

# COVENANT CHRISTIAN SCHOOL

## STUDENT/PARENT HANDBOOK 2020/2021

*IMPORTANT: This student handbook should be paired with the COVID Response Plan for the 2020/21 school year. Policies and guidelines in the response plan will take the place of some items in this handbook. All CCS policies and guidelines are subject to change or adjustment by school administration based on current guidelines from state and local officials. Contact the school office if you need any clarification.*



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# Covenant Christian School

Established 1983

## VISION

Supporting families with Christ-centered education

## MISSION

To graduate students who are prepared to understand their world, to communicate with their world, and to influence their world for Christ through servant-leadership.

**STATEMENT OF FAITH** We believe in God, the Father almighty, creator of heaven and earth. We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, and He will come to judge the living and the dead. We believe in the Holy Spirit, the body of Christ the Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

## THREE CORE VALUES OF STAFF & FACULTY

### Christ-likeness:

- We believe that **time spent daily with our Lord Jesus Christ and with His Word** provides consistency and empowerment for our lives. As faculty and staff, our lives serve as models for our students.
- We believe that if we count our blessings every day, our hearts and attitudes will **be thankful**.
- We believe our faculty and staff should **encourage right actions and attitudes and treat each student in a friendly, fair, frank, and firm way**.
- We believe in **open relationships and communication** with our parents, students, and each other because **we are members of one community or body**.

### Family:

- We believe in building our community through the Christian family. We will demonstrate this belief by recognizing **parents as partners** in the educational process.
- We believe we should **seek truth in each criticism**.
- We believe in the untapped potential of each student. We want to **help each student become aware of his/her giftings, aptitudes, and weaknesses**.

### High Academic Standards:

- We believe our Creator **put us on this earth to teach**. We will faithfully teach for His glory and accept our daily successes humbly, knowing that **His grace has guided us**.
- We believe successful education is the result of **clear standards of discipline and academics, sequence of instruction, and cooperative follow-through**.
- We believe that in order to provide an excellent education, we must give students **the tools of learning**.

# COVENANT CHRISTIAN SCHOOL PHILOSOPHY

Supporting the Family with Christ-centered Education

*The mission of Covenant Christian School is to graduate students who are prepared to understand their world, to communicate with their world, and to influence their world for Christ through servant-leadership.*

## UNDERSTANDING THEIR WORLD

To prepare students to understand their world, we must train them to see the world as God sees it. This understanding comes from the Bible. "Every part of scripture is God-breathed and useful one way or another--showing us truth, exposing our rebellion, correcting our mistakes, and training us to live God's way. Through the Word we are put together and shaped up for the tasks God has for us." (The Message, 2 Tim. 3:16-17) A true understanding of the universe will help our students answer four basic questions. These questions are answered in the Bible because they are basic to humanity.

### **Where did everything come from?**

We believe that God created the universe and all that is in it. Just as a man's work reflects his character and attributes, so the creation reflects who God is, His character and attributes. The study of math and science leads us to understand the nature and character of God. Paul wrote in the book of Romans, "For since the creation of the world God's invisible qualities--His eternal power and divine nature--have been clearly seen, being understood from what has been made." We believe that Christians should be the best mathematicians and scientists because the search for truth will not only bring a clearer understanding of our world but of our Creator. Math and science originated in Him. Math and science reveal Him.

### **How did evil originate?**

The second question follows out of the first. If God created all things, where did evil come from? This is a basic human problem since evil raises its ugly head in every community on earth. How we answer this question defines much of our understanding of history and literature. We believe that God created man as His highest creation in His image. God in His sovereignty gave mankind a delegated rulership over the earth. He blessed man with the powerful ability to choose. In the beginnings of history, the first man chose wrongly and his rulership over the earth turned sour. Since that time, history itself has demonstrated again and again this tension between the God-given destiny of man and man's inability to rule effectively without corruption. Once again the Bible becomes our interpreter of history and literature explaining the failure of man to carry out the design of God.

### **How do we deal with evil?**

This brings us to the third question: How do we deal with evil in our midst? Suddenly, in the fullness of time, the bleakness of history is interrupted by God Himself. He comes to earth in Jesus Christ. His purpose is to deal with evil and to set loose the kingdom of God on earth as an ever-increasing influence. Through His death and resurrection and subsequent empowering of His Spirit, He equipped twelve students to change the world. Wherever this message has been carried, Christian education has necessarily followed. His students today still need His empowering and His training. Training to have His motivations, His ways, and His truth enables each new generation to effectively influence the world for Christ. "In Him are hidden all the treasures of wisdom and knowledge." To educate without Jesus Christ as preeminent is to leave out the foundation of understanding. To educate without Jesus Christ is to eliminate God's only antidote to the evil that resides in the world. This is why Christian education is so necessary.

### **What is the purpose of it all, where is it going?**

This brings us to our final question. What is the purpose of it all? or Where is it all going? When the Creator set creation in motion, He did not do so aimlessly. He had purpose and design. That is evident in how He made things. He is a Designer. Isaiah spoke for God in this way: “I make known the end from the beginning, from ancient times, what is still to come. I say: My purpose will stand, and I will do all that I please.” Paul penned these words: “All things were created by Him and through and for Him.” Habbakuk states, “All the earth will be filled with the knowledge of the glory of the Lord as the waters cover the sea.” In short, all creation is inevitably moving toward a grand finale at the feet of the Creator. Our actions, choices, and words in the meantime will fit in with His eternal plan, or they will be overcome by His all-powerful purpose. If this is true, and we believe it is, then Christian education has a responsibility to help direct students into the purpose of God.

This is why Covenant School exists. With the Bible as our compass, we endeavor to educate students to see the world through God’s perspective and to shape them for the task that God has for them. We want them to see Him as Creator of all, to see that the greatest mover and shaker of history is God Himself, and to see that He is the great End of all things.

### **COMMUNICATING WITH THEIR WORLD**

Our next task is to prepare our students to communicate with their world. Knowing and understanding the world is only the beginning. If the earth is to be filled with the knowledge of the glory of the Lord as the waters cover the sea, then communicating that knowledge becomes an important part of the plan of God. The worldview that we have outlined above must be effectively communicated to the rest of the world. It remains the responsibility of those who have truth to communicate that truth so that it will be embraced. Part of the image of God in man is his ability to communicate with words. John begins his gospel with these thoughts: “In the beginning was the Word, and the Word was with God and the Word was God.” It is the word that allows us to communicate exactly, precisely, and effectively. While pictures and symbols enable us to communicate with power and emotional charge, it is the Word that takes us beyond the visual into the abstract, from the natural to the spiritual.

Communication, as we approach it at CCS, falls into four basic types, two main categories. The two categories are simply *input* and *output*. Reading and listening are the two main input avenues while speaking and writing are the two foundational output avenues of communication. In brief, you can see how the eyes (reading), ears (listening), mouth (speaking), and touch (writing) are communication “gates.”

From the earliest lessons at CCS, we seek to utilize all four of these “gates” for teaching reading and writing. Our phonics program is built upon these four basic avenues. The Orton-Gillingham phonics program uses these four gates to teach spelling, writing, and reading. Comprehension and word meaning are taught from the beginning.

**SPEAKING:** From “Show and Tell” in the early grades to presentations and debates in eighth grade, our students are encouraged and trained to speak publicly. Clear standards continue to be outlined so that students will know speaking and presentation goals.

**WRITING:** From writing words to sentences to stories and paragraphs, our students develop their writing skills. Topic sentences, supporting details, persuasion, descriptions, and explanations are all part of the everyday at CCS. It is fundamental to our philosophy that writing a complete thought helps develop thinking and reasoning ability.

READING: Our main purpose in learning to read is to read the Bible. The most important skill is learning to discern the author's purpose because God is the Author of the Bible and His purpose is preeminent. We begin with the foundational skills of phonics and work to develop four basic comprehension areas in our students:

- ❑ Initial understanding
- ❑ Constructing meaning
- ❑ Inferential comprehension
- ❑ Literary analysis

CCS students are trained to become discerning readers.

LISTENING: Paying attention, following directions, getting the facts, asking probing questions, taking meaningful notes are all necessary ingredients of good listeners. These skills are taught, encouraged, and practiced at CCS.

In a nutshell, these short paragraphs describe our approach to communication. It is our desire that CCS students will be effective as communicators of a Christian worldview to the world in which they live.

### **INFLUENCING THEIR WORLD**

Finally, we endeavor to train our students to influence the world around them through servant-leadership. True leaders earn the right to lead through serving. This was the way of Jesus Himself. At CCS, we endeavor to work with parents in providing some specific opportunities for students to develop character by serving others. In the classroom and in the cafeteria they share daily duties. Additionally, we plan local opportunities in the community to serve. Past events have been sorting items for refugees from other countries, serving meals in a downtown soup line, creating robotic hands for disabled children, and performing worship music for a local nursing home. The culminating service event for a CCS student is a three-day mission trip to serve those who minister to orphans and abandoned children.

In summary, we maintain a Christ-centered course. We believe that He is the key to life and therefore to education. We believe that giving students a Christian worldview as the foundation of a thorough education enables them to function well in a highly competitive society.

## GENERAL POLICIES AND PROCEDURES

*IMPORTANT: This student handbook should be paired with the COVID Response Plan for the **2020/21 school year**. Policies and guidelines in the response plan will take the place of some items in this handbook. All CCS policies and guidelines are subject to change or adjustment by school administration based on current guidelines from state and local officials. Contact the school office if you need any clarification.*

Parents should read the Student Handbook in its entirety and familiarize themselves and their student(s) with Covenant Christian School policies. After reading the handbook, please locate the form at the end of the handbook, sign, date, and return the form to the school office. Additional copies of the “Student Handbook Agreement” are available from the school office or the resource document area of ParentsWeb.

We ask that **you carefully read all information distributed to you throughout the school year** so that you are aware of events and activities planned for your student and his or her educational experience. Our **FamilyPortal** is your source for the most up-to-date information. Log-in information is available in the front office. All CCS parents have access to ParentsWeb as long as a valid email address is on file in the office and as long as the family’s tuition account is current.

Policies & procedures in this handbook are reviewed and/or updated by the CCS Administrative and Leadership Teams on an annual basis.

Covenant Christian School has received five-year full accreditation status from the American Association of Christian Schools (AACCS) effective June of 2018. AACCS is recognized by the State of Alabama as an authorized accrediting agency.

### **General Administrative Policies**

1. The basis of Covenant Christian School is the belief that the **BIBLE** is the Word of God and the knowledge (study) of the Bible will provide a spiritual, moral, and ethical basis for all learning.
2. All students attend **CHAPEL** each week. Dress uniforms are worn on Chapel Day, which is normally scheduled on Tuesdays for all classes. Please see our uniform section for details. The week’s memory verse and Bible story are communicated by the classroom teacher weekly. Please help your child memorize the weekly verse and be familiar with the Bible story.
3. The school administration has designated a **UNIFORM** worn by all students. Details can be found on pages 19-21 of this handbook. We ask that parents and students fully comply with those requirements.
4. **LUNCH** may be purchased from our cafeteria (1<sup>st</sup> – 8<sup>th</sup> grades) or brought from home. Paper plates, cups, etc., cannot be supplied unless lunch is purchased from the cafeteria. The cafeteria manager will distribute detailed cafeteria guidelines at the Parent/Student Orientation meeting. Special guidelines concerning the 2020-21 school year will be communicated to parents by the cafeteria manager. These guidelines will be posted on ParentsWeb after school begins. Note that energy drinks are not allowed during school hours or for sport activities unless recommended by a physician.

