrooms and other areas of the building. Rules will be posted in classrooms to ensure pupil awareness of expected behavior in all building areas. Good behavior will be rewarded and inappropriate behavior will have consequences.

**PROCEDURES FOR GRADES K - 5**

Students will be carefully and thoroughly instructed on all school procedures and rules. **Appropriate Behavior** will be rewarded daily, weekly, monthly and by good conduct grades on the report card each nine weeks.

**Inappropriate Behavior** will have consequences determined by the classroom teacher to fit the offense. Consequences may include a warning, losing “good behavior reward”, time out or corporal punishment. A student may receive corporal punishment for chronic misbehavior or severe infractions of rules.

Each day is a new opportunity for good behavior. Each child starts the day with a “clean slate”. Each teacher will have a visual way of showing behavior (appropriate and inappropriate) in her classroom for each day.

A **Grace Pass** will be given to each student at the beginning of each nine weeks in grades 4 - 6. The Grace Pass pardons a student for his/her first academic infraction. (The Grace Pass may not be used in cases of disrespect, vandalism, or direct disobedience.) A student not using his/her Grace Pass will earn 1 bonus point in each major subject area for that grading period.

**PROCEDURES FOR GRADES 6 - 12**

Students will be carefully and thoroughly instructed on all school procedures and rules. Because of the maturity level of these students it is expected that after careful instruction about expectations of behavior they will assume responsibility for their own discipline, with self discipline as the goal.

**Appropriate Behavior** will be rewarded with verbal praise from teachers and good conduct grades on the report card each term.

A **Grace Pass** will be given to each student at the beginning of each nine weeks. The Grace Pass pardons a student for his/her first academic infraction. (The Grace Pass may not be used in cases of disrespect, vandalism, or direct disobedience.) A student not using his/her Grace Pass will earn 1 bonus point in each major subject area for that grading period.

**Inappropriate Behavior** will receive consequences in the following manner:

a. For each violation of a school rule/procedure, a student will receive a written Discipline Report stating the violation.

b. Discipline Reports for conduct in one nine weeks’ period will result in the lowering of the conduct grade. First offense= S-, 2nd offense=N, 3rd offense=U. Students with a conduct grade below S- are eliminated from any honor roll honors.

c. The 3rd and following conduct infractions will result in Detention for up to 1 hour before or after school on the next Detention Day.

d. Additional infractions (after the third) will come to the attention of the administrator and will result in a conference with the teacher, parent, and administrator.

e. Failure to complete homework or assignments will result in an academic penalty, and require the student to make up the work as directed by the teacher.
SEXUAL HARASSMENT

Sexual harassment consists of unwelcome verbal or physical conduct of sexual nature. Such conduct will not be tolerated at the school and is ground for dismissal. Any person who feels they are the victim of sexual harassment should report it to the administrator immediately.

MEANS OF DISCIPLINE

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

*Mild* - Generally administered by the teacher.

*Moderate* - Administered by the teacher and/or Principal.

*Serious* - Administered by the Principal.

*Very Serious* - Administered by the Principal with the advice of the School Board.

1. **Mild disciplinary** cases will be handled by the individual teacher in harmony with their own methods and abilities consistent with School policies. Mild discipline could range from reprimands to detention. These could include, but are not limited to: missing a recess, cleaning a room, or writing an essay.

   Detentions, used only for grades 6-12, may be issued by the Principal upon receipt of a Disciplinary Referral from a teacher.
   a. A detention notice or a phone call will be prior to the student’s serving the detention.
   b. Failure to return a signed detention may result in more serious discipline
   c. Parents or guardians who feel that a student should be allowed to postpone a detention due to a prior commitment must notify the School by noon on the day the detention is to be served. Detentions may not be postponed more than once *(extra curricular activities will not be grounds for postponing detention)*.
   d. Detentions will be served on designated days for a period of up to 1 hour. Detentions may be served after school or before school begins.
   e. School transportation will not be provided for students serving detention.
   f. The third detention in a nine week grading period may result in a one-day suspension. Continued detention may result in expulsion.

