



STUDENT/PARENT HANDBOOK 2025/2026

(Revised 1/15/2026)

7150 Hitt Rd., Mobile, AL 36695

Phone: 251-633-8055

Fax: 251-633-5577

www.covenantschool.com

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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; On the third day He rose from the dead; He ascended into heaven, and is seated at the right hand of God the Father almighty; from there He will come to judge the living and the dead. We believe in the Holy Spirit, the Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and 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 gifting, 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**.

STATEMENT ON SEXUALITY STANDARDS

We believe that all people are made in God's image and are to be treated with compassion, love, kindness, respect, and dignity. Any behaviors or attitudes not displaying these qualities do not reflect the nature and Spirit of Christ Jesus; and the offending person should be called up to the standard of Christ with gentle, life-giving, yet firm correction. (John 13:35 and Galatians 6:1)

We believe that each of us is fearfully and wonderfully made. Embracing how we are made (including our biological sex) is a key to a coherent, fulfilling life. Accepting our natural biological sex is an expression of faith in God's goodness and design. (Psalm 139:13-17)

The pattern of sexual intimacy taught by Jesus and by His apostles is the highest standard, calling us to exclusive intimacy between a man and a woman in marriage and to abstinence outside of such a marriage. (1 Corinthians 6:15-7:6 and Ephesians 5:28-32)

Honest and sincere questions or comments by students regarding sexuality will be handled with understanding, taking into consideration his/her age, maturity, and biological sex. As appropriate, parents/guardians may be notified.

Deliberate aggressive behavior or promotion of sexual practice apart from the pattern taught by Jesus will necessitate intervention by the administration or by designated staff.

As a Christian educational institution, we desire both to educate our children in all accepted subjects as well as disciple our students to be followers of Jesus Christ. Our school was begun with this in mind. We desire to teach the principles that are central to our lives and to our faith. We believe that we are responsible to guard against any influence that hinders the educational or Biblical discipleship process within our school and community of faith.

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.” Habakkuk 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 Spalding 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: All Covenant policies and guidelines are subject to change or adjustment by school administration based on current guidelines from state and local officials. If you need clarification on any policy or procedure, contact the school office at 251-633-8055.

Parents should read the Student/Parent Manual in its entirety and familiarize themselves and their student(s) with Covenant Christian School policies and procedures. During the school year, periodic addendums may be sent to you by email. While we do ask that you sign and return the “Student/Parent Handbook Agreement, **enrollment at Covenant Christian School signifies agreement with school policies and procedures.** Additional copies of the “Student Handbook Agreement” are available from the school office or the resource document area of the FamilyPortal, our online access to student grades and other school-related content.

We ask that **you also carefully read all information distributed to you throughout the school year**, making yourself 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. All Covenant parents who have students registered at our school have access to the FamilyPortal and our Covenant custom app as long as a valid email address is on file in the school office.

Policies & procedures in this handbook are reviewed and/or updated by Covenant Administration on an annual basis.

Covenant Christian School has received five-year full accreditation renewal status from the American Association of Christian Schools (AACS) effective June of 2023. AACS is recognized by the State of Alabama as an authorized accrediting agency.

In addition to accreditation by AACS, Covenant maintains membership in the following organizations, each of them recognizing our accreditation status:

- American Association of Christian Schools (AACS)
- Alabama Christian Education Association (ACEA)
- North American Association of Christian Schools (NAACS)
- Cognia (State of AL Department of Education recognized 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 each Tuesday for all classes. Refer to our uniform section for details about uniform wear for students on Tuesday. The weekly memory verse and Bible story are communicated by the classroom teacher each week. Please help your child memorize the week’s verse and be familiar with the Bible story.
3. The school administration has designated a **UNIFORM** worn by all students. Details can be found about the official Covenant uniform in this handbook. We ask that parents and students fully comply with the requirements of the uniform policy.