5. If you **SEND MONEY TO SCHOOL** with your child, it should always be sent in a sealed envelope with the following information listed on the outside of the envelope: a) child's name b) amount & purpose for money c) grade level/teacher's name. **The school is not responsible for any money you give to your student that is not delivered to the appropriate person in a timely fashion.**
6. **MISCELLANEOUS FEES** for sports, picture orders, field trips, etc., may occur during the year. The parent should mail or bring the payment (checks only, please) to the office. Place the payment in a sealed envelope as previously described. Note that field trip money and advance ticket purchases are non-refundable.
7. **ALL TEXTBOOKS, SCHOOL-OWNED ELECTRONIC DEVICES, AND CURRICULUM ITEMS** must be returned to the classroom teacher at the end of the school year. Any items borrowed from the classroom must be returned by the end of the school year. Damaged or lost textbooks or damaged or lost school-owned electronic devices will be charged to the parent's account and payment is required. End-of-year academic records may be held and ParentsWeb access denied due to damaged or lost textbooks.
8. **COMBINATION LOCKS FOR LOCKERS** (junior high students) and frames for locker labels will be provided by the school. Locks must be returned at the end of the school year in usable condition or there will be a charge of \$12.00. If locker frames are not returned in usable condition, there will be an \$8.00 charge.
9. Supply Lists, Summer Reading Requirements/Lists, and iXL Math Requirements are sent to all enrolled students at the beginning of June each year. Requirements are listed on those specific pages.
10. Due to safety reasons and space limitations, **ROLLING BOOK BAGS** are not allowed in the classrooms, except in health-related cases.
11. Students are scheduled to visit the **SCHOOL LIBRARY** with their class once per week. Students are allowed to check out books according to library guidelines. Students will be charged a 10 cent fine per day for books that are turned in late. End-of-year academic records may be held for unpaid library fines and/or lost or damaged library books. Library procedures and guidelines are determined and communicated to students by the school librarian.
12. Our **MUSIC DEPARTMENT PRESENTS TWO PROGRAMS** each school year – Christmas and Spring (in conjunction with Grandparents' Day). These programs are a culmination of student music classes for the semester. Student attendance is important at these programs. Attendance at the programs will be figured into a student's music grade.
13. Items that are considered to be **LOST & FOUND** items should be turned in to the school office. These items will be retained for a reasonable length of time and then disposed of as seen fit by the school administration.

## **Medical Policies**

1. Parents must notify the school of any information relating to the child's **MEDICAL HISTORY** that may affect his/her learning or participation in school-related activities. This may include allergies, physical limitations or disabilities, and prescription drug usage. Current **IMMUNIZATION RECORDS** are required by AL state law in each student's file.
2. Refer to the COVID Response plan for additional medical policies that we are implementing for the current school year.
3. If a student requires any type of **MEDICATION** during school hours, whether prescription or non-prescription, school policy requires that it should be kept in the school office. A parent must complete a "**Permission to Administer Form**" available from the front office. The parent should bring the medicine to the school office in a Ziploc bag, clearly labeled with the child's name, grade, dosage, & time to be taken. Prescription medication requires that the parent sign a form so that office personnel may dispense the medication. School personnel are not allowed to give any injections except for the exception of an emergency Epi-Pen.
4. If needed, **and** with permission from the parent, some basic over the counter medications may be available from the office. All medications given to a student are recorded in the RenWeb medical area. A report is available upon request from the parent.
5. If a student is not feeling well and is sent to the office by the classroom teacher, several steps are taken to determine if the student needs to go home for the day or can return to the classroom. Office personnel ask a series of questions such as "Does anything hurt?", "How long have you felt bad?", and "Describe what's going on with you." Then, the student's temperature is taken. The answers to these questions and the student's temperature help determine if the student can be sent back to class or if he/she needs to go home for the remainder of the day. If a student has diarrhea/vomiting or has a fever of over 100.4, a parent is called to pick up the student.

**The student must be diarrhea/vomit free, and fever-free for the specified amount of time before returning to school.** Due to COVID-19, this time may be extended by the school administration. See the chart at the end of this handbook for more information concerning common childhood illnesses.

6. In the case of a student accident during school hours or at school-sponsored events, determination of the seriousness of any injury is made by the classroom teacher, office personnel, or a coach. A parent will be notified immediately of any head injury. Other injuries are treated on a case by case basis and treated appropriately. If school personnel feel the injury falls beyond minor first aid, a parent will be called and asked to come and assess the student. In the case of serious injury, 911 will be called and the student will be taken to the hospital of choice noted on the medical form completed at registration. If no hospital is noted, the student will be taken to the Providence Hospital emergency room.
7. All medical costs are the responsibility of the parents/guardians of the student. Student accident insurance is provided by CCS to all currently enrolled students to help cover charges not covered by the family's medical insurance. More information on the supplemental policy is available from the school office.

## **Communications**

We want you to be “in the know” about announcements & events which are an important part of your student’s school life. There is an app for your phone provided by the school to assist you in referring to the FamilyPortal while on the go! With the app you can quickly pull up announcements, the school calendar, grades, your account balance, and more at your convenience.

1. **COMMUNICATIONS**, such as newsletters, memos, etc. are handled in one or more of the following ways:
  - posted on our FamilyPortal (our school information secure portal) If there is an update it will be posted here first.
  - e-mailed to parents (make sure we have a valid email address on file)
  - sent by text message through ParentAlert (for short reminders)
  - distributed on paper by the classroom teacher to the student (at teacher’s discretion)
  - communicated through online tools, such as Google Classroom, DoJo or LiveSchool.
  - mailed through USPS (only occasionally)

Classroom teachers will let you know their preferred method of communication concerning individual classroom activities and events.

2. The **FamilyPortal** is a private and secure website that has been set up to allow you to see information specific to your child and Covenant Christian School. You can view your child’s grades, attendance, homework, and conduct, as well as find other useful school announcements, forms, and details about events. You can communicate with teachers and school staff online via email when necessary. Information on how to access the FamilyPortal is available from the front office or the school’s main website.

FamilyPortal is accessed through our website ([www.covenantschool.com](http://www.covenantschool.com)) and through an app offered as a free service to all enrolled families. We strongly encourage all CCS families to set up an online account and install the free app on your smart device.

3. **CCS PARENTALERT** is a text message and voice mail service that is part of our communications policy. When your student is registered, you are automatically enrolled in this service. If you can receive text messages on your cell phone, you will automatically receive texts that are sent from school personnel. **To opt-out of this feature, please contact the school office by email or phone call.** However, realize that if you opt-out, you may miss important announcements.
4. **APPLICABLE FORMS & GENERAL ANNOUNCEMENTS** will be emailed and be made available online at [www.covenantschool.com](http://www.covenantschool.com) and from our secure parents’ site, FamilyPortal. Paper copies are always available in the school office.
5. **IF YOU NEED TO SPEAK TO YOUR CHILD’S TEACHER CONCERNING SCHOOL-RELATED ISSUES INCLUDING HOMEWORK**, we ask that you either e-mail him/her using his/her school e-mail address or leave a message with office personnel for the teacher to contact you. Teachers will call you back during their planning time or at their earliest convenience. **We ask that you do not call teachers at their homes or contact them on their cell phones after hours.** Please respect their family times.

We also ask that you not communicate by texting with the teacher during school hours. While texting can be a quick and easy way to communicate, we consider it a distraction during class time.

Any concerns you have regarding your student, another student, a teacher, a staff member, or another parent should be addressed by speaking directly to the staff member or a school administrator so they can assist in solving the problem. Our teachers and staff, desire to work with parents for the benefit of each student. Resolution to issues that may arise is very important to us!

All teachers and staff members have a school **E-MAIL ADDRESS**. Teacher email addresses can be obtained by calling the school office or accessing ParentsWeb. Most email addresses are set up as <FirstInitialLastName>@covenantschool.com.

## 6. Social Media Policy

My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires.” (James 1:19-20, NIV)

At CCS, our goal is to deal with all situations fairly, appropriately, and **effectively**. Note that **SOCIAL MEDIA TOOLS**, such as Facebook or text messaging, are not fair, not appropriate, and not effective in solving problems.

Social media is the wrong avenue to resolve issues; and we understand that sometimes there will be issues along the way. Respect and love for one another will go a long way towards a resolution that is satisfactory for all involved. Always consider privacy issues and tact when posting social media comments, being respectful of our CCS teachers, staff, other parents, and students.

7. If someone other than a parent will be **PICKING UP YOUR CHILD**, please complete the official “pick-up” list located in your FamilyPortal account. This important form gives authorization to us to release your student to that person. To ensure the safety of your student, he/she will not be released to unauthorized people. Please update this information as needed.
8. **PERSONAL MESSAGES & OTHER ITEMS** will only be delivered to students at 10:30 a.m. & at 1:30 p.m. We encourage you to make sure that your students have everything they need when they get out of the car each morning. A checklist might include lunch, homework, carpool plans for the afternoon, etc. If your child forgets something, you may **deliver it to the school office**, NOT to the classroom or a locker. To minimize classroom interruptions, office personnel will deliver items at the appropriate time.
9. **PHONE USAGE BY STUDENTS** will not be allowed during school hours. Students may not use the telephone or a cell phone to call home for forgotten lunches, snacks, or forgotten homework assignments or textbooks.

In the case of illness, office personnel will call the parent or emergency contact. Cell phones, smartwatches, or any form of text messaging, are not to be used during school hours by any student. **All students** will turn in their cell phones and any smartwatches to the homeroom teacher at the beginning of the day and pick it up at the end of the school day. Students are not allowed to use cell phones or other electronic devices to make or receive calls, to take pictures, or to access the internet in any way (including texting) during school hours.

If a cell phone or smartwatch is not turned in upon arrival to the classroom, it will be confiscated and a parent will need to meet with a school administrator to retrieve the item. We know that your goal is to equip your student to have the necessary contact with you. We are for that. It is our goal to keep education as the number one focus on our campus. We trust that our cell phone procedure will accomplish both goals for you and us.

10. **PERSONAL KINDLES, IPADS, AND SIMILAR TABLET-TYPE COMPUTERS** will be allowed to be used only for reading purposes for students 3<sup>rd</sup> – 5<sup>th</sup> grades. The contract agreement form, available from the office or the FamilyPortal, will need to be read and signed by a parent on behalf of the student. The school or its employees, volunteers, or other students will not be responsible for any damages or loss sustained while the item is either on or off-campus.

Anyone, including employees, parents, and students using any smartphone, tablet, laptop or other portable device on campus and connected to the internet using the CCS wireless network, are **REQUIRED** to install and use an **up-to-date & valid anti-virus program**. The cost of repairs of damages to any computers, tablets, software, or our network occurring due to an unsecured device transferring a virus, malware, or other malicious software will be the responsibility of the device's owner.

11. In the event of **SCHOOL CLOSING DUE TO INCLEMENT WEATHER\*\***, tune into WALA-TV Fox 10, WKRG-TV 5, WNTM 710 AM radio, and/or other affiliates. Weather-related decisions will be based on information provided by the weather bureau and law enforcement officials. Announcements will be made only in the event of suspension of school, and if no announcement is issued, parents, students, & teachers should conclude that school will be in session.

\*\*Please note - CCS does not necessarily follow the decisions of the Mobile County Public School System in the event of school closings. The above TV and radio stations will specifically list Covenant Christian School. Additionally, if possible, a text alert is sent to parents in the event of a CCS closing due to weather conditions.

## ***AfterCare Program***

Church operated daycares and elementary schools are exempt from state licensing under Alabama State Law. This exemption has been granted providing the church operated facility notifies parents of this exemption. We have an AfterCare program for students who need to stay after their school-day dismissal time. This is a fee-based program and charges will be applied to your family's tuition account. Program hours are 12:00-3:00 p.m. and 3:00-5:30. Late pick-up fees will apply.

All appropriate AfterCare forms will need to be completed and submitted to the office for students to be enrolled in our AfterCare Program. **Required forms include a notarized form required by the State of Alabama.** A copy of this form is available from the front office. Office personnel can notarize this form for you at no charge.

To appropriately staff each daily session, it is necessary that we receive your AfterCare Weekly Registration Form **each Friday**. Our teacher/student ratio for AfterCare is 2 teachers per 20 students. Please follow this procedure: *Reserve your child's spot in AfterCare by turning in registrations (for any day) **on Friday of the week before you plan for your child to attend.***

**Note:** Due to safety concerns, we cannot accommodate "unexpected drop-offs" of a non-emergency nature. In the event of an emergency need, call the school office as soon as possible so that we can provide adequate supervision in the program. Drop-ins incur additional fees.

**Due to health department regulations, our K3, K4, and K5 students who stay for AfterCare cannot order lunch or snacks from our cafeteria.** If your student is staying for AfterCare, you will need to send enough food for them for the entire day, including pre-packaged snacks. The school is not able to provide snacks for any student, K4-8<sup>th</sup>, who attend the school's AfterCare program. Pre-packaged snack/food must be brought from home.

Additionally, for K3, K4, and K5 children attending AfterCare, send a nap mat marked with your student's name. This will be kept in the AfterCare room. A standard vinyl or plastic kindergarten nap mat can be disinfected regularly and stored easily. Please **do not** send blankets, pillows, sleeping bags, or other bulky items. Additional supplies may be requested by the AfterCare teachers as needed.