   **Detention Procedures**
   - After school detention will begin at 3:05 PM and end by 4:05 PM. Students in Grades 7 - 12 may receive Detention for repeated conduct infractions. Any Detention assigned on a Detention Day may be served that day if parents can be notified by 2:00 p.m.
   - During Detention the student will be assigned appropriate activity. Students are excused from Detention for the following reasons:
     a. Field trips scheduled beyond school hours that day
     b. Previously scheduled medical or dental appointments, piano or other scheduled lessons requiring payment for absence and confirmed in writing by the parent.
     c. A family situation which has administrative approval
     d. Inability to contact parents before 2:00 p.m. for Detention assigned that day.

   Failure to serve a Detention without just cause will result in an additional detention and a parent conference. Detention takes precedence over any other school activity scheduled after school hours that day *(except a previously scheduled field trip.*) This includes practices and/or games for cheerleaders and athletic team member; club meetings, school parties, school programs, etc.

   (If for some reason, a parent cannot be notified and had previously arranged to meet their child at the game or activity located at a facility off-campus for purposes of transportation home, the child may attend that game or activity but may not participate. Detention will be served on the next scheduled Detention Day without an after school activity.

2. **Moderate discipline** is usually administered after the School has exhausted other methods or if the matter
warrants an immediate or more serious form of punishment. Moderate discipline options would consist of the following: corporal punishment, in-school suspension, or “Saturday school.” In each individual case, the administration would decide which type of moderate discipline applies best.

“Saturday” School
“Saturday” school may be administered by the Administration in cases of repeated violations of minor school guidelines. Students would report to the school at a time set by the administrator and would follow a study or work schedule prepared. Parents will be notified in writing of “Saturday” school.

In-School Suspension
In-school suspension may be administered by the Administration in cases of repeated violations of minor school offenses or for an infraction that warrants a more serious form of punishment. As determined by the Administration, the student will spend up to five days in an isolated educational environment in the school. Teachers will send work for the student to do during the time so that the student does not fall behind in his/her work. No grade deductions will be taken for this time. Students may also be assigned janitorial-type jobs to do around the school during this time.

3. Serious discipline – this right is reserved by the school to suspend any student OUT OF SCHOOL for a serious infraction of school rules. All such Out-of-school suspensions will be administered by the Administration. The suspension will generally take place the day following written or verbal notification to the student and parents. These may be given for a period of up to five days. Students will have three days, counting the day he/she returns from the suspension, to make up all missed assignments during the suspended time. These assignments will be graded and recorded. However, a 2 point deduction per course for each day of the suspension will be assessed at the end of the current grading period.

For example: John is suspended on Tuesday for two days. When he returns to school on Friday, he has Friday, Monday and Tuesday to complete any work that he missed during the suspended time. His work is graded and recorded. However, at the end of the quarter, 4 points will be deducted from his final average for the two days suspension.

Three Out-of-school suspensions may result in a recommendation for expulsion from school.

The following is a list of offences that could result in an out-of-school suspension:

- Fighting - on School property, aboard buses, or at School functions.
- Flagrantly abusive language and/or disrespectful conduct.
- Cheating on any test or assignment. In addition to suspension, the student will receive a zero on the test or assignment. Unauthorized use and/or entry of computer files is strictly prohibited. By-passing any security measure installed on computers without faculty permission constitutes cheating. In addition to suspension, the student will receive a zero on the test or assignment.
- Skipping class or leaving School without permission.
- Repeated detentions.
- Possession, use, supplying or selling of tobacco or tobacco products.
- Possession, consumption, supplying or selling of alcohol.
- Possession of pornography and computer/internet use for pornographic, deviant or vicious purposes.
- Lying
- Stealing (including plagiarism)
- Inappropriate Internet use
- Use of cell phone during school day.
- Destruction of school property.

Corporal Punishment
Corporal punishment is authorized in the school under the following conditions and guidelines:

Parents must be contacted before corporal punishment is administered.

- It may be administered only with the knowledge and permission of the Principal.
- It must be witnessed by at least one additional adult staff member of the school.
- It must be administered only for the purpose of correction, without malice, and with restraint considering very carefully the age, sex, size, and general condition of the student.
d. A male teacher shall not administer a corporal punishment to a female student. A female staff member will be secured to administer the paddling.

e. The provisions of this section shall not be construed to authorize or condone excessive punishment nor any misuse of this authority.