4. **MISCELLANEOUS FEES** for sports, picture orders, field trips, etc., may occur during the year. Please handle payments for these miscellaneous fees following the guidelines for each category:
- **Sports Fees - Do not give payments to the coach.** All sport fees will be added to the family's account and can be paid online through the FamilyPortal.
 - **Picture Orders** – All school pictures are cash or check only and will be turned in attached to the provided picture order form. The classroom teachers will submit all forms to the office by the deadline. For sports' pictures, the student must bring the provided order form to photographer on the day of sports' pictures.
 - **Field Trip Payments** – Classroom field trips must be paid with the field trip form sent home by the teacher or through the electronic form emailed to the parent. Payment can be made by cash or a check (payable to CCS). You will be notified if an electronic payment method becomes available. Note that field trip money and advance ticket purchases are non-refundable.
 - **Cafeteria Lunch Payments** – Ordering and payment for lunches can be completed online using Family Portal or our custom app. All orders must be placed in advance according to cafeteria policies. Refer to the cafeteria section located in this handbook for more details.
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 in a timely fashion to the appropriate teacher or to the office.**
6. **ALL TEXTBOOKS, SCHOOL-OWNED ELECTRONIC DEVICES, AND CURRICULUM ITEMS** must be returned to the classroom teacher at the end of the school year in usable condition. Any items borrowed from the classroom or the library 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 at replacement cost and payment is required. End-of-year academic records may be held and continued FamilyPortal access denied due to damaged or lost textbooks, damaged or lost school-owned equipment, or any unpaid fees due to the school.
7. **COMBINATION LOCKS FOR LOCKERS** and locker labels (junior high students) will be provided by the school. Locks must be returned at the end of the school year in usable condition. The charge for an unreturned or damaged lock is \$15.00. Only locks provided by the school are allowed.
8. **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. All lists are available from the resource area of our FamilyPortal. Summer Reading and iXL Math are graded items and will be used as part of the student's grade in August.
9. Due to safety reasons and space limitations, **ROLLING BOOK BAGS** are not allowed in the classrooms, except in health-related cases.
10. Parents of **K3, K4, AND K5 STUDENTS** enrolled in a full-day program should send a nap mat marked with the student's name. This will be kept in the classroom. A standard vinyl or plastic kindergarten nap mat can be disinfected regularly and stored easily. Blankets, pillows, sleeping bags, or other washable items will be sent home weekly to be washed by the parent. Additional supplies may be requested by the student's teacher as needed.

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 are expected to return books by the due date or renew the loan. End-of-year academic records may be held for unpaid lost or damaged library books. Library procedures and guidelines are determined and communicated to students by the school librarian.
12. Our **MUSIC DEPARTMENT** traditionally presents two programs each school year – Christmas and Spring (in conjunction with Grandparents’ Day). These programs are a culmination of student achievement in music classes for the semester. Student attendance is important at these programs and will be figured into a student’s music grade.
13. Items considered **LOST & FOUND** 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.
14. There are only two **SCHOOL-APPROVED PARTIES** during the school year. One is the classroom Christmas Party and the other is the classroom End-of-Year Party. All other events must be approved by the school principal.
15. **STUDENT ATTENDANCE** at school-sponsored events requires the supervision of an attentive adult. This includes sports events, after school activities, and other school events. All school-age children (or younger) must have the attentive supervision of an adult. It is the parent’s responsibility to arrange supervision of students during school-sponsored events outside of the classroom.

Cafeteria Policies

Lunch and snacks may be purchased from our cafeteria (K5– 8th grades) or brought from home. The cafeteria manager will distribute detailed cafeteria guidelines at the Meet & Greet time before school begins. During the school year, any special guidelines concerning the cafeteria will be emailed to parents by the cafeteria manager. Cafeteria guidelines are also posted on our FamilyPortal after school begins.