### **Note the following regarding AfterCare:**

- All students remaining on campus after 3:20 p.m., including junior high students (12:15 for K3, K4 & K5 students in half-day programs) will be taken to a supervised area (AfterCare). A standard fee will be billed to the family's tuition account.
- Students remaining in AfterCare after 5:35 p.m. will be charged a late pick-up fee billed to your account at the rate of \$5.00 per 5-minute interval.
- AfterCare is not offered on days that school is dismissed early or on school holidays. Parents should plan accordingly.
- Our AfterCare staff members are hired based on qualifications set forth by the school principal. All AfterCare staff receive Inservice Training at the beginning of each school year. All workers have appropriate medical and background clearances on file in the school office.
- Classroom expectations are communicated and age-appropriate. Students are expected to be obedient, following the rules of Covenant Christian School and the individual classroom teacher. Students are expected to respond respectfully to those in authority. Working together, both teacher/staff members and parents help solve most problems that arise.
- All teachings are Christian-based and reflect our statement of faith.

## ***K3 Program***

Our K3 Program is a tuition-based 3 or 5-day program. The program is available as a half or a full day program. The following applies to all students enrolled in the K3 program:

- All CCS policies and procedures apply to the K3 Program.
- Tuition costs are the same as our K4 Program. Registration is handled through the school office and all paperwork is required to be on file.
- Students must meet age requirements set by the administration. If at the end of May of the current school year, the teacher determines that the student's best interest would be served to remain in K3 for another year due to immaturity or other factors, parents will be asked to re-enroll the student in the K3 Program for the coming year. To move into our K4 program, age requirements must be met. (Student must be 4 by September 1<sup>st</sup>.)
- Students applying for entrance into K3 must satisfactorily pass a readiness screening. All students must be potty-trained for acceptance into the program.
- For a student in the half-day programs, he/she may attend AfterCare from 12-3 each day the student attends school. Three-year-olds may not attend the 3-5:30 session. Rate plans are available upon request.
- Uniforms are required and can be adapted based on the size needs of the child. All exceptions must receive official approval from the school office. Zoghby's is our school uniform provider. Refer to the school uniform section in the Student Handbook for details.
  - Girls' uniforms include white peter pan blouse, plaid school jumper, plaid waist-band skort, navy elastic-waist pants, white pique or performance polo with CCS logo on the left chest, and solid white shoes with white crew socks.
  - Boys' uniforms include navy pants, navy shorts (no belt loops), white pique or performance polo with CCS logo on the left chest, and solid black shoes w/ white crew socks.
- Students attend PE classes as deemed appropriate and scheduled by the school administration.
- K3 students will not go on field trips.

## ***Parental Involvement & Visitors to Campus***

1. **PARENTS, VOLUNTEERS, & ALL OTHER VISITORS** are required to report to the office to sign in and be issued an ID badge as soon as they arrive on campus. COVID-19 procedures apply and face coverings must be worn by all parents and visitors on campus. Anyone without a visitor's badge will be asked to go to the office and obtain one. If you do not have a face covering, one will be provided for you. While on campus, no one should interrupt a class in session without prior arrangements with the teacher.
2. While we welcome parent volunteers, please **schedule your time on campus** with the classroom teacher by email. Please limit your time on campus to that scheduled time.
3. We encourage our parents to **volunteer** at one (or more) of the many activities that happen in the classrooms during the school year. Such activities include, but are not limited to, driving or chaperoning field trips, helping with class projects or school-wide events, serving for playground duty or room mom duty, etc. Check with your classroom teachers for their specific needs. If you wish to volunteer at CCS, complete the required forms, and watch the training videos. These forms and additional information can be obtained in the school office or from our FamilyPortal.

4. We encourage our CCS parents who enjoy being in the classroom to take advantage of our **substitute teacher program**. If you wish to work as a substitute teacher or a proctor at CCS, complete the required forms, watch the required training videos, and turn in the required worksheets. Additionally, CCS substitute teachers and proctors must obtain a background check from an AL Department of Education approved agency. More information is available from the school office regarding background checks and how CCS substitutes are paid.
5. The only officially recognized classroom celebrations are Christmas and End-of-Year. Please check with the classroom teacher or your room mom for policies concerning classroom celebrations. Any reimbursements made to parents are based on the amount collected through designated fees allotted for celebrations.
6. It is the school's policy, *due to space limitations and safety concerns, that siblings not attend classroom celebrations*. The planned class celebration is age-appropriate for and specifically geared to the students in the classroom. We encourage parents who attend and/or volunteer at the celebration to find childcare arrangements for their younger children so that their full attention is directed towards the students in the classroom.

## Field Trip Policies & Procedures

**Field Trips** are an important part of each child's education and parent drivers and chaperones are necessary. Teachers arrange their field trips which are related to the curriculum.

Due to Alabama State laws, all of our volunteer drivers and vehicles must meet the following requirements:

- All drivers must be 21 years of age or older.
- Each vehicle driven must have valid registration, along with the necessary proof of insurance as required by law.
- We must have a current copy of the driver's auto insurance card and a valid driver's license on file in the office.
- No child may sit directly in front of an airbag.

The school policy for field trips includes but is not restricted to the following:

- No siblings are allowed to go on field trips.
- Parents should wait in the breezeway while the teacher prepares students to leave. Please remember that other classes are in session and noise levels should be kept at a minimum.
- Your student group will be brought to you in the breezeway so that you may load them into your vehicle.
- No side-trips are allowed in the course of traveling to or from the field trip location.
- Students may not ride in the front seat (due to airbags). All children must remain seated and belted in an age-appropriate seat for the entire trip.
- Drive safely and obey all traffic regulations.
- We ask that parents, driving or chaperoning on a field trip, limit their cell phone use to emergency calls only so that they may fully devote their attention to their assigned students during the field trip.

Seat Belt Laws for Children effective July 1, 2006:

- A size-appropriate restraint system and/or seat belt is required for all children.
- Convertible seats in the forward position or forward-facing seats until the child is at least five years of age or 40 pounds are required.
- Booster seats are required until the child is six years of age.
- If stopped by the police, a driver violating the above provisions could be fined \$25 for each offense. CCS is not responsible for any traffic fines.

While some K5 and 1<sup>st</sup> graders are no longer legally required to be in booster seats it is the policy of Covenant Christian School that ALL K4 and K5 students will need to be in a booster seat for field trips.

For K4, K5, & some 1<sup>st</sup> grade students the parents will need to make sure that on a field trip day:

- A parent brings and correctly installs the necessary child seat in the assigned car to be used for field trip transportation.
- Field trip drivers need to be at school during early morning drop off time so parents can install their child's seat correctly if needed.
- Field trip drivers will uninstall the child's seat and leave it outside the classroom door for parents to pick up at the end of the day.
- If a parent prefers their student to ride in a child seat even though the child is above age 6, we ask that field trip drivers honor that request.

While compliance with the state law requires more work on each parent's part, we require compliance with the law to protect the safety of our students on field trips.

Most field trips will require a regular chapel uniform. Out-of-uniform field trips are allowed when the activity merits more casual attire. The regular "out-of-uniform" guidelines still apply with the addition that some type of uniform school shirt must be worn. (i.e. P.E./field trip shirt)

Teachers will distribute details about planned field trips and any associated costs. Most trips require that tickets be purchased in advance. Pre-purchased ticket costs are non-refundable.

## **Drop-off and Pick-up Traffic Procedures** *REFER TO TRAFFIC PROCEDURES FOR THE CURRENT SCHOOL YEAR.*

**The top priority during drop-off and pick-up is student safety.** Be alert for children and staff members in parking lots. Always pay close attention to traffic duty staff and follow their instructions at all times.

While the first few days of drop off and pick up can be daunting, you will quickly become familiar with the flow of traffic. If you have any questions or concerns, contact the school office.

**No parking is allowed in the fire lane.** Use parking spaces if you need to leave your vehicle for any reason. Never leave vehicles unattended in the carpool line.

For the safety of all of our students and our teachers, we ask that everyone follow these

### **GENERAL TRAFFIC PROCEDURES:**

- ✓ **The maximum speed limit on campus is 10 MPH.**
- ✓ **Cell phones should never be used by drivers during morning dropoff or once afternoon pickup begins.** We need your full attention to ensure the safety of our students and traffic personnel!
- ✓ Drop off your students at 7:30 a.m. or later, not before. Parents **MUST** supervise their children before 7:30 a.m.
- ✓ Refer to the dropoff/pick up maps that are distributed each year for detailed times and locations.
- ✓ A carpool sign with your student's name and wave number has been mailed to you. Display your student's name card, preferably by hanging it from the rearview mirror using clips. Anyone picking up a student must have the correct carpool sign clearly displayed. If it is not displayed, the driver will be asked to park and show identification in the office before the student can be released to them. Extra carpool signs are available from the school office as needed.
- ✓ If someone other than you will be picking up your child, you must add the person to the pickup list in FamilyPortal. (Login to Family Portal, go to WebForms, then choose Student Information. Add and save the person to the pickup list.)
- ✓ Please remain in your car in the line of traffic during both drop-off and pickup times. Stay in your car. If you must get out of your car, please park it in an appropriate parking space.
- ✓ Pull forward until you are instructed to stop. Do not stop in front of your child's classroom or any area not designated as an official pickup area. Appointed personnel will assist students in getting into the cars from the breezeway or sidewalk.
- ✓ If you choose to park to retrieve your child, **you must let a supervising teacher know** that you have taken your child.
- ✓ **STUDENTS/CHILDREN SHOULD NEVER CROSS THE LINE OF TRAFFIC WITHOUT A SUPERVISING ADULT.** You must escort them to your vehicle.
- ✓ Do not hold conversations with teachers or others in the carpool line. During carpool, traffic personnel must have their full attention on the safety of the students.
- ✓ Pull forward or park in a designated parking spot to buckle children into car seats. Please **do not** get out of your car while in the pickup line to buckle students into a car seat.
- ✓ Stay in the line of traffic. **DO NOT EXIT YOUR LANE TO PASS** stopped traffic in front of you unless directed to do so by traffic personnel.

After 8:00 a.m. - Parent parks (not in fire lane) and accompanies the student to the office to sign in. Students will receive a tardy slip and be admitted to class.

**Note:** We encourage all students to arrive in their classroom as close to 7:50 a.m. as possible. This gives the student time to prepare themselves for the class to start promptly at 8:00 a.m. Students not picked up by 3:20 will be taken to AfterCare. You will be charged accordingly – no exceptions.

# UNIFORM POLICY & PROCEDURE

## Philosophy of School Uniforms at CCS

The CCS uniform policy is designed to minimize classroom distractions, reduce the emphasis on outward appearances, and create a sense of identity, community, and school spirit for students, parents, and faculty. Our approach to academic excellence is not careless or disorganized; neither is our dress code. Adherence to the uniform dress code is a family responsibility and is most effective when parents support our dress code policies. The dress code has been established by considering various factors such as comfort, safety, modesty, appropriateness and ease of enforcement.

Covenant Christian School's dress code isn't just about how students look; it's about how students behave and achieve. Proper attire is the first step in creating a classroom environment that provides focus on instruction, not fashion. We ask that you, the parent, help your student uphold the policies and guidelines regarding school uniforms.

## General Information

### Special note for 2020/21 school year regarding face coverings

**REFER TO THE COVID RESPONSE PLAN FOR DETAILS REGARDING FACE COVERINGS.**

Personal Face coverings will be required at some point in each school day for students until further notice. Students in 2<sup>nd</sup> grade and up should wear a family-provided, personal face-covering (mask or gaiter) upon getting out of the car in the morning and leaving the classroom for pick up at the end of each day. We ask that all family-provided face coverings be a solid color if possible, preferable navy or gray. **PLEASE LABEL FACE COVERINGS WITH YOUR STUDENT'S NAME!!**

Upon arrival in the classroom, face shields will be provided for students to wear during the day in the classroom. Shields will be left at school each day for disinfecting. Note: If the school-provided face shield would be more comfortable with a simple, solid color cloth headband between the foam located on the band and the student's forehead, that is allowable.

**Important Note:** CCS reserves the right to make minor adjustments to the uniform policy during the school year as necessary to maintain clarity regarding school uniforms. Any adjustments to the uniform policy will be announced in such a way as to give adequate notice before updates take effect. Guidelines are available for download from the FamilyPortal and can be found in the Student & Parent Handbook.

**Zoghby's Uniforms is our official uniform supplier.** Their store or website can be a one-stop-shop for all uniform clothing items and uniform shoes. They offer a 1-year quality guarantee on all purchases during the school year. Exchanges can be made for same size items only. Contact the store for details about their quality guarantee.