4. **Very serious discipline**, is expulsion, which is permanent dismissal from School. Expulsion will be administered by the Administrator, with the advice and approval of the School Board. Appeal of an expulsion may be made in writing to the Administrator within three days of the expulsion. Such appeals will be considered by the School Board. A student may not attend classes during request for an appeal. The decision of the School Board is final.

A student who has lost the privilege to attend Covenant may not be permitted to attend School related events. These events would include, but not be limited to, Homecoming, Junior/Senior Prom, etc.

**Expulsion** may occur when any one of the following takes place:

a. The misuse of any unprescribed and/or prescribed drugs of any kind, on or off school property.
b. Possessing, selling or supplying prescribed or illegal drugs.
c. Possession, consumption, supplying or selling of alcohol on School property or at School-sponsored events.
d. Repeated violations of discipline that have resulted in suspensions.
e. Failure of parents to cooperate with the School in discipline of their children.
f. Assault or battery of a teacher.
g. Sexual misconduct
   1. Physical conduct and/or contact of a sexual nature
   2. Verbal abuse of a sexual nature
   3. Sexual innuendoes and gestures
   4. Other serious sexual misconduct including but not limited to homosexuality.
h. Moral misconduct
   1. Pregnancy or the causing of pregnancy
   2. Computer/internet use for immoral purposes *
   3. Other serious moral misconduct
i. Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on School property or at any School-related activity.

j. Possession of any weapons (knife, box cutter, etc.)

The School reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alabama) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require the approval of the Administrator and the School Board. The student will lose the privilege to attend Covenant Christian School in these situations.

*Computer/internet/cell phone/electronic device use including but not limited to, online journals such as Facebook, MySpace, Live Journal, diaries, blogs, email, web pages, pictures, chat, texting, etc., that is deemed by the school administration to be immoral, harmful, threatening, demeaning, bullying and/or harassing, derogatory, defaming of the reputation and character of others, or other conduct and/or content that is inconsistent with school policies and biblical teaching and standards or in is in violation of local, state, or Federal law.

---

**SCHOOL SERVICES**

**EXTENDED DAY FACILITY**

Children in grades K4 – 6 whose parents have not picked them up from school 15 minutes after their dismissal time will be sent to the extended day facility. A grace period of five minutes will be awarded before students are charged for supervision in extended care.

If students are not picked up by 3:20 p.m., parents will be charged from 3:00 p.m. because the children have been supervised by an adult during that time. Students in grades K4-12th grade will not be allowed to wait for parents outside the school building without adult supervision. All students in grades K4 – 6th must report to the Multi-Purpose Room and sign in at Extended Care.

Children who use the Extended Care service will be billed monthly at an hourly rate. Parents whose children are picked up from CCS Extended Care after the 5:30 P.M. closing time will be charged at the late fee rate of $3.00 for each additional 15 minute interval, or portion thereafter.
The facility is open every school day from 3:00 P.M. to 5:30 P.M. CCS children will also be cared for free of charge, from 7:20 A.M.-8:00 A.M. each school day morning, if such a need arises. Parents will supply a list of at least three people approved to pick up their children. Until these people are readily recognized by the supervisor, they may be required to show positive identification when picking up the children. If someone other than an approved driver will be picking up the child on a given day, a note sent the preceding day or a telephone call from the parent on the day of the change will be accepted, provided the driver can show proper identification. NOTE: This rule shall also apply to students not participating in the extended day program.

Services will be suspended for non-payment.

TELEPHONE USE

Students who need to use the telephone must see the school secretary. Student use of the telephone will be limited to emergency use only. Students should not bring cell phones, beepers, pagers or any other electronic devices into the school building during regular school hours.

SNACKS/BREAK/LUNCHES

All parents are encouraged to pack a small, nutritious snack (fruit juice, Thermos drink, etc.) for mid-morning (K3-5 only). CCS students in grades K3-12 may either bring a lunch from home or order a school lunch. A choice of milk or fruit juice is available to purchase at lunch time. Soft drinks are not allowed elementary students. An EMERGENCY LUNCH will be available for students who have left their lunch at home or do not have money in their lunch account at NO CHARGE.