Note the following regarding lunch orders:

- Ordering is open on our custom school app or through the FamilyPortal beginning each Friday at noon until Sunday at 5:00 pm. All ordering is done in advance for the coming week.
- The individual food item prices are listed and payment is required for items selected when the order is submitted. You will receive an emailed receipt for your lunch purchase as an indicator of completion of the order.
- A credit will be issued in the event the school closes due to weather, or other event, without prior notice. This credit will show up on your “payment method” on FACTS Financial for you to use on another lunch of your choice.
- Credits will NOT be issued in cases of absences or accidental orders placed on field trip days. If you realize you ordered lunch on one of those days, you may call the school office before 10:30 a.m. to notify the cafeteria staff that you would like to pick up your student(s) ordered lunch.
- When a student walks up to the window and requests a snack or drink without an order previously placed and paid for, charges for these items will be invoiced to you at the end of the week.
- Paper plates, cups, etc., cannot be supplied unless lunch is purchased from the cafeteria.
- Energy drinks are not allowed during school hours or for sport activities unless recommended by a physician.

Food cannot be delivered to students during the school day by restaurants, Door Dash, GrubHub, or similar companies. If a student forgets his/her lunch, a parent or other family member may deliver a lunch to the school office. Front office personnel will then deliver the food to the cafeteria. This helps us with security and with minimizing disruptions to the school day.

Due to state health department regulations, our K3 and K4 classes cannot order lunch or snacks from our cafeteria. If your student is an all-day K3 or K4 student and/or stays for AfterCare from 3:00-5:30, you will need to send enough food for them for the entire day, including pre-packaged snacks. The school cannot provide snacks for any student, K3-8th, who attends the school's AfterCare program. All pre-packaged snacks/foods must be brought from home.

The cafeteria manager is required to obtain a Food Handler's Card through "The Always Food Safe Company" for a 5-year license. All other cafeteria team members are required to obtain a food handler card through the Mobile County Health Department and cards are renewed annually. Alabama Accredited Food Handler Training is mandatory in Mobile County.

The AL State Department of Education's Code of Federal Regulations regarding school cafeterias are listed here: (<https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210/subpart-C/section-210.10>). Covenant Christian School does not receive any federal or state funding regarding school lunches. Our cafeteria meets food safety guidelines as required by state and county laws.

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 includes allergies, physical limitations or disabilities, and prescription drug usage. This information is considered part of your child's records while enrolled at Covenant and assists your child's teacher and office personnel monitor your child's health if needed. Current **IMMUNIZATION RECORDS** are required by AL state law to be filed in each student's file. Office personnel will notify you of any expired certificates of immunizations as the expired status comes to our attention.
2. If necessary, health-related response plans for additional medical policies we might implement for the current school year will be emailed to all registered families.
3. If a student requires any type of **MEDICATION** during school hours, whether prescription or non-prescription, school policy requires for it to be kept in the school office. The student may not store the medication in their lunchbox, backpack, or in a pocket. A parent must complete a "**Permission to Administer Form**" available from the front office. Prescription medication requires that the parent sign the "Permission to Administer Form" so that office personnel may dispense the medication. 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. School personnel are not allowed to give any injections except for the necessary use of an emergency Epi-Pen.

If needed, **and** with permission from the parent, some basic over-the-counter medications may be available from the office. Permission is granted by completing the appropriate form in the registration packet. All medications given to a student are recorded in the student database medical area. A report of OTC medications given to the student is available upon written request from the parent.

4. 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 degrees, 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. Currently the time required is 24 hours. Due to public health emergency response guidelines, this time may be extended by the school administration or by your child’s doctor. See the chart at the end of this handbook for more information concerning common childhood illnesses.

5. 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 USA Health Providence Hospital emergency room.

6. **ALL MEDICAL COSTS ARE THE RESPONSIBILITY OF THE PARENTS/GUARDIANS OF THE STUDENT.** Student accident insurance is provided by Covenant to all currently enrolled students to help cover charges not covered by the family’s medical insurance. More information on this supplemental policy is available upon request from the school office.

Student Counseling Services

Covenant employs a school counselor who also serves as the school librarian. The following information briefly summarizes our school counseling program. For more information, please contact an administrator in the school office.