Details regarding school-approved styles are available from the school office and Zoghby's. No asterisk next to the uniform item indicates that the school has no preference for suppliers. **However**, the item must match the description/picture on Zoghby's website ([www.zogbyuniforms.com](http://www.zogbyuniforms.com)) and CCS teachers and administrators should not be able to tell that it was purchased from somewhere other than Zoghby's. If items do not meet the uniform requirement, you will be asked to purchase the correct item from Zoghby's.

Note that CCS sponsors an on-campus Used Uniform Sale each year in early June. Information will be communicated to all registered families regarding the sale dates and times. The sale will offer gently used, school-approved uniform items at discounted prices.

**If any student comes to school without appropriate uniform wear, a parent will be called to bring the correct item to school.**

An asterisk [\*] next to the uniform item on the following pages indicates the supplier.

\*Zoghby's Uniforms - 342-0039 (supplies both uniforms & shoes) [www.zoghbyuniforms.com](http://www.zoghbyuniforms.com)

**If you choose not to purchase from Zoghby's, the item must look the same as what Zoghby's sells.**

**If any student comes to school without appropriate uniform wear, a parent will be called to bring the correct item to school.**

### **K3 - 5th Grade GIRLS**

- White blouse/Peter Pan collar, w/ mandatory “CCS” monogram on collar\*
- Plain white cotton blend polo shirt or performance polo shirt, w/ school logo\* [wear with pants/skort only]
- Plaid tunic jumper(#178)\* [wear with Peter Pan collar blouse] V-neck bib jumper(not allowed after May ‘21.)
- Plaid skort, elastic or regular waistband (This item completely replaces navy shorts after May ‘21.)
- Navy twill pants – K3-K5=all-elastic waist only; 1<sup>st</sup>-5<sup>th</sup>=regular waist w/ belt loops\* Belt loops require belt.
- Plain elastic band navy shorts can be worn **ONLY** under tunic jumper.
- Navy twill pants \* [wear navy or black crew socks with pants] K3, K4, K5=elastic waist only/ 2<sup>nd</sup>-5<sup>th</sup>= belt loops okay. Belt loops require belt.
- Navy belt, braided or plain
- Field trip t-shirt - navy with CCS imprint\* (K4-3rd) {same as P.E. shirt, see below}
- School-approved style, navy/white saddle oxford-type tennis shoes \* (non-marking soles only)  
Optional, if available, same as above with velcro for K4-1<sup>st</sup> grades only.
- White crew socks or ankle socks, no trim or lace – top of sock must be visible. Navy or black crew sock required for pants.
- **COLD WEATHER Add-ons** (only below 50°).
  - Girls may wear white tights, navy tights, or navy leggings under their uniform tunic or skort. Tights or leggings are not allowed under shorts. Tights/leggings must be full-length & plain with no designs. These should **only** be worn in cold weather, November through March. Wear only with jumper/skort.
  - A plain white pullover shirt/turtleneck may be worn under a uniform shirt only during cold weather.
  - **During PE only - GIRLS (K4-3rd)** may wear plain, navy sweat pants under the uniform jumper.

### **K3 - 5th Grade BOYS**

- White button-down oxford, w/ mandatory “CCS” monogram on collar \*
- Plain white cotton blend polo shirt or performance polo shirt, with school logo\*
- Navy twill pants \* K3-K5 = all elastic waist; 1<sup>st</sup>-5<sup>th</sup>=regular waist w/ belt loops\* **Belt loops require a belt.** [wear navy or black crew socks with pants]
- Navy twill shorts, no cuff, w/ belt loops\* K3-K5 = all elastic waist; 1<sup>st</sup>-5<sup>th</sup>=regular waist w/ belt loops\* **Belt loops require belt.** [oxford or polo acceptable; wear white crew socks with shorts]
- Black belt, braided or plain
- School-approved style, black lace-up tennis shoe, solid/no visible logos \* Must have non-marking soles.  
Option for K3 - 1<sup>st</sup> grade boys only – solid black velcro tennis shoe
- Navy or black crew socks - wear with long pants
- White crew socks, no trim, or white ankle socks - top of sock must be visible. Wear with shorts.
- Field trip t-shirt - navy with CCS imprint\* (K4-3rd) {same as P.E. shirt, see below}
- **COLD WEATHER Add-ons** (only below 50°).
  - Plain white pullover shirt/turtleneck may be worn under uniform shirt only during cold weather.

### **4th - 5th Grade GIRLS & BOYS - PE**

- P.E. Uniform - Navy t-shirt & gray shorts, both with imprinted logo\*  
**During COLD WEATHER** (only below 50°) the following options for PE only are acceptable:
  - Navy sweat shirt with\* or without imprinted logo and/or plain navy sweat pants.
  - Plain white undershirt, short or long sleeve or tank top style under PE shirt or sweatshirt.

### **K3 - 5th Grade Classroom Outerwear Garments**

**Outerwear garments worn in the classroom are limited to uniform items.** The items listed below are the only items that can be worn in the buildings and classrooms. Heavy coats, jackets, and any type of hat are for outside recess times on cold days and should not be worn in the classrooms.

Choose from these options for in-classroom wear.

- Navy blue v-neck cardigan sweater (no logo) or navy pullover sweater w/ CCS monogram (girls)\*
- Navy sweatshirt, with “Covenant” logo \* or Navy hooded sweatshirt w/ CCS imprint \*
- Gray school-approved “spirit” sweatshirt
- Gray fleece jacket, pullover or full zipper (no hood, no noticeable logos)

***Extreme cold weather wear (below 32) will be communicated from the school office on an as-needed basis.***

**If any student comes to school without appropriate uniform wear, a parent will be called to bring the correct item to school.**

### **6th - 8th Grade GIRLS**

- White oxford shirt, w/ mandatory “CCS” monogram on collar \*
- Optional - Navy cotton blend polo shirt or navy performance polo shirt with school approved logo\*
- Plaid #03Navy, kick pleat skirt\* Skirt no longer allowed after May 2021; replaced with skort (below).
- Plaid skort, elastic or regular waistband (This item replaces kick pleat skirt after May 2021)
- Gray flannel pants, girls’ style\*
- Black belt, braided or plain
- School-approved style black & white saddle oxford hard-soled shoes \* (non-marking soles)
- White crew or ankle socks, no trim or lace– top of sock must be visible
- P.E. Uniform\* - Navy t-shirt & grey shorts, both with CCS imprint\*

**During COLD WEATHER, PE Only (only below 50°)** the following options are acceptable:

- Navy sweatshirt with\* or without imprinted logo and/or plain navy sweat pants.
- Plain white undershirt, short or long sleeve, or tank top style under PE shirt or sweatshirt.

#### **COLD WEATHER ADD-ONS (only below 50°).**

- Girls may wear white tights, navy tights, or navy leggings under their uniform skirt or skort. Tights/leggings must be full-length and plain with no designs. These should only be worn only in cold weather during November -March.
- For girls, a plain, white undershirt, short or long sleeve or tank top style may be worn under uniform shirt.

### **6th - 8th Grade BOYS**

- White oxford shirt, w/ mandatory “CCS” monogram on collar \*
- Optional - Navy cotton blend polo shirt or navy performance polo shirt with school approved logo\*
- Gray flannel pants, boys’ style \*
- Navy tie, clip or tie style \*
- Black belt, braided or plain (wear with pants)
- School approved style black suede brushed leather nubuck shoe or black leather penny loafer\* (non-marking soles only)
- Black crew socks [no white socks with uniform pants]
- P.E. Uniform\* - Navy t-shirt & gray shorts with imprinted logo \*

**During COLD WEATHER PE only (only below 50°)** - the following options are acceptable:

- Navy sweatshirt with\* or without imprinted logo and/or plain navy sweat pants.
- Plain white undershirt, short or long sleeve, or tank top style under PE shirt or sweatshirt.

#### **COLD WEATHER ADD-ONS (only below 50°).**

- For boys, a plain, white undershirt, short or long sleeve or tank top style may be worn under uniform shirt.

### **6th - 8th Grade Classroom Outerwear Garments**

**Outerwear garments worn in the classroom are limited to uniform items.** Items listed below are the only items that can be worn in the buildings and classrooms. Heavy coats, jackets, and any type of hat are for outside recess times on cold days and should not be worn in the classrooms.

Choose from these options for in-classroom wear.

- Navy blue v-neck cardigan sweater (no logo) or navy pullover sweater w/ CCS monogram (girls)\*
- Navy sweatshirt, with “Covenant” logo \* or Navy hooded sweatshirt w/ CCS imprint \*
- Gray school-approved “spirit” sweatshirt
- Gray fleece jacket, pullover or full zipper (no hood, no noticeable logos)

***Extreme cold weather wear (below 32) will be communicated from the school office on an as needed basis.***

Asterisk [\*] indicates supplier \***Zoghby's Uniforms Unlimited** - 342-0039 (supplies both uniforms & shoes)  
[www.zoghbyuniforms.com](http://www.zoghbyuniforms.com)

**If you choose not to purchase from Zoghby's, the item must look the same as what Zoghby's sells.**

## Dress Uniform (All grade levels)

Dress uniform is required on chapel days and for evening programs unless otherwise indicated.

- Girls – K3-8<sup>th</sup> - Tunic jumper with Peter Pan collar blouse; 6<sup>th</sup>-8<sup>th</sup> - skort with oxford shirt
- Boys – K3-8<sup>th</sup> - Long pants & oxford shirt (include tie for junior high boys)

## “Out-of-Uniform Day” Guidelines (includes field trip out-of-uniform) *(revised 11/2019)*

When a student has been awarded an “out-of-uniform day,” he/she should come to school dressed in clothing that is **suitable to our Christian setting**. Please note the following guidelines:

- Jeans or twill pants are permissible for all students in all grade levels.
- Clothing items must not have holes, tears, rips, or stains and must be clean.
- Form-fitting pants, such as leggings, jeggings, capri-length pants, and skinny jeans, **must be paired with a tunic-length top that completely covers the student’s bottom**.
- In K4-5<sup>th</sup> grades, students may **only wear school uniform shorts for boys or uniform skorts/shorts for girls**.
- Junior high students (6<sup>th</sup>-8<sup>th</sup>) **may not** wear shorts.
- For girls who choose to wear skirts or dresses, they must be the same length as the school uniform skirt/jumper or longer. (Kneeling on the floor, the girls’ skirt hemline should be no more than 4” from the floor.)
- Tank tops, halter-style tops, or spaghetti-style strapped shirts are not allowed. Undergarments must not be visible.
- T-shirts should either be plain or have only “family-friendly” messages. School-sponsored t-shirts are okay. This will be an administrator’s call, so choose the safe option.
- P.E. uniforms & gym shoes must be worn during P.E. for 4<sup>th</sup> grade & up (M, W, F).

The following items are **not** permitted — pajama or sweat pants, wind suits, or athletic wear pants/tops. “Out-of-uniform” does not mean sloppy.

**Guidelines regarding an out-of-uniform day are to be followed without exception.** If there are questions about whether or not an article of clothing is appropriate, discretion will be left up to a school administrator. It would be better to err on the side of caution and wear something that adheres to the no-uniform guidelines without question.

**CCS reserves the right for a school administrator to adapt or adjust the out-of-uniform policy as needed during the school year. This includes out-of-uniform days for all school-sponsored activities, individual classroom activities, and the end-of-year celebration depending on the activity.**

## **ADDITIONAL NOTES CONCERNING UNIFORM GUIDELINES**

The CCS uniform policy has been adopted out of a desire to create and promote an environment where clothing is not a distraction to the educational process. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus in our choices. We recognize that a person's character and relationship with God are reflected in all aspects of life, revealing and communicating the disposition of the heart. Modesty is expected in all manners of clothing for boys and girls.