School lunches may be ordered daily or occasionally and are distributed at lunch time. School lunch costs will be published on the menu. Children who are arriving after 8:30 a.m. will need a lunch from home if the office has not been notified before 8:30 A.M. that they will be arriving late.

Microwaves are available at lunch time for students in grades 5-12 for reheating food items with a 2 minute limit. Because of time constraints, foods that need more heating time should be heated at home and brought to school in a thermos-type container. Students may order lunches daily. Parents may place money into their child’s accounts on-line, and/or before or after school in the Finance Office.

No food or drink will be allowed outside the Multi-Purpose Room during the school day for middle and high school students. Water is allowed.

LUNCHROOM CONDUCT

Students should enter the lunchroom in an orderly manner. They should file through the line, getting their drink/food and necessary utensils. For obvious safety reasons, there should be no running at any time. Students may talk while eating, but conversations should be kept to a normal level and should also be appropriate for meal times. When the students are through eating, it is their responsibility to clean the table and floor space around them before throwing their trash away. For elementary students, the teachers will dismiss students to throw their trash away when it is time to leave the cafeteria. For middle/high school students, it is their responsibility to throw away all trash in the appropriate garbage cans and clean the table and floor around their seat. All students must get permission from a supervising teacher to leave the lunchroom at any time.

Students should:

- Talk in a quiet voice
- Walk; no pushing in line, breaking in line, or horseplay
- Clean up the table and floor around their seat
- Throw all garbage in appropriate garbage cans
- Exhibit good manners

HEALTH CARE
Students who become ill during the school day will be taken to the office and the parent will be notified immediately. No child with a temperature of 100 F degrees or above will be allowed to remain in school. If the child seems ill, he may be removed from class even though the temperature has not reached 100 F. Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children. PLEASE DO NOT RETURN THE STUDENT TO SCHOOL UNTIL HIS TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT MEDICATION. Please do not bring your child to school if there is evidence of any of the following symptoms: fever, upset stomach, rash, bad cough, severe headache, vomiting.

ACCIDENTS

Minor mishaps will be handled by the classroom teacher from the first aid station in the school office. If treatment other than first aid is required, the person designated on the student's application form will be contacted. If the school officials are unable to contact person(s) on the Student Information Card and it is determined that the student needs immediate medical attention, the student will be taken to the emergency room listed on the card.

MEDICATION

It is CCS's policy NOT to dispense medications to students except for prescriptions brought to the school office by the parent with a completed MEDICATION ADMINISTRATION PLAN. What is not given out includes, but is not limited to, aspirin, cough medicines, etc. Medication should be sent to school in the original container which is properly labeled. The student is not to carry medication at school unless an exception is authorized (inhaler, EpiPen). Failure to properly complete the form will result in the school personnel unable to distribute medication to the students.

If a child is ill, the CCS office will provide TLC and a rest time. Teachers may not keep or dispense ANY medication for students.

Students in grades 9 – 12 (with their parent’s knowledge) will be allowed to carry ibuprofen, acetaminophen, or aspirin for their personal use only. Any medication other than these would need to be approved by the office. A copy of the Medication Policy is available upon request.

SAFETY PATROL

The Safety Patrol is a school directed program in which middle school students assist in traffic direction on our campus. Parents and students are asked to respect our uniformed Safety Patrollers and follow their traffic directions when given.

PARENT-TEACHER FELLOWSHIP

The Parent-Teacher Fellowship (PTF) will organize and elect officers (subject to the approval of the school officials) each spring for the following school year. Those parents willing to serve on PTF committees will sign up at the August Parent Orientation meeting. The PTF organization assists in school activities, raises funds to assist the CCS school program, and sponsors School Board approved social events. Dues are $10 per family and may be paid with August tuition.

ACTIVITIES

FIELD TRIPS/ DRIVER/CHAPERONE POLICY

Students, teachers, and parents will be expected to dress according to the specific requirements outlined on each trip permission form. Parents will be notified prior to each trip, with parent drivers solicited. Drivers are required to carry automobile insurance. Vehicles that are to be left at the school during a field trip are to be parked at the front of the campus.