- School counselors are trained educators and mental health professionals who support our students and collaborate with families and school staff to implement responsive, preventative services meeting the needs of ALL students and ensuring they reach their highest potential. In addition, school counselors help make school a safe and respectful place to learn and grow. Covenant incorporates classroom guidance lessons into library classes for grades K3-5th. We also have monthly classroom guidance lessons with our junior high students.
- The school counseling program at Covenant Christian School offers our students emotional, academic, and spiritual support. This includes collaboration and consultation with involved faculty, individual counseling on an as-needed basis, small group counseling, and classroom guidance lessons. All forms of counseling are Biblically-based and support the school's mission, to graduate students who are prepared to understand their world, communicate with their world, and influence their world for Jesus Christ through servant-leadership. The methods used for counseling are varied and developmentally appropriate for each age group.

- Parents have the option to withdraw their children from small group and individual counseling by completing an opt-out form and returning it to the school counselor. All students are expected to participate in classroom guidance lessons.
- A student meets with the school counselor when a meeting is requested, parents/teachers, administrators, or other school staff members refer the student, or the school counselor initiates contact. Individual and group counseling occurs on a short-term, as-needed basis.
- Parents may opt-out their children from individual and small group counseling. Parental consent is not required for classroom guidance which all students receive. Parental consent is also not required for any counseling that is needed to:
 - Maintain order, discipline, or a productive learning environment,
 - Respond to a crisis where there exists an immediate threat to the health and safety of the students or others
 - Determine progress with a student who has previously participated in individual or group counseling
 - Meet with a student suspected of being harmed or neglected.
- Parental permission will be obtained when it has been determined that a student would benefit from meeting with the school counselor to address issues impeding their progress in school.
- A student may be included in small group counseling without parental consent when the school counselor and the appropriate administrator have documented attempts to contact the parent, and the parent has yet to respond.
- Topics discussed in counseling sessions are kept confidential. The exceptions for this are if a student is being harmed, if they are harming someone else, or if they are harming themselves. If any of these situations occur, then actions will be taken to notify the appropriate persons.

Forms for small group or individual counseling sessions will be sent to parents as needed and include the number and length of the sessions. Please email chasty@covenantsschool.com to request individual or group counseling. You can also contact the counselor directly with any questions regarding the counseling process or developmentally appropriate methods for different grade levels.

Library Services for Students

One of Covenant Christian School's great joys is our main library. The CCS library is organized by interest level (early, middle, junior reader, and non-fiction) and Accelerated Reader levels. The library is visited frequently by students seeking books from an ever-growing collection of more than 6,000 titles.

The mission of the full-time CCS librarian is to empower students to be enthusiastic readers. The librarian motivates students, creates an inviting environment where the love of reading can develop, and collaborates with classroom teachers.

Our full-time librarian opens the library daily to provide access for students and staff during school hours. Each class also has a weekly, dedicated library time. Funds from our annual Reading Fundraiser support new purchases. We have a policy for library material selection and restrictions on reading materials that students can bring from home for school use.

LIBRARY CIRCULATION

Students at Covenant Christian School in grades 2nd through 8th are given time each week to check out books from the school library. They may have two books checked out from the library at a time and may keep them for two weeks. Materials can be renewed as often as desired unless a waiting list exists. Beginning in the second semester, students in 1st grade may check out one book at a time. Students may check out extra materials for a project. Fines are not charged for overdue books, but are charged for damaged or lost books.

LOST/DAMAGED BOOKS

Students will be charged for lost or damaged books. The librarian will assess damage fines, typically a \$5 fee. A new book may incur a larger fine. Fines are distributed at the end of each quarter.

AR (ACCELERATED READER) PROGRAM

Covenant School uses the Accelerated Reader (AR) program. Quarterly Star Reading tests assess student progress based on national performance data. Covenant students are then assigned individualized reading goals and assessed on books chosen from their reading level.