1. We ask that parents actively support school uniform expectations.
2. School administration is responsible for the determination of the policy, and the enforcement of the policy is the responsibility of parents, administration, faculty, and staff.
3. School uniforms are expected to be kept neat, clean, and in good repair. Uniforms with holes, tears, or stains should not be worn to school. **It is strongly recommended that all articles of uniform clothing be marked inside with a permanent marker to identify the owner.**
4. We ask that you check all uniform items, including shoes, to make sure that they meet the guidelines outlined in the CCS Student Handbook. Students who wear uniform items (including shoes) that do not meet uniform specifications will be asked to purchase the correct item from our approved vendor.
5. **Girls' skirts should be a modest length. Modest is defined as the following: With the student kneeling on the floor, the hemline of the skirt should be no more than 4" from the floor.**
6. If shorts are worn under the skirt for modesty purposes, they should not be visible. We strongly recommend that navy shorts be worn. For girls, K4-5<sup>th</sup> grade, navy shorts are acceptable under the skirt.
7. When shorts are worn for P.E., Field Day, etc., the length should be modest. Modest is defined as the following: When arms are placed at the side, fingertips should reach the hemline of the shorts.
8. Only school-approved monograms are allowed on uniform clothing.
9. **Shirrtails must be tucked into pants or skirts at all times so that the belt/waistline is visible.** Rolling and tucking under of shirrtails or waists of skirts/pants are not allowed. All buttons on shirts, including cuffs or long sleeves, need to be buttoned except the top collar button.
10. "Jersey Days" are scheduled for specified sports' teams. The jersey can be worn only with jeans only on the scheduled day. Jersey days cannot be made-up due to absence or participation in a separate out-of-uniform day. The CCS athletic director determines the "Jersey Day" schedule.
11. No hats of any kind should be worn to school except for a school-sponsored activity that specifies hats. Cold weather hats may be worn only during outside activities.
12. Any t-shirts worn under uniform shirts must be solid white without writing, logos, or markings of any kind.
13. Accessories should be kept to a minimum. **Accessories not addressed should not be worn.**  
**Acceptable items are limited to:**
  - Stud, hoop, & dangle earrings of no more than 1½ inch below ear lobe (girls only)
  - Small hair bows & ribbons (girls only). School colors only: navy, white, and/or gray
  - Watches, bracelets, and rings should not draw unnecessary attention to the student
  - Discreet necklaces and chokers (only one at a time)
  - Make-up (**junior high girls only**) is acceptable if light, simple, neutral, natural, and discreet.
  - Fingernail polish (girls only) if simple & discreetIf any accessory, make-up, and/or nail polish, becomes a distraction in the classroom, the student will be asked to remove it.
14. Body piercings other than girls' ear lobes are not allowed.
15. All hair colors and styles should be natural, understated, and non-distracting.
16. Eighth-grade graduation dress guidelines are set forth by the principal. These guidelines are listed in the 8<sup>th</sup> grade section of this handbook.

17. Uniform corrections will be addressed each quarter using the guidelines below. Other corrections may be added by the classroom teacher as deemed necessary. For any correction noted after the first, a parent will be asked to bring the correct item for the student.

**For K4–5<sup>th</sup> grades -**

- **1<sup>st</sup> Notification** – The teacher verbally communicates to the student and then to the parent via DoJo or other electronic communication. The student receives a behavior mark in DoJo. An administrator may ask a parent to bring the correct uniform item to the student.
- **2<sup>nd</sup> & Subsequent Notification** – The student receives a behavior mark in DoJo. Multiple repeat corrections will be handled by a school administrator. The parent will be asked to bring the correct uniform item to the student.

**For 6<sup>th</sup>-8<sup>th</sup> grades -**

- **1<sup>st</sup> Notification** – The teacher communicates to the student verbally and then to the parent via LiveSchool or other electronic communication. The student receives a behavior mark in LiveSchool. An administrator may ask a parent to bring the correct uniform item to the student.
- **2<sup>nd</sup> & Subsequent Notification** – The student receives a behavior mark in LiveSchool. Multiple repeat corrections will be handled by a school administrator. Additional uniform infractions will be subject to disciplinary action at the discretion of a school administrator. (silent lunch, litter patrol, detention, or similar). An administrator will ask a parent to bring the correct uniform item to the student.

## ADMISSION AND WITHDRAWAL POLICIES

*POLICY: Covenant Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

### ADMISSION PROCEDURE

The tuition and fees statement, including an entrance testing cost, is available at the end of this handbook or it is available on our website at [www.covenantschool.com/admissions](http://www.covenantschool.com/admissions).

#### 1. Initial Admission of new students (including transfers)

- Registration forms must be completed.
- For K3, K4, or K5:
  - A child must be age 3 by September 1<sup>st</sup>, potty-trained, and pass an age-appropriate screening test to enter K3.
  - A child must be age 4 by September 1<sup>st</sup> and pass an age-appropriate screening test to enter K4.
  - A child must be age 5 by September 1<sup>st</sup> and pass an age-appropriate screening test to enter K5.
- An entrance test is administered to new students entering K3 – 8<sup>th</sup> grade for a nominal fee. Admission is dependent on the results of the entrance test.
- Previous school records must be submitted. The previous school may be contacted by the principal to confirm academic, attendance, and conduct records.
- Before attendance begins, immunization records & a copy of the child's birth certificate must be submitted.
- All new families must meet with the principal or another administrator.
- Registration and other fees are due before attendance begins.
- Parents must sign and complete all documents required by the school administration.

#### 2. Continued Enrollment (Year to Year)

- Registration for the coming school year begins in January.
- Completion of online enrollment and payment of fees will be required for each student.
- Re-enrollments will be considered on a first-come-first-served basis. Payment of the registration fee is required to reserve a student's place in the classroom.
- Accounts must be kept current.
- Academic progress must be satisfactory.

### WITHDRAWAL/TRANSFER PROCEDURE

- Parents must notify the school office in writing that a student will be withdrawn from the school. An official school withdrawal/transfer form must be completed at least 5 days before the intended withdrawal date. The school office will complete this form, which includes current attendance and grades for the student. It must be completed before records can be released.
- All school property (textbooks, library books, combination locks, technology items, etc.) must be returned to the school in good, usable condition.
- Course work will be completed, as appropriate, and subject grades will be based upon work completed to date.
- School records will be released to the new school only upon full payment of all tuition, fees, and/or fines or damage fees.
- Please note that registration, curriculum, and building fees are non-refundable and non-transferable.

## FINANCIAL POLICY STATEMENT

The following states the financial and registration policies of Covenant Christian School. A tuition schedule is updated and published annually in January. A printed copy is available from the school office, our FamilyPortal, or the school's main website at [www.covenantschool.com](http://www.covenantschool.com).

1. Annual registration fees are due by March 1. Annual curriculum and building fees are due by June 1. Overdue payments on fees listed are subject to a \$50 late fee.
2. Tuition may be paid in one lump sum, semi-annual payments, or in monthly payments. Monthly tuition payments are subject to a monthly \$5 service fee and may be made through automatic bank draft from July through May (11 month basis). We do not accept post-dated checks for any reason. Forms and complete payment information are available from the school office. Debit & credit cards are accepted. A 3% service charge will be added to payments made by debit or credit cards.
3. Tuition is due on the first of the month and is considered late if received in the office after the tenth. There is a **\$50 charge for late payments** and a **\$25 charge for returned checks or bank drafts**. Payment must be received in our office by the 25<sup>th</sup>, **after which your child(ren) will not be allowed to attend class until your account is brought current**. Any absences will be recorded as unexcused and classwork may not be made up. Accounts must be kept current in order for the student to remain enrolled.
4. A multi-student 3% discount is given to each family with more than one sibling enrolled and is reflected on the signed tuition agreement.
5. Once payment of registration and curriculum fees are collected, tuition will be due based on the agreement signed during the enrollment period. In the case of unsigned paperwork, attendance of the student in the classroom will authorize the policies outlined in the Tuition Agreement and the Financial Policies Statement. The student will remain enrolled and tuition will be considered due unless the parent notifies the school administration in writing regarding student withdrawal or the school administration notifies the parent of student withdrawal based on academic reasons, discipline issues, or non-payment of fees or tuition.
6. AfterCare charges & miscellaneous charges will be billed to your account at the beginning of each month following the month the services are incurred. AfterCare charges are payable with tuition and are due by the 10<sup>th</sup> of the month. Late charges will apply. Other misc. charges, such as sport fees, field trips, field day, library, etc. must be paid separately.
7. In the event of early withdrawal, a written notice must be submitted fourteen (14) days in advance. A tuition refund, if any, is based on the student's withdrawal date. Tuition paid in full will be pro-rated and refunded to the parent. Curriculum & building fees are not pro-rated. All registration, curriculum, & building fees are non-refundable, non-transferable, and due upon early withdrawal.
8. If an account has an outstanding balance upon student withdrawal, academic records and/or report cards will not be released until the balance is paid in full.
9. Unpaid balances remaining after student withdrawal are subject to being turned over to a collection agency and will affect your credit score.
10. Annual re-enrollment is scheduled each January at which time families will be notified of tuition rates. Parents will need to review and complete the requested paperwork and return paperwork to the school office **along with the registration payment**. Verification of student information is required through FamilyPortal. Payment of the registration fee is required to hold your child's spot in the classroom.

***Questions concerning your account should be directed to the Tuition Accounts Manager at 633-8055.  
CCS tuition policies and practices may be changed at any time by the CCS Finance Committee.  
All changes will be communicated through FamilyPortal announcements and email.***

## ATTENDANCE PHILOSOPHY & POLICIES

*The school's attendance policy recognizes that regular, punctual attendance at Covenant Christian School is necessary for optimal learning by the student. Substantial research illustrates the clear connection between student attendance and student achievement. Excessive absenteeism has a dramatic effect on children even during their earliest years of school. Teacher instruction, discussions, and other classroom experiences are irretrievable. Additionally, student absences create significant extra work for teachers.*

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*Attendance policies for the 2020/21 school year are currently under review as they pertain to COVID-19. Details will be updated and published as they become available.*

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*All CCS attendance policies apply to online students as well as in-classroom students.*

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### **Attendance Policies**

Consistent attendance is vitally important for success at Covenant Christian School, and missing class for any reason puts a student at a disadvantage. While provisions have been made to excuse students for necessary absences with limitations, parents/guardians should make every effort to minimize absences.

Students are expected to be in attendance every day that school is in session. Alabama law requires official notification to the school for the reason for each absence. **Parents/guardians must furnish a note of explanation for every absence within three days of the student's return to class.** After the parent note has been received, the office will determine whether the absence is excused or unexcused. If unexcused, the parent/guardian and all teachers affected will be informed by either office personnel or another school administrator.

All notes regarding attendance are required to be e-mailed to [ahannaman@covenantschool.com](mailto:ahannaman@covenantschool.com).

### **Excused Absences**

A parent note will be sufficient to excuse **up to eight absences per semester only** in the following circumstances:

- Personal illness of the student for non-COVID related illness. Note: In cases of illness, a student should not be sent back to school until he/she has been without a fever or upset stomach for at least 48 hours.
- For COVID-related illness, please follow the guidelines listed in the COVID Response Plan booklet.
- Death or emergency in the immediate family
- Inclement weather that would be dangerous to the life and health of the student as determined by the principal/school administrator
- Prior permission of the principal/school administrator upon request of the parent **at least five days in advance**. Prior permission requests must be e-mailed to [ahannaman@covenantschool.com](mailto:ahannaman@covenantschool.com).

For the absence to be excused after eight excused absences, the parent/guardian must present a "chronic ailment note" from the student's doctor within three days of the student's return to school.

### **Unexcused Absences**

**Any absences that do not meet the above criteria for excused absences will be considered unexcused.** This includes but is not limited to the following:

- Getting a haircut
- Running an errand
- Being too tired
- Staying an extra day on a previously approved trip
- Going out of town or "taking a day off" without prior approval of the principal/school administrator
- Suspension

In accordance with the **Alabama Compulsory School Attendance Law** and the **Mobile County District Attorney's office**, unexcused absences will be handled as follows:

- 2<sup>nd</sup> Unexcused Absence – Parent/guardian will receive email correspondence from the school office.
- 3<sup>rd</sup> Unexcused Absence – Parent/guardian will receive a phone call from a school administrator.
- 4<sup>th</sup> Unexcused Absence – Parent/guardian will attend a conference arranged by a school administrator.
- 5<sup>th</sup> Unexcused Absence – The student will be referred to the Early Warning/Truancy Discipline Program sponsored by the Mobile County District Attorney's office; attendance is mandatory.
- >5 Unexcused Absences – An attendance officer will be in contact with the parent/guardian. If there is a failure to comply, a Court Petition may be filed by the Mobile County District Attorney's Office.
- 10<sup>th</sup> Unexcused Absence – Student and parent/guardian are linked with services as identified by Truancy Court and could face jail time, court fees, probation, or conviction of truancy on their record.

### ***Tardy and Early Dismissal Policies***

Tardies and early dismissals can be extremely disruptive. To protect our valuable classroom environments, we ask that you reserve these only for times only when the student must leave. Remember – tardies and early dismissals are factored into overall attendance.

#### **Excused vs. Unexcused**

Tardies and early dismissals are permitted, but only considered excused for medical issues or family emergencies. If it has been deemed "excused", any missed work may be made up. If deemed "unexcused", your student may not be able to make up their missed work.