A field trip is a planned visit to a point outside the regular classroom. Field trips offer opportunities to enhance the classroom curriculum as well as to develop an attitude of servant hood. CCS requires that elementary classes (K4-6) provide a field trip opportunity for each class once each 9 week period. Students in grades 6 – 12 will attend a minimum of one educational and one service field trip per year per grade level.

Each student must have safe and sufficient seating in the vehicle when traveling. Each student must wear a seat belt; no double-buckling.

Any CCS student whose behavior is disrespectful or disobedient to any adult while on a field trip may be
denied the opportunity to go on a subsequent field trip. All school rules are in effect while on field trips. Cell phone used by students is prohibited. Notification will be sent to the parents if this occurs.

For the safety of our children we feel it is necessary to implement the following policy concerning Drivers and Chaperones during field trips.

Volunteer drivers and chaperones for CCS sponsored field trips will be required to fill out a Volunteer Driver Application Form. Drivers will need to give car information and insurance information, stating compliance with the school’s minimum amount of liability insurance required to be able to drive on field trips [1] $100,000 liability per person for bodily injury; [2] $300,000 liability per incident for bodily injury for all vehicle occupants; and [3] $50,000-$100,000 liability for property damage], as well as signature of the driver to follow the requirements for volunteer drivers. This form will then be given to the Administrator for approval/denial of the person’s eligibility to drive on CCS field trips. The Administrator will then publish a list of eligible drivers and distribute that list to the faculty. Only approved drivers will be allowed to drive on field trips.

As field trips are scheduled, teachers will be required to only select approved drivers. Each driver/chaperone will be given a folder that includes an Emergency Plan of Action, Driver/Chaperone Instructions, and a Vehicle Accident Report (copies attached). There should also be included in the folder the schedule of the trip, directions, and a list of students riding in each vehicle. Upon return to the school, drivers/chaperones should return the folders to the teacher.

Example of the form to be completed and kept on record in the school office for reference.

Volunteer Driver Application Form

We often need help in transporting students on field trips or for sports events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. If you are interested in helping with such needs during the school year, please fill out this form and return it (along with copies of your driver’s license and your current vehicle insurance card) to the school. A new Volunteer Driver Application Form must be filled out each school year.

Section I – Volunteer Driver Information

Name: __________________________________________  Driver License #: __________________________
Phone: (H)____________________ (W)_______________________       Expiration Date: ________
Address: _______________________________________________________________________________________
Car Model/Yr #1: ______________________________ Car Model/Yr #2: __________________________
   Number of working seat belts in Car #1 _____  License number for car #1________________
   Car #2 _____  License number for car #2________________

The school requires volunteer drivers to have a minimum amount of liability insurance, (1) $100,000 liability per person for bodily injury; (2) $300,000 liability per incident for bodily injury for all vehicle occupants; and (3) $50,000-$100,000 liability for property damage. Amount on (these) car(s):

Car #1 Insurance Co.: __________________________ Policy #: __________________________ (1) _____________
   (2) _____________ (3) _____________    Uninsured motorist Coverage? Yes: _____ or No:_____
Car #2 Insurance Co.: __________________________ Policy #: __________________________ (1) _____________
   (2) _____________ (3) _____________    Uninsured motorist Coverage? Yes: _____ or No:_____
____ Yes or ___No  Are you licensed to drive a commercial vehicle?
____ Yes or ___No  Have you been in an accident in the last three years? If YES, please describe the accident and its cause on another sheet of paper and attach it to this form.
____ Yes or ___No  Have you been ticketed for moving violations within the last three years? If YES, please
describe the infraction on another sheet of paper and attach it to this form.

____ Yes or ____ No  Have you been convicted for DWI/DUI of alcohol or drugs, or had your licensed suspended for moving violations, hit and run, including and officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation? (Note, Our school will not be able to use volunteers with a “yes” answer even if the incident took place before the person became a Christian.)

Section II – Requirements for Volunteer Drivers

I certify that for the ____________ school year:

• I possess a valid ________driver’s license. Please attach a photocopy of your driver’s license and first page of your car insurance policy (ies).