MILLIONAIRES' CLUB

To motivate and reward students, CCS inducts students who read over a million words into the Millionaires' Club. The librarian determines the deadline for accruing words, usually at the beginning of May. Final word counts are tallied by generating a "Word Count Report" in Renaissance. Each millionaire is invited to a celebration event (lunch, ice cream party, etc.) in May. Party invitations will be accompanied by out-of-uniform passes for that day.

Questions regarding our library services can be directed to the librarian. Contact information 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. The school provides a Covenant Christian School customized app for your phone to assist you 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. This app is available from the Apple Store or the Google Play Store at no charge.

1. **COMMUNICATIONS**, such as newsletters, memos, etc. are handled in one or more of the following ways:
 - School-wide events are posted on our FamilyPortal (our school information secure portal). If there is an update it will be posted here first.
 - Communicated through various online tools, such as the custom Covenant App, FamilyPortal or Google Classroom. Our classroom teachers use DoJo(K3-5th), LiveSchool(6th-8th), or Remind(6th-8th)
 - E-mailed directly to parents (make sure we have a valid and frequently accessed email address on file). Check your email on a regular basis.
 - Sent by text message through our ParentAlert system (for short reminders).
 - Distributed on paper by the classroom teacher to the student (at the teacher's discretion)
 - Mailed through USPS (only occasionally)

While we do make regular Facebook posts on our school's Facebook and Instagram pages, we ask you not rely on Facebook/Instagram for all announcements and notifications. The most recent info is always posted or updated to the Family Portal or by email.

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

2. The **COVENANT CHRISTIAN SCHOOL APP AND THE FAMILY PORTAL** are private and secure, allowing you to see information specific to your child, the classrooms, and the school as a whole. You can view your child's grades, attendance, homework, and conduct, as well as find 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. While our website is a resource for general information about the school, due to security reasons, details are not always posted to this public forum. You will need to log in to your FamilyPortal account or to the app to see most details about any school-sponsored event.

FamilyPortal is accessed through our website (www.covenantschool.com) and through an app offered as a free service to all enrolled families. Each family sets up an online account through FACTS/SIS when registering. If you need help logging in, please use the "reset your password" link. If that does not resolve the problem, please call our office.

All payments to your family's tuition account are also made through the Family Portal.

3. **COVENANT 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 from the ParentAlert system. **To opt out of this feature, please contact the school office by email or phone call.** However, realize if you opt out, you will miss important announcements.

If you are not receiving the school text messages and you would like to subscribe to this service, please **OPT IN by texting START to 317065.**

4. **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. You may also use the teacher's preferred method of communication, either DoJo (K3-5th) or Remind(6th-8th) Teachers will contact you 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 school hours.** Please respect their personal family time outside of school hours.

We also ask that you **do not communicate by texting the teacher** during school hours. While texting can be a quick and easy way to communicate, we consider it a distraction during class time. The car line is also, not an appropriate time to discuss your child's progress. Teacher are asked to give their full attention to the safety of the students during drop-off and pickup times.

All teachers and staff members have a school **E-MAIL ADDRESS**. Teacher email addresses can be obtained by calling the school office or accessing our FamilyPortal.

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 he/she 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!

In October, coinciding with the end of 1st quarter, we host a parent/teacher conference day. Watch for an invitation to meet with your teacher during the day on the designated day. Conferences can also be arranged at any time during the school year.

5. 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 Covenant, 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.

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

6. 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 for us to release your student to the person listed on the form. To ensure the safety of your student, he/she will not be released to unauthorized people. Since the inconvenient trek to the office to show a driver’s license and wait on verbal authorization from the parent can be time-consuming, we ask that everyone involved understand that your child’s safety is at the forefront of our minds. Please update your pickup list information as needed.

An official Covenant carpool tag is required to be displayed in each car that picks up students. This includes the people on your approved list that may only pickup occasionally. Extras can be printed for the authorized persons on your list by making an email request to attendance@covenantsschool.com. Please allow 1 business day for us to respond to your request.