#### **Tardies**

- After 8:00 a.m., parents must accompany the student to the office to sign them in. The student will then receive a tardy slip for admission to the classroom. Admittance to class is not allowed without a tardy slip.
- Arrivals after 11:30 a.m. for 1<sup>st</sup>-8<sup>th</sup> grade students and 10:00 a.m. for K4 and K5 students are recorded as "absent half-day" and require an excuse note to be submitted within 3 days to excuse the absence.
- For each unexcused tardy over the 3<sup>rd</sup>, a \$5.00 fine will be billed to the family's account. A student is allowed 3 unexcused tardies per quarter before the parent will be fined.
- The 6<sup>th</sup> unexcused tardy, and every 3<sup>rd</sup> unexcused tardy after the 6<sup>th</sup>, will be recorded as one unexcused absence in the grade book. *Please see the Unexcused Absence section of the Attendance Policy in the Student Handbook.*

#### **Early Dismissals**

- A parent/guardian must sign-out their student from the office at the time of the early dismissal. Students cannot be retrieved from the class before the parent/guardian arrives on campus.
- Dismissals before 11:30 a.m. for 1<sup>st</sup>-8<sup>th</sup> grade students and 10:00 a.m. for K4 and K5 students are recorded as "absent half-day" and require an excuse note to be submitted within 3 days to excuse the absence.
- A student is allowed 3 unexcused early dismissals per quarter before the parents will be fined. For each unexcused early dismissal over the 3<sup>rd</sup>, a \$5.00 fine will be billed to the family's account.
- The 6<sup>th</sup> unexcused early dismissal, and every 3<sup>rd</sup> unexcused early dismissal after the 6<sup>th</sup>, will be recorded as an unexcused absence in the grade book. *Please see the Unexcused Absence section of the Attendance Policy in the Student Handbook.*
- Please refrain from early dismissals during chapel on Tuesdays. This is extremely disruptive to everyone in chapel.
- For security reasons, if someone who is not on your student's pick-up list is picking up your student, please notify the school office of that person's name and relationship to the student. Changes can be made to your pick-up list through our FamilyPortal system. If a person not on the list picks up during afternoon pickup time, they may be sent to the office to show their driver's license at the front desk.

## ***Make-Up Work Policy***

All students with an **excused** absence will be granted a reasonable amount of time, as determined by the classroom teacher, to make up work missed. Normally the time frame is one (1) school day per day absent to make up the work. Ultimately it is the student's responsibility to get the assignments and complete the work. If work is not turned in within the determined time frame, the student's grade on that assignment will be changed from an "I" (incomplete) to a "0" (zero). If an absence is unexcused or if an excuse note is not submitted within 3 days, a score of "1" (one) will be recorded for each missed assignment

On the day of an excused absence (due to illness), a parent of a **1<sup>st</sup> – 5<sup>th</sup> grade student** may call the office before 9:00 a.m. to request the day's work. Teachers will attempt to assemble work for the parent to collect after 3:00 p.m. that day. If the teacher is unable to assemble make-up work during the school day, the student can collect missed work when he or she returns to school.

**All junior high students (6<sup>th</sup>-8<sup>th</sup>)** will obtain makeup work from their teachers upon their return to school or parents may check the Absent Work folders/clipboards located inside each junior high classroom after 3:15 p.m. All make-up work due to vacation will be given after the student returns to school.

The above procedures for collecting missed work might be adjusted during the 2020/21 school year based on current health conditions and COVID guidelines. Please verify how to collect your student's missed work with the school office.

## GRADING POLICIES

*POLICY: A standard grading scale and policies are established by the administration to ensure uniformity and fairness in academic assessments.*

1. Covenant Christian School is not a Common Core school. Although some of our textbooks may indicate Common Core on the cover, our teachers are trained to teach according to the standard that is set by our principal and curriculum development team.
2. **Grading scale**
  - A = 90 - 100
  - B = 80 - 89
  - C = 70 - 79
  - U = 69 and below
  - I - incomplete work; work must be completed or the grade will become "U"
  - 1 = makeup work from an unexcused absence
3. Assigned work will be completed and turned in on time.
4. If your child's grade average falls below a 70 in any one subject, contact the teacher to set up a conference.
5. Students not maintaining a "C" average will be placed on academic probation. Students with low entrance test scores will also be placed on academic probation.
6. Students on academic probation will not be allowed to participate in sport team activities until released from academic probation.
7. Students experiencing overall academic difficulty or difficulty in one specific subject area will be recommended for tutoring and/or testing. Individual testing and tutoring will be performed on a fee basis.
8. In addition to required academic subjects, enrichment courses and extracurricular activities will be made available on a non-graded basis to students enrolled at CCS.
9. Report cards will be issued at the end of every quarter. Grades are posted in our secure FamilyPortal as they are posted to the teacher's grade book. A password is necessary to view grades and other information online.
10. **Parent/teacher conferences should be scheduled directly with the classroom teacher by e-mail.** We ask that you either e-mail them using their school e-mail address or you may call the teacher at the school during school hours. Please do not call teachers at their homes or on their cell phones. This includes texting a teacher concerning school business.
11. Quarterly academic achievement by students in grades 3 and up will be recognized by placement on the Honor Roll. Other academic awards may be made during the school year at the teacher's or principal's discretion and also at the end of the academic year. End-of-year academic awards are recognized at an Awards Chapel.
12. No extra credit is given at CCS. No score is given above 100%.
13. CCS uses several online programs both during the school year and during summer break to supplement the classroom curriculum. Accelerated Reader and iXL Math are two of those programs. All enrolled students in the appropriate grades will be expected to use these online programs as directed by the classroom teacher or by the school administration. This includes summer reading & summer iXL math assignments. Reading and math practice during the summer helps students retain their skills. Other online programs may be used within individual classrooms, supplemental to the standard curriculum.
14. Standardized tests are used as one part of evaluating how our school performs as a whole. We give the test to measure what students have learned during the school year and to help identify their strengths and weaknesses. Also, testing helps us measure how our students perform against other schools across the nation who take the same test. We use those results to make adjustments in curriculum and other programs at the school.
15. Schools can request/receive records as long as no hold is on the family's financial account. Records are only released to legitimate sources and are kept confidential. Current student records and previous student records are secured in locked cabinets in school office areas.

## ***A Note Regarding Homework at CCS***

Homework is not just busywork. Homework does one of two main things:

- 1) reinforces what was learned that day in the classroom
- 2) prepares for what will be taught the next day

We are preparing our students to lead (or rule as in Gen. 1:28) and that requires teaching them how to manage their personal time as well as learning and mastering their subjects. At Covenant, we believe that homework is a key part of that process. In most classes, we count the category of homework as much as tests because we believe that homework is a character development issue.

Beginning at a young age, homework will reap great dividends in the future of each student. We believe that work at home done individually helps prepare our students for what is ahead. We have seen its positive effect throughout the years and have become more convinced that it is necessary. At the same time, we have wanted to alleviate Wednesday night homework concerns as much as we are able without affecting academic goals.

First, the classroom teachers work to reduce the Wednesday load when it will not hinder the schedule of learning. Sometimes though, the work, tests, or projects land in a way that they must be done this week or things stretch out too long and time is lost. Even if this happened only once a month, during the course of the year, it could mean a delay of almost two full weeks of instructional time.

Second, in middle school, we schedule a study hall each day; the purpose of this class is to address homework concerns. In the younger grades, we have the option built in to give more study time during the school day to serve the students and parents. To do this we cut out a little instruction time to continue homework. We believe homework is a very important component of a student's education.

Our goal for our students is to be successful now and in the future. We believe homework is a vital part of that success.

## CODE OF CONDUCT (updated 8/1/2019)

*POLICY: It is expected that the students of Covenant Christian School will conduct themselves in a Godly manner and with personal integrity. We desire to create an atmosphere in which there is excellence in education and character formation.*

### Rules of Conduct

1. Students will maintain high standards of morality, honesty, kindness, and courtesy.
2. Students will be obedient, following the rules of Covenant Christian School and of the individual classroom teacher. Students are to respond respectfully to those in authority.
3. Students are to be good stewards of Covenant Christian School and Covenant Church of Mobile property. Defacing or destruction of school and/or church property will not be tolerated. The cost of repairs of property damaged by the student will be the responsibility of the students' parents.
4. Students will respect the rights and property of other students and of the teachers and staff of Covenant Christian School. Students will not intimidate or harass other students for any reason.
5. **Cell phones and/or smartwatches** are not to be used during school hours by any student. Students may not wear any device looking like a Fitbit, smartwatch, or step-counter. Any student bringing a cell phone or a smartwatch/Fitbit/similar device will turn in the device to the homeroom teacher at the beginning of the day and pick it up at the end of the school day. Students are not allowed to use cell phones or other smart devices to make or receive calls, to take pictures, send/receive text messages, or to access the internet in any way during school hours. If a cell phone or smartwatch is not turned in upon arrival to the classroom, it will be confiscated and a parent will need to meet with a school administrator to retrieve the item. We know that your goal is to equip your student to have the necessary contact with you and we understand. Our goal to keep education as the number one focus on our campus. By asking that students disconnect from non-academic technology and by enabling our teachers to focus on educational material and not student accessories, we trust that our cell phone and smartwatch/device policies and procedures will accomplish both goals for you and us.
6. **Electronic games and other entertainment-type items** should never be brought to school. They are not permitted before, after, or during school hours. (i.e. ipods, electronic games, music/video players, etc.) If an item mentioned above is used during, before, or after school hours, it will be confiscated and a parent will need to meet with the principal or other school administrator to retrieve the item. Covenant Christian School or its teachers and/or staff members are not responsible for any lost or damaged items that a student brings to school.
7. Students will abide by the Internet Acceptable Use Policy, iPad policies, and/or Kindle/iPad Agreements or forfeit in-school computer and/or Internet privileges. All pertinent forms must be signed and on file in the school office.
8. Instances of inappropriate materials such as pictures, videos, online content, or any other form of inappropriate and/or unlawful material will be dealt with by school administration and may lead to suspension or expulsion. If necessary, law enforcement may be involved.
9. Use, possession, or distribution (selling) of illegal drugs, alcoholic beverages, or tobacco products by CCS students is not permitted.
10. Fighting, using profanity, cheating, and other disruptive actions are also not permitted. Knives, other weapons, or an item intended to be used as a weapon are not to be brought to school.
11. A student must have the classroom teacher's permission to be anywhere other than with his/her class.
12. A student should never sign a parent's name, even with the parent's permission. This applies to assignment books, homework/test papers, and any other communication from the school to the parent and vice versa. Questionable signatures will be verified with the parent.
13. Individual classroom teachers may implement additional rules of conduct to establish a classroom environment that promotes learning.

14. Teachers may confiscate any items that are not conducive to or that interfere with the learning environment. Parents will need to meet with the teacher or a school administrator to have those items returned.
15. Failure to follow the Code of Conduct will result in disciplinary action as outlined in Covenant Christian School Disciplinary Procedures.

### **Character Code for Covenant School Students**

The following character traits are expected of all CCS students. These traits are the attributes that are taken into consideration when the Citizenship Award is given to one student from each classroom at the end of the year. This award is considered the most prestigious award given at CCS.

#### **Character Traits of CCS Students:**

1. **GOALS:** Covenant students believe in writing goals and working hard to achieve them.
2. **SELF-DISCIPLINE:** Covenant students know that punctuality and follow-through are needed to follow an orderly path that leads to learning.
3. **DEDICATION:** Covenant students know that self-sacrifice is required in the learning process.
4. **SELF-CONFIDENCE:** Covenant students develop confidence in their God-given abilities to achieve.
5. **GOD-CONFIDENCE:** Covenant students are willing to attempt achievements that seem beyond their abilities to see God's intervention.
6. **MOTIVATION:** Covenant students express enthusiasm and "can do" spirit for any activity.
7. **ATTENTION:** Covenant students know that by staying alert and focused in class they will develop and learn to their potential.
8. **PREPARATION:** Covenant students work hard at school and at home to develop study habits that make them prepared.
9. **EFFORT:** Covenant students know that they must overcome obstacles to obtain their objectives. They do not quit just because things are tough.
10. **INTEGRITY:** Covenant students know who they are in private is who they really are. They build character on Biblical truth, not personal feelings.
11. **RESPECT:** Covenant students know that respect for parents, teachers, and those in authority is key to personal growth and demonstrates respect for God.
12. **ATTITUDE:** Covenant students know that an attitude of faith will always win over an attitude of fear.
13. **OTHERNESS:** Covenant students demonstrate an awareness of those around them and willingly give of their time and effort to support and strengthen others.
14. **UNDERSTANDING:** Covenant students demonstrate an appropriate understanding of their world, its history, and its workings.
15. **COMMUNICATION:** Covenant students have the ability to express themselves clearly and succinctly so that they demonstrate the fundamentals of persuasion.
16. **INFLUENCE:** Covenant students carry a level of influence that affects the actions and attitudes of those around them.
17. **SERVANT-LEADERSHIP:** Covenant students lead for the benefit of those that they lead.