• I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.

• I will maintain the minimum insurance coverage required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverage are in force.

• I understand that in case of any type of accident, injury, or vehicle damage, the school’s liability insurance policy does not provide primary or direct insurance on my vehicle. The school’s insurance will take effect only after my personal auto insurance limits are exhausted. (Note: this is the only coverage that most non-profit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)

• I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.

• Students riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seatbelts. (Note: double belting of children is not permitted.) As required by state law, I use a child restraint seat (provided by the parents of the students) for each child under the age of 5 or weighing less than 40 pounds.

• To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.)

• I will read and follow the Driver and Chaperone Instructions sheet for the field trip.

• I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

Section III – Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

Signed: _________________________________________________ Date: _______________________

Section IV – School Administration Approval

______ Approved ________Disapproved for addition to the school’s Approved Driver List

Administrator’s Signature ___________________________________________ Date: ______________

/forms are available outside the school office – you do not need to take this from your handbook/

BIRTHDAYS

Birthdays are very special events in the lives of our children, and we want to honor each child on this day. If ARRANGEMENTS ARE MADE AHEAD OF TIME, parents may bring a special treat for the class during school time. The classroom teacher, however, is to be contacted to make a final determination of what time would be most suitable for each celebration. Generally the end of the day works best for such parties.
ELEMENTARY CLASS PARTIES

Besides birthdays, CCS classes hold annual Christmas, Valentine’s Day, Resurrection Celebration, and End of the Year parties. Christmas parties are held the last school day before Christmas break.

GIFT ITEMS/DELIVERIES

Sending or bringing gift items (i.e. flowers, balloons, gift baskets, stuffed animals) will not be permitted. This is disruptive to the educational process.

GENERAL

PARENT TEACHER CONFERENCES

Each year a parent-teacher conference will be scheduled after the first reporting period for grades K - 5. A parent/guardian is expected to attend this conference. Any number of other conferences may be held at the request of either the parents or the teacher. Students in grades 7 – 12 will have conferences as needed by request of the teacher or parent.

SCHOOL CLOSING

In the event of inclement weather or other events that would require the evacuation of our school, CCS families should monitor local radio stations for notification of closing. Such decisions will be made as soon as possible, and no later than 7:00 A.M. the day in question. Stations that usually carry WQLT-107.3 FM, and WFIX-91.3 FM. Television stations are channel 19 and 31.

PHYSICAL EDUCATION

All students enrolled in CCS are expected to participate in Physical Education classes as an integral part of their educational experience. No student will be excused from Physical Education class without a written note from his parent or doctor explaining the reason for the excuse and the length of time the student is to be excused from class.

BOOKS & LOCKERS

Covenant Christian School will purchase all textbooks for the school year. Book rental fee is assessed annually. This fee includes all charges for the annual Scholastic Aptitude Testing given to each CCS student every spring. All CCS books will be distributed (during the 1st week of school), and are to be covered each school year. All books will be collected by CCS the last week of the school year. Except for normal wear and tear, students are responsible to replace damaged or lost textbooks. (For more details see the Fee Schedule in this handbook.)

Student in grades 7 – 12 will need to keep backpacks in their locker during the school day.
All junior high/high school students will be provided a lock for the lockers upon request. Students will not be allowed to put their own lock on school lockers. A $5.00 fee will be charged to replace lost locks.

LIBRARY

1. Students in K5 through 3rd grade may check out one book at a time for one week. When it is returned, they may check out another one. There is no fine for overdue books. However, we do encourage all students to return their book on time.
2. Students in grades 4 – 12 may check out two books for two weeks. An overdue fine of $.05 per day, excluding weekends and holidays, is charged.
3. Students who lose or damage a library book must pay the replacement cost. If a student pays for a lost book,
and later locates it, the cost of the book will be refunded.
4. Students can request a copy of pages from reference books or from Internet for $.25 per page.

INTERNET ACCEPTABLE USE POLICY

It is the policy of Covenant Christian School to offer access to the Internet. To gain access, each student must obtain parental permission as verified by the signatures on the permission form.