7. **PERSONAL MESSAGES & ALL OTHER ITEMS** will only be delivered to students at 10:30 a.m. and 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, **deliver it to the school office**, **NOT** to the classroom or a locker. To minimize classroom interruptions, office personnel or an appointed person will deliver items at the appropriate times.
8. **PHONE USAGE BY STUDENTS** is not allowed during school hours. Students may not use the office telephone, use a cell phone or communicate through an iPad or other electronic device to contact home for forgotten lunches, snacks, or forgotten homework assignments or textbooks.

In the case of a student becoming ill while at school, office personnel will call the parent or emergency contact. If your student needs to go home for the day, you will need to pick up your student as soon as possible.

9. **PERSONAL ELECTRONIC DEVICES** are not allowed on campus unless academic policies require the use of a device. iPads are used by 6th-8th graders as indicated by our technology policies. Refer to the Covenant iPad use policy, available from the office or the FamilyPortal. This policy 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 any personally owned electronic device is either on or off-campus.

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

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 them 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, take pictures, or access the internet in any way (**including texting**) during school hours. More information regarding the use of personal electronic devices is available in the Code of Conduct section of this manual.

10. 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. School closings for other emergency reasons will be communicated to the parents by text alert, email, or other means available.

****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. If possible, a text alert is sent to parents in the event of a Covenant closing due to weather or other conditions.

Parental Involvement & Visitors to Campus

1. **PARENTS, VOLUNTEERS, & ALL OTHER VISITORS** are required to report to the office to sign in and out. Parents and other visitors to campus will be issued an official Covenant door card upon arrival to campus.
2. The door card will be required to enter the school buildings. All outside doors are locked electronically and cannot be entered without an authorized door access card. Door cards are available to parents upon signing in at the office during their time on campus. This card will double as your visitor badge. All issued door cards must be returned to the school office when signing out from the office. If a door card is misplaced, damaged, or not returned to the school office, your family account will be charged \$15 for a lost door card.

Student cards are issued to 6th-8th grade students. These cards are to remain on campus and are kept in the homeroom teacher's room overnight. Damage to student issued door cards and lanyards are charged to the family account. A parent is notified by email when this happens.

3. While we welcome parent volunteers, we do ask that you **schedule your time on campus** with the classroom teacher by email. No one should interrupt a class in session without prior arrangements with the teacher. Please limit your time on campus to the scheduled time.

4. We encourage our parents to **volunteer** at one (or more) of the many activities that happen in the classrooms and on campus 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, be an active member of the FTP, etc. Check with your classroom teachers for their specific needs. Additional information can be obtained from the school office or from your child's teacher.
5. We encourage our Covenant parents who enjoy being in the classroom to take advantage of our **substitute teacher program**. There are times when substitute teachers are needed due to teacher illness or other situations. We want quality substitutes in our classrooms and where better to find those than our own Covenant family!

To work as a substitute teacher at Covenant, contact the school office and let us know. Once you have filled out an availability form, passed the appropriate background check, and read through our Sub Training Policies, we will add you to our sub list. Contact the accounts manager concerning how our substitutes are paid. Your background check cost can be reimbursed by the school upon request.

6. 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. Your room mom will have this information.
7. 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 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.

Family Teacher Partnership (FTP)

The purpose of the Covenant FTP is to:

- Support Covenant students, teachers and administrators through an engaged community of Covenant families
- Promote school spirit
- Raise money to benefit Covenant Christian School

All registered families are automatically members of the FTP. We encourage active parental involvement throughout the year to help make your child's experience at Covenant rewarding and meaningful.

Generally, we have at least two meetings per year - one in the fall of the first semester and the one in the spring of the second semester. Additional meetings are determined by the FTP board of directors. For information regarding service on the FTP board, contact the President of the FTP (contact the office for the current contact information). Notification of these general meetings and other important events are communicated by email.

Funds raised through these efforts are used to purchase larger "wish-list" items not covered by tuition and to enhance students' and teachers' experiences at Covenant. Several examples of what has been purchased through our fundraising efforts in past years are our door security system, security fencing, campus

communication systems, security cameras, updated classroom technology, covered walkways, flooring, picnic tables, and the shaded covering of the playground equipment.