## ***Discipline Philosophy at CCS***

As a Christian school, our philosophy of discipline is developed based on scripture. The following scriptures can be referenced as part of any student discipline plan in the classroom or handled in the school office by an appointed administrator.

Classroom expectations are clearly communicated to the student by the teacher. A short list of class rules is posted in the classroom by the teacher. Every attempt is made to apply consequences fairly and in an unbiased way. CCS discipline expectations are communicated to our teachers regularly throughout the school year.

### **Biblical expectations in the spirit of discipline at CCS**

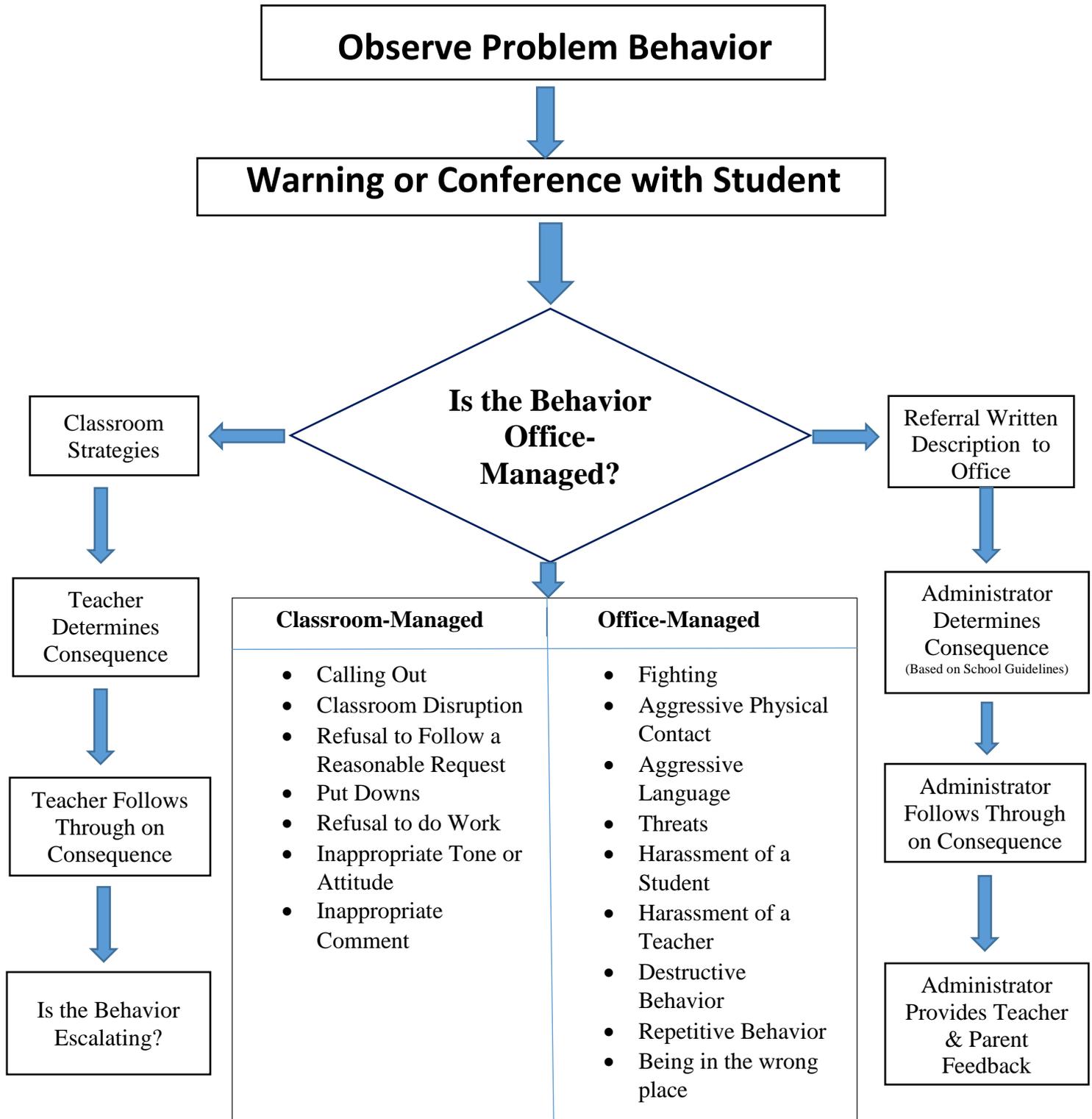
- Hebrews 12:10-11 - “. . . **He disciplines us for our good**, so that we may share His holiness. All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterward, it yields the peaceful fruit of righteousness.”
  - The best discipline is in the context of a relationship built on love. In other words, discipline is given when needed to benefit the offender, to help him/her to grow and develop. Of course, there is a measure of discomfort for the offender, but its purpose must be to bring eventual joy, maturity, and a restored right relationship.
- Matthew 18: 15 - “If your brother sins, go and show him his faults **in private**.”
  - It is our practice that we handle serious infractions privately, not publicly, not in front of the class. A student’s failure to correct his/her behavior means that an administrator or the principal must become involved.
  - Discipline is best given and best received in private. This is true at every age. This also protects a student’s dignity, whether or not the student has protected his own dignity. We believe that every student bears the image of God, even when they don’t act like it. We endeavor to respect the value of each person and students must do this as well.
- Ecclesiastes 8:11 – “If the sentence against an evil deed is not **executed quickly**, the hearts of the sons of men among them are given fully to do evil”.
  - It is our understanding that words alone do not correct wrong behavior. Actions must be taken that bring a student’s attention to the fact that his/her conduct was in error. The sooner we can apply consequences to the misbehavior, the better effect it will have on the student’s heart and response.
- Galatians 6:1 - “Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one **in a spirit of gentleness**.”
  - The demeanor of staff and administrators when correcting students should reflect the demeanor of our Lord. His corrections were to benefit his disciples, and we should mirror that practice.
- Exodus 34:6-7 - “The Lord: compassionate, gracious, slow to anger, abounding in lovingkindness and truth, keeping lovingkindness for thousands, forgiving iniquity, transgression and sin, **yet by no means leaving the guilty unpunished**.”
  - In some situations, strong corrective action must be taken that removes a student from the group or team or school. This is always painful, but sometimes necessary.

## **Disciplinary Procedures**

In general, the disciplinary procedure will follow these guidelines:

1. Discipline procedures are adapted based on the student's age and grade level.
2. A verbal warning is given to the student by the teacher/administrator.
3. Documentation of behavior is made in either the Dojo app (1<sup>st</sup>-5<sup>th</sup>) or in the Live School app (6<sup>th</sup>-8<sup>th</sup>). After the limit of marks is met, the student may be referred to the school administrator's office for an administrator/student conference.
4. The student may be referred to the school administrator for appropriate discipline. Serious or repeated misconduct will result in a parent notification, either by telephone call and/or written note to the parent or guardian.
5. Continued disciplinary problems will require an immediate parent/teacher/school administrator and/or principal conference.
6. Serious cases of misconduct may result in:
  - a. In-school suspension as deemed appropriate by school administration
  - b. Out-of-school suspension from school for a limited time period
  - c. Probationary status of attendance for a limited time period
  - d. Expulsion from school
7. Following a suspension or probationary status, a student, accompanied by his/her parents, will be required to meet with the principal and/or school administrator before returning to class.
8. If the parent is not satisfied with a disciplinary decision, an appeal may be made as follows:
  - a. Contact the school administrator's office to arrange a conference.
  - b. If the issue is not satisfactorily resolved after a conference with the school administrator, a second meeting may be requested with the principal, other involved parties, one mutually agreed upon parent and one school board member designated for this purpose.
  - c. Final determination will be made by the principal, the appointed parent, and designated school board member.

## Discipline and Behavior Flow Chart



*\*\* If a behavioral issue becomes a pattern, the teacher will document it in our student database. \*\**

## General Computer/Internet Guidelines

*\*All technology forms, agreements, and contracts are available from the school office and our FamilyPortal site.*

Along with the educational opportunity of computer and Internet usage comes increased responsibility. Part of our responsibility in preparing students for the future is to teach them to properly use the tools they will utilize as adults.

Cell phones and/or smartwatches/Fitbits are not to be used during school hours by any student. All students bringing a cell phone or a smartwatch will turn in their device to the homeroom teacher at the beginning of the day and pick it up at the end of the school day. Students are not allowed to use cell phones or other smart devices to make or receive calls, to take pictures, or to access the internet in any way (including texting) during school hours.

It is important that you and your student read and discuss the complete policies given to you at registration regarding the use of the computer and the Internet in our classrooms. Procedures for online access must be followed. Inappropriate use will result in the loss of online privileges and/or basic computer time, which may affect the students' grades.

The teachers will supervise your child's use of technology on school-owned devices. However, be aware there is unacceptable and controversial material on the Internet that your child could access despite all of our precautions. We encourage you to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities while he or she is using Internet resources. You may contact your child's teacher if you have any questions or concerns about computer use or Internet access by your child. All devices, both personal or school-owned, are only to be used at the teacher's discretion. Any school computer equipment damaged by student use is the responsibility of the parent.

Personally owned Kindles, iPads, and similar tablet-type computers will be allowed to be used for reading and iXL math purposes for students in 3<sup>rd</sup>-5<sup>th</sup> grades. The device contract agreement form, available from the office or FamilyPortal will need to be read and signed by a parent on behalf of the student. The school or its employees, volunteers, or other students will not be responsible for any damages or loss sustained while a personally owned item is either on or off-campus.

For your child to have the opportunity to access information on the Internet for educational purposes, please sign and return the appropriate Parental & Student Contracts\*. Additionally, an iPad/Kindle Agreement\* must be on file if a parent allows a student (3<sup>rd</sup>-8<sup>th</sup>) to bring a device to school. Since an iPad is **required** for all students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades, your student is required to bring the approved iPad device to class each day. This device should be considered an academic device and it is not recommended that you allow it to be used for other activities.

As the parent or guardian of your student, read the terms and conditions for computer and/or Internet access privileges.\* Understand Internet access on school property is for educational purposes and Covenant Christian School has taken available precautions in forewarning and educating all interested parties of controversial material that is accessible on the Internet. Recognizing the school and its faculty cannot restrict access to all controversial materials, CCS and its employees are not responsible for materials acquired by students on the school's network in violation of the Internet/Computer Acceptable Use Policy. Parents are to accept full responsibility for supervision if and when the student's use of the Internet is not in a classroom setting.

**Note for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students:** A personal iPad device is required to fully participate in the classroom learning environment. While most teaching will be done using a traditional classroom model, there will be opportunities for iPad and technology to be incorporation into the classroom. All technology paperwork must be completed, signed, and the device must be set up according to school standards. The required paperwork gives your child permission to access the school's computer network and internet connection. **CCS highly recommends that ALL 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade parents install the "BARK" app (or similar), which will assist you in monitoring your child's online activities.**

## 8<sup>TH</sup> GRADE CLASS ACTIVITY GUIDELINES

The following guidelines are an overview of 8<sup>th</sup> grade activities. Additional graduation information will be communicated in early April of the graduating year.

### **CLASS MISSION TRIP**

Traditionally the 8<sup>th</sup> grade class takes a mission trip during the Winter Break in February/March. The students work for several days in whatever capacity they are able, serving at the chosen facility. A school appointed person organizes this trip for the class. Parent help in organing the trip is appreciated. Additionally, parents will be needed as chaperones. The cost and details for the trip will be announced.

### **FUND-RAISING FOR THE MISSION TRIP**

If desired, fundraising decisions will need to be made by the group as a whole. Appoint a person to organize fundraisers and decide as a group on how to raise money. All fundraising activities must be approved and follow guidelines set forth by the school administration. Money raised through school fundraisers will be placed in a mission account for the benefit of all students who are going on the trip. According to IRS guidelines, proceeds from a group fundraiser must benefit the group as a whole and not individual students.

Fundraising events held on school property during school hours must be approved and scheduled by a school administrator. Parents are responsible for getting the word out about fundraising efforts – posters, copies, memos, & announcements. All communications regarding the fundraiser must be approved by office personnel. Office personnel can include short announcements in group e-mails and on our FamilyPortal. Any announcement to be made must be submitted by email to the office well in advance of the activity.