What is the Internet?
The Internet is a global network made up of any smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the available of material that may not be considered to be of educational value in the content of the school setting.

What is possible?
Through the Internet, students can explores thousands of libraries, databases, museums, and other resources. They can exchange personal communications with other users around the world. While the use of the Internet is primarily instructional in nature to reach an educational goal, some students may find ways to access other materials. Unfortunately, some of these resources contain items that are illegal, defamatory, inaccurate, or potentially offensive. Most educators believe that benefits to students from access to the Internet exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards their children should follow then using resources. Therefore, we respect each family’s right to decide whether or not to apply for access.

How should it be used?
The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teacher, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

What is expected?
Students are responsible for appropriate behavior while using the Internet. Additionally, students are responsible for their actions while using the equipment and the resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in punishment as stated the school conduct policy.

What are the privileges and rights of a user?
All users have certain privileges and rights. Infringement of or disrespect of the rights of others may result in the loss of Internet privileges. These rights include:

Privacy – All users have the right to privacy. However, if a user is believed to be in violation of the guidelines, the system operator may review communications to maintain system integrity and to ensure that students are using the system responsibly.
Safety – Any user who receives threatening or unwelcome communications should bring them to the attention of a system operator or teacher.
Intellectual Freedom – Any statement of personal belief is implicitly understood to be representative of the author’s individual point of view and not that of the school.
Inappropriate Materials or Language – No profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior.
Equal Access – All users will be granted free and equal access to the Internet. Exploration of the Internet is encouraged relative to the purpose of research and education. No single user should monopolize the workstations connected to the Internet.

What are the guidelines?
1. BE PREPARED to be held responsible for your actions. Exemplary behavior is expected from all users at all times.
2. DO notify a teacher, media specialist, or administrator immediately if you encounter materials that violate the school code of conduct.
3. Do not use a computer or the Internet to hurt, harass, attack or harm other people or their work.
4. Do not damage the computer or network in any way.
5. Do not degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. Do not use the network for illegal activities (i.e. threats, instructions on how to perform an illegal act, child pornography, drug dealing, purchase of alcohol, gang activities, etc.).
7. Do not install software or download unauthorized files, games, programs, or other electronic media.
8. Do not violate copyright laws.
9. Do not view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. Do not share your password with another person.
11. Do not reveal your own or anyone else’s phone number.
12. Do not access another student’s work, folder, or files.
13. Do not re-post non-academic personal communications without the original author’s prior consent.
14. Electronic devices with internet capabilities shall not be allowed on school premises.

CLASSROOM VISITATION

Parents are welcome at the school and may schedule a visit to observe the classroom in operation at any time by contacting the school office. It is understood that these visits are subject to approval by the classroom teacher and the Administrator. An alternate day may be suggested due to the type of class activity planned for the visit (i.e. tests, chapel). On the day of your visit, please check in at the school office first before going to the classroom.

Students must obtain permission from the Administrator to bring visitors into the classroom. Classroom guests must get permission from the office before going to the classroom.

Parents who have something to be delivered to a child during the school day are asked to mark it clearly with the first and last name and grade and leave it at the school office. It will be delivered at a time that does not interfere with classroom routine.

LOST AND FOUND

Parents are urged to label all clothing and articles belonging to their children. Please urge your child to take responsibility for his/her things and go to the Lost & Found area in the Multipurpose Room promptly to look for lost items. Items not claimed by the end of each semester will be given to a charitable organization.

PHILOSOPHY OF HOLIDAYS

Covenant Christian School respects the right of parents to celebrate the holidays of Halloween, Christmas and Easter with their families as they wish. Covenant Christian School treats Christmas and Easter as joyous times of the year to enthusiastically celebrate and emphasize the birth of Jesus Christ and His resurrection from the dead. Activities and symbols which complement these emphases are appropriate and prominent within CCS’ school program. Myths and symbols which compete with these two Christ-centered themes, Santa Claus and his helpers and the Easter bunny are discreetly ignored during school hours. Likewise, Halloween is not acknowledged in the school program.

PHILOSOPHY OF MUSIC

Please use Philippians 4:8 and Ephesians 5:3-4 as a guide with issues about music.