The FTP leadership and members help improve and bring excellence to both the school and the school community. There are many ways for our parents to get involved! Currently, committees include:

- Hospitality and Outreach (welcoming new families, etc.)
- Campus Clean Up Day
- Fundraising (Fall Fundraiser and other efforts involving implementation)
- Family Fun Day (Fall event including food preparation, games, setup, cleanup, etc.)
- Teacher Appreciation (end of year; other events as needed)

If one of these areas appeals to you, let us know and we will send you more information. To connect with other FTP members, email them at ftp@covenantsschool.com. The FTP also has a Facebook page for Covenant Families.

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 own classroom field trips and the trips correlate 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. Covenant is not responsible for any traffic fines.

While some K5 and 1st graders are no longer legally required to be in booster seats it is the policy of Covenant Christian School that ALL K3, K4 and K5 students will need to be in a booster seat for field trips.

For K3, K4, K5, & some 1st 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 apply with field trip clothing being limited to one of these options: the school dress uniform, the school PE t-shirt (which doubles as a field trip shirt for all grade levels), and nice jeans with tennis shoes. A uniform skirt or uniform pants can be worn in place of jeans, if desired.

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

Drop-off and Pick-up Traffic Procedures

REFER TO DETAILED TRAFFIC PROCEDURES FOR THE CURRENT SCHOOL YEAR.

Questions can be directed to the school office.

The top priority during drop-off and pick-up is student safety. Drive slowly and always be alert for children and faculty members in the parking lot. Always pay close attention to traffic duty staff (wearing the safety vests) and follow their instructions at all times.

Before school begins, you will be given a drop-off and pickup traffic flow map. While the first few days of drop-off and pick-up can be daunting, you will quickly become familiar with the flow of traffic. Changes may be made during the first week of school as we try to adjust this process to be safe and efficient for all involved parties. If you have any questions or concerns, contact the school office.

No unattended vehicles are allowed in the marked 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 DROP-OFF & PICK-UP PROCEDURES:

- **The maximum speed limit on campus is 10 MPH.**
- **Cell phones should never be used by drivers during morning drop off or once afternoon pickup begins.** We need your full attention on the flow of traffic 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. We encourage all students to arrive in their classroom as close to 7:50 a.m. as possible. This gives students time to prepare themselves for class to begin promptly at 8:00.
- Refer to the **DROPOFF/PICK-UP MAPS** distributed each year for detailed pick-up times and locations.
- An official Covenant carpool name card with your student's name and wave number will be given to you at the beginning of the school year. 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. Additional carpool signs are available from the school office upon parental request to attendance@covenantsschool.com.
- If someone other than you will be picking up your child, you must add the person to the pickup list in FamilyPortal. (Login to FamilyPortal, go to WebForms, then choose Student Information. Add and save the person to the pickup list.) You can also call the school office to have someone added or removed.
- Please remain in your car in the line of traffic during both drop-off and pickup times. If you must get out of your car, please park it in an appropriate parking space and proceed to the breezeway.
- 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 go to the walk-up station located in the breezeway and check out your student there. **Always 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 or from your vehicle.
- Do not hold conversations with teachers or others in the carpool line. During carpool, personnel assigned to traffic duty must have their full attention on the safety of the students and the flow of traffic.
- Pull forward or park in a designated parking spot to buckle children into car seats. **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.
- Students not picked up by 3:20 will be taken to AfterCare. You will be charged accordingly – no exceptions.
- After 8:00 a.m. - Parent should park in a designated parking spot (**not** in the designated fire lane) and accompany the student to the office to sign in. The student will receive a tardy slip and be admitted to class by office personnel. Refer to our attendance policies regarding how repeated tardies and early dismissals can affect your student's attendance record.