### **8<sup>th</sup> GRADERS VISITING AREA HIGH SCHOOLS**

All of our 8<sup>th</sup> graders are encouraged to visit other area high schools at the Open Houses scheduled by the individual schools. CCS students will be allowed to use 2 excused absence days for high school visits or entrance tests. The 3<sup>rd</sup> school day absence for high school visits are counted as unexcused and no work may be made up for credit. Any absence, regardless of reason, is disruptive to the academic environment of the classroom and requires an additional workload for our teachers.

### **REQUESTING 8<sup>TH</sup> GRADE ACADEMIC RECORDS**

Requests for academic records to be copied and taken to a high school must be made in writing no less than 3 days in advance of the due date. This gives our office staff adequate time to process your request.

### **ALUMNI CHAPEL**

An event that we encourage our 8<sup>th</sup> grade students to participate in is our annual Alumni Chapel, scheduled on Tuesday during the last week of school during the last junior high chapel. The principal invites current graduating high school seniors who are CCS alumni to speak about their high school experience and future plans.

While our graduated 8<sup>th</sup> graders are welcome to come and hear what these young adults have to share with us on chapel day, we do ask that they not be on campus before or after the chapel or at other times during that week unless approved by the principal.

*(continued on next page)*

## GRADUATION GUIDELINES

The last day of school for 8<sup>th</sup> graders is Friday, May 21, 2021. Graduation ceremonies will be held in the Covenant Church Auditorium (or other venue approved by the principal) on Friday evening, May 21, 2021. The time will be determined closer to the event.

The school will produce a printed graduation program. The principal selects the speaker with the school paying the speaker's honorarium. The school is responsible for all academic awards and diplomas.

Parents are responsible for any after-graduation reception plans. A class spokesman should meet with a school administrator or the principal in late March to finalize reception plans, making sure he/she speaks on behalf of the group.

If the group wishes for special music or piano accompaniment, the principal should approve this request. Payment for that service (if needed) is the responsibility of the class, and not the school.

### **\*\*Please note the following standard for the graduation dress code.**

8<sup>th</sup> grade graduation dress guidelines are set forth by the principal. This is a dignified occasion and students should dress and accessorize to reflect this distinguished event. All hair colors and styles should be natural, understated, and non-distracting.

- ❖ **Girls** - A classic dress style or skirt & blouse, both minimizing exposed skin. Items considered not acceptable are prom-style and/or party dresses, spaghetti-style straps of less than 1" width, halter-style tops, and/or strapless tops. No athletic shoes, tennis shoes, or flip flops should be worn.
- ❖ **Boys** – Nice dress pants, a nice button-down shirt, and a tie are to be worn. Clothing should be clean & pressed. A sports jacket is acceptable, but not required. No athletic shoes, tennis shoes, sandal-type shoes, or flip flops should be worn.

The reception is typically scheduled immediately following the graduation ceremony in the CCM Fellowship Hall or other approved venue. **The reception cost per CCS 8<sup>th</sup> grade family is \$50.00, payable by mid-April (date to be announced).** If not paid by the due date, this reception fee may be billed to your tuition account. This fee covers expenses related to the reception. Your plans should be made dependent on the amount of money available.

Traditionally, one of the 8<sup>th</sup> grade parents arranges with several of the 7<sup>th</sup> grade parents and students to serve at the reception and take charge of clean-up. This enables our 8<sup>th</sup> grade parents to enjoy the evening with their graduating students. The following year, current 7<sup>th</sup> grade parents can enjoy the graduation reception in the same manner. As always, friends and family members are invited to attend both the graduation and the reception.

# SPORT TEAM GUIDELINES

*Policy: Our student athletes are ambassadors of Covenant Christian School. As such, each student athlete is expected to exhibit integrity, discipline, and selflessness consistent with the teachings of Jesus Christ while participating in team sports. We desire to create an atmosphere in which there is excellence in sportsmanship and character formation.*

CCS students in grades K5 - 8<sup>th</sup> may participate in athletics. The beginning of each new sports' season will be announced via email, text, website posting, student handouts, and/or campus signage by the Athletic Director. All interested students must register for each sport before participation. Early registration will be available via online forms or pre-season interest meetings. Any student athlete who has not registered before the first practice must receive approval from the coach.

## Registration requirements are as follows:

- Payment of an athletic fee per student per season. The seasons are Fall, Winter, and Spring. A student may participate in multiple sports during any given season for a single fee.
- Completed Physical Examination Form including physician or other qualified health provider signature on file with Athletic Director [5<sup>TH</sup> – 8<sup>TH</sup> GRADE ONLY].
- Completed Concussion Information form with parent and student signatures on file with Athletic Director.
- Completed Participation Consent form with parent and student signatures on file with Athletic Director
- Completed Transportation Liability Waiver with parent signature on file with Athletic Director
- Valid Birth Certificate on file in Front Office

The team(s) and league(s) each student athlete is a part of depends on their grade level and ability. Varsity teams compete in the Christian Middle School Athletic Association (CMSAA) and against various other local independent schools and clubs. Student athletes grade 6 and below compete in the Youth Development League (YDL). Depending on interest level, we may also provide intramural sports or participate in non-scholastic leagues for off-season development (e.g. fall soccer). The table below lists the teams each student athlete is eligible for by grade:

Grades	Team(s)
7 <sup>th</sup> – 8 <sup>th</sup>	Varsity only
5 <sup>th</sup> – 6 <sup>th</sup> *	Junior Varsity (YDL) and Varsity
K5 – 4 <sup>th</sup>	YDL only (if available)

\*Student athletes in 5<sup>th</sup> – 6<sup>th</sup> grades are considered Junior Varsity, in that they will often practice with the varsity team in a given sport. Some of these athletes may, at the discretion of the varsity coach, be allowed to compete in the varsity events in addition to their YDL schedule.

## The following guidelines must be met for the student to be eligible to play:

1. Each player must maintain a "C" or above average in ALL subjects and maintain acceptable classroom discipline to remain on the team. If grades are below the requirement, the team member is placed on academic probation. During this time, the team member shall not play until grades are brought up to an acceptable standard and released from academic probation. Under certain circumstances, a player may be held out of additional games and/or practices for academic or disciplinary reasons at the coach's discretion, if in the player's best interest.
2. Any student suspended from school is not allowed to participate in any athletic practices or games during the period he or she is suspended.
3. If a student is accepted to the team, parents are responsible for any fees associated with the particular sport. Payment of the determined fees must be paid in advance of the season by the due date or the student will not be allowed to participate until payment is made in full. School administration, in conjunction with the athletic director, determines the cost for each sport. Details about fees & uniform costs are distributed at the beginning of each season.
4. Any fund-raising activities must follow guidelines set forth by the school administration.
5. Attendance at practice is required. Any student athlete who misses practice is subject to being held out of practices and/or games at the coach's discretion.

6. Student athletes that are absent during the school day or are dismissed early due to illness are not allowed to participate in practice or games except under extreme circumstances such as forfeiture of a game due to lack of players. In these cases, the student athlete in question must have permission to participate from the Athletic Director and either the principal or other school administrator. A student athlete with an early dismissal for any other reason are subject to being held out of the game at the coach's discretion.
7. Students may not remain on campus unsupervised before or after practice or games. Unsupervised students will be sent to AfterCare and the parent will be charged appropriately. If AfterCare is not available, the coach may charge you accordingly based on AfterCare guidelines.
8. Parent volunteers are vital to the smooth operation of the sports' programs. We ask that each parent volunteer in some capacity during the season. Details and opportunities are given at the beginning of each season.
9. At the athletic director's discretion, there may be a designated "jersey day" for sport team members. Team members may wear their sports' jersey and jeans to school only on designated days during the season. **Jersey days will be determined and scheduled by the athletic director for each sport. All teams will adhere to this schedule.** Note that on cold weather days, long sleeve shirts/sweatshirts must be worn under the jersey. The jersey must be visible. Out-of-uniform days cannot be "made up" due to absence or participation in another type of out-of-uniform day.
10. All sports' uniforms are the property of CCS. Uniforms will be collected at the end of each sporting season. If a student athlete leaves the team during the season, all parts of the sport's uniform must be returned to the CCS Athletic Department to avoid a uniform fee charged to the family's account and/or hold of student records.

## CCS POLICIES FOR THE CONTROL OF COMMUNICABLE/INFECTIOUS DISEASES

Covenant Christian School endeavors to maintain a healthy school environment for all students and employees. The term “communicable disease” means an illness that arises as a result of a specific infectious agent and transmitted either directly or indirectly by an infected person.

Several of the most common ailments are listed below. This list should not be considered inclusive for all communicable diseases that may require isolation of the student. In addition to the guidelines listed below, for non-COVID related illnesses, **students should be fever-free and/or free of an upset stomach for at least 48 hours before returning to school.**

DISEASE	INCUBATION	SYMPTOMS	ISOLATION	PREVENTION
Chickenpox	12-21 days	Rash-blisters, changing to crusts	7 days	None
COVID-19 Our response to COVID-19 will be based on available information from public health officials and may be subject to change during the school year.	Up to 14 days; longer if symptoms persist or additional contact is made with a COVID positive person.	One or more of the following: Fever, chills, cough, sore throat, shortness of breath or difficulty breathing, runny or stuffy nose, body aches, headache, fatigue, nausea, diarrhea, and/or loss of smell or taste.	Refer to the school’s COVID response plan for the required isolation periods.	Proper hand-washing, sanitizing surface, and wearing a face-covering helps to prevent or slow the spread.
Diarrhea & Stomach illnesses	Usually for 6 hrs. to 7 days	More than one abnormally loose stool and/or vomiting	<b>Must be diarrhea/vomiting-free for at least 48 hours</b>	Proper hand-washing; treat as indicated by a doctor
Impetigo	2-10 days	Infected crusted sores on exposed parts of the body	24 hours after treatment. Affected areas must be completely covered by bandage while at school. Active cases must be treated as by a doctor.	Cleanliness. Early attention to sores with soap & water cleansing twice daily. Cover, if indicated. Cleanse under & clip fingernails.
Influenza	1-4 days	Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, nausea, diarrhea, and/or vomiting.	5-7 days; longer if fever persists or by doctor orders.	Avoid touching eyes, nose & mouth. Proper hand-washing. Isolation of infected persons. Disinfect surfaces.
Head Lice (Pediculosis)	Immediate transfer with sharing of items such as brushes, combs, hats.	Lice & nits in hair and/or clothing	Until lice & nits/eggs are destroyed & removed. Treatment of student & home is required. Student may return next day <b>after</b> treatment with hair inspection by school personnel.	Hair inspection.  <b>Note: Our school has a no-nit policy.</b>
Pink Eye	1-3 days	Painful, pink, & sore eyes; discharging pus; discomfort in light	Until eyes have cleared. Antibiotic treatment usually required.	Cleanliness and treatment.
Ringworm	10-14 days	Scaly spots in hair, or flat, spreading, ring-shaped areas of scaly skin	If affected areas properly covered & under treatment with prescription medication, student may attend school. Physical contact not allowed.	Cleanliness. Treatment of cases & surveillance of close contacts.
Scabies	2-6 weeks with no previous exposure. 1-4 days after re-exposure	Itching between fingers, elbows, armpits & other areas of the body	24 hours after treatment	Cleanliness, especially of hands. Treatment of existing cases.
Strep Throat	1-3 days	Sore, red throat, & fever; sometimes a rash is present. Complications are common.	Until clinical recovery or no less than 7 days from onset. Isolation may be terminated after 24 hours of treatment with antibiotics, provided therapy is continued for 10 days.	None

*(This page was intentionally left blank.)*

# **Student Handbook Agreement 2020/21**

*Return this signed form to school by August 26<sup>th</sup>*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

*(One form per student is required to be kept on file in the school office. Additional forms are available from the school office or from the resource document section on our ParentsWeb site.)*

You will need to read through all of the information in the Student Handbook. You will be expected to review this information with your student(s). Familiarize both yourself and your student(s) with school procedures and guidelines. Additional procedures and guidelines may be distributed from your child's classroom and/or subject teachers and occasionally throughout the school year.

Failure to read the Student Handbook, and/or other documentation does not relieve parents or students from the responsibility to know and comply with all procedures, guidelines, policies and any contents of the required school documents and forms.

I, \_\_\_\_\_, acknowledge that I have received, read, and that I understand the procedures and guidelines of Covenant Christian School.

I agree to abide by the policies and procedures of Covenant Christian School. In addition, I agree that I will encourage and help my children abide by the policies and procedures of Covenant Christian School.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

*Return this signed form to school by August 26<sup>th</sup>.*