CCS students may bring tapes, CD’s, and radios to school only when their use pertains to a class project. Teachers may screen students’ selection of music for suitability to the project before it is played for the class. This policy allows for the possibility of a project in which students are asked to bring to class samples of music which do not meet the standards above.

Parents are encouraged to heed the standards stated above when playing their car radios or CD players while transporting students for school-sponsored field trips and activities. Covenant Christian School will promote performers whose music meets the standards set forth. Conversely, performers whose music does not meet the standards set forth will not knowingly be included in the school’s program.
SPIRITUAL LIFE

Chapel
Age appropriate chapel services are held each week. This is a time for spiritual enrichment.

Homeroom Devotions/Prayer
Each school day will begin with a time for reading of the Bible, prayer requests and prayer. The teacher will be responsible to plan and direct the devotion and prayer time by scheduling students to participate on a regular basis.

Prayer Groups
Different prayer groups may be established with recognized school extra curricular groups. A faculty member must be in attendance during these prayer times. Students may participate in as many groups as they wish.

Service Projects
The school will sponsor specific service projects during the year. Some projects will be school wide and other projects will be on the class (grade) level. In all these activities the purpose is to help others who have some specific material need, as well as to demonstrate the love of Christ through serving others.

INFORMATION CONCERNING MIDDLE/HIGH SCHOOL STUDENTS

CAMPUS
Students are not generally permitted to leave the CCS campus during the school day. Senior privileges may allow seniors with parental permission to leave at times designated by the Administration. All students must have written or verbal permission from their parent/guardian to leave campus. Regular policies regarding tardiness to class will be in effect.

Students who leave campus during the day without proper permission will be subject to disciplinary action designated by the Administration. Students must sign-out in the school office before leaving campus.

DRIVING TO SCHOOL
Students who possess valid Alabama Driver’s License and appropriate insurance will be allowed to drive to school. They must complete a STUDENT DRIVER REGISTRATION form with accurate information to be kept on file in the school office.

Students are expected to park their cars in the appropriate assigned area immediately upon arrival at school. Cars are considered off-limits during the school day. A student’s driving privileges may be suspended if he/she fails to observe the off-limits rule, basic rules of etiquette and safety or for other causes deemed necessary by the Administrator.

Speed limit on campus is 10mph – failure to comply may result in student driver losing driving privileges.

Students are not allowed to drive from school to an athletic events or field trips.

CLASS RINGS
School rings may be ordered in the fall of the year for Juniors and Seniors. Specifics concerning the rings will be explained prior to the order dates. You are not required to order rings at CCS, they are also available through jewelry stores and online for various prices.

GRADUATION
Seniors are required to attend all commencement activities (rehearsals, class day, graduation). Failure to attend rehearsals could result in restriction from participation in class day and graduation. All tuition, fees, dues, and other obligations owed the school must be paid in full before a Senior may march in Graduation. A fee will be charged to offset the costs directly associated with graduation. It is payable in the spring prior to graduation.
Covenant Christian School’s policy for the selection of the Valedictorian and Salutatorian is as follows:

- Valedictorian and Salutatorian will be selected based on their G.P.A.
- Core Classes will be the only classes considered (English, Math, Science, History)
- Dual Enrollment English and Pre-Calculus grades and Honors courses will be weighted. One quality point will be added to the number of quality points earned for these upper level classes.
- In the event of a tie, ten additional points will be added to the final numeric grade in honors level courses, in order to compute a numeric average.
- Early Scholars classes and other college courses taken that are not considered dual enrollment classes will not be included in the average for selection of Valedictorian and Salutatorian.
- In order to be considered for Valedictorian and Salutatorian, a student must be at Covenant Christian High School for a total of at least three years.
- Transfer students must be able to provide a transcript from an accredited high school to be considered.
- The determination of Valedictorian and Salutatorian will be based on the average of the first seven semesters of high school. The third quarter of the senior year would be used only in the instance of a tie. The fourth quarter of the twelfth grade year would not be considered for the ranking of students.

Covenant Christian School’s Grading Scale:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Grade</th>
<th>Quality Points</th>
<th>Honors Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>