A few more carline notes:

Morning Carline (7:30 – 7:59):

1. When our 8th-grade student opens your car door to allow your student out of the car, please do not move your vehicle until you see the 8th-grade student and your child step up safely to the sidewalk.
2. **Students should not be walked to class by a parent after the first few days of school.**
3. **Parents waiting in the carline should not get out of their vehicles to help get their children out of the car.** If your child is in a car seat and is unable to get themselves out of the car seat and an 8th grader is not available, you must park your car and walk your child to the breezeway.

1/2 Day Pickup (12:00) – K3-K5 only:

1. Parents who need to buckle their child's car seat must proceed to a parking space after our faculty member loads the child. Please do not get out of your car unless you are parked in a designated parking space.
2. **Please hang your child's Carline Name Tag from your review mirror** to help our staff to see the name clearly. You can clip the Carline Name Tag to a shirt or pant hanger to hang from your review mirror during pickup.

Afternoon Carline (2:55-3:15):

1. Parents are asked to remain in their cars and proceed through the carline as directed. You are assigned a "carline wave" based on your child's grade level. Once carline begins, it usually moves fairly quickly.
2. For 4th-8th grade pickup lines, if your student gets into the vehicle on the driver's side of the vehicle, you will need to pull into lane 3 (the lane closest to Building D) so that your student can enter your car safely. This means that when you get in the line to wait for Wave 2 or 3, you need to be in the RIGHT HAND lane. If you are in the middle lane for the Building D line, we will kindly ask you to pull around and re-enter the line in Lane 3, ensuring the student enters the vehicle without having to be in a line of oncoming traffic from Lane 1.
3. If you want to park your car and walk up to retrieve your child (known as a "Walk-up"), you must come to the Breezeway to do so, no matter the wave your child is assigned. **Parents are not allowed to park and walk up to a group of students and take their children without notifying the supervising teacher.** For walk-ups, the easiest way for us to verify each child is going home with the correct adult is to require all parents and the designated pick-up adults to present an issued car tag and/or to report to the Breezeway and wait for us to bring your child to you. Our goal is the safety of each child.
4. Parents who want to walk up to the breezeway to retrieve their children are asked to stand to the side of the breezeway. This will help our little ones who are being ushered to their cars not to get lost in the crowds of adults.
5. **Please hang your child's Carline Name Tag from your review mirror** to help our staff to see the student's name clearly. You can clip the Carline Name Tag to a shirt or pant hanger to hang from your review mirror.
6. Review the Carline procedure diagrams so you can avoid queueing up in the wrong area or line and mixing in with the wrong wave.
7. Unfamiliar parents or designated pick-up adults who do not have a Carline Name Tag will be asked to park their car and proceed to the school office to show their driver's license. Office personnel will ask to see the pickup person's driver's license for verification and then we will call the parents before we allow the child to leave our campus.

UNIFORM POLICY & PROCEDURE

Philosophy of School Uniforms at Covenant

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

Important Note: Covenant 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 or changes take effect. Updated 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 one-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. Items must match the description/picture on Zoghby's website (www.zogbyuniforms.com). Covenant teachers and administrators should not be able to tell an item 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: Zoghby's also carries items that can be purchased from our school spirit wear store.

Covenant 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. Uniform items displaying the Covenant logo, must be updated to our new logo.

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

Zoghby's Uniforms - 342-0039 (supplies both uniforms & shoes) www.zogbyuniforms.com If you choose not to purchase from Zoghby's, the item must look the same as what Zoghby's sells. Zoghby's offers a limited one-year guarantee on uniform items and a 60-day guarantee on shoes. All Zoghby's pricing is subject to change.
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COVENANT CHRISTIAN SCHOOL

Girls, Grades K3 - K5

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off



All Sizes \$49.50



Model 10

Navy & White 406 Gingham
Dress with Logo

#19E2S



Gingham \$19.50

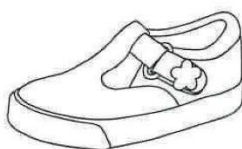
Navy Softe
(Not Sold at Zoghby's)



Navy & White Gingham
Bloomers with Ruffle
or Navy Softe Short
(Optional under dress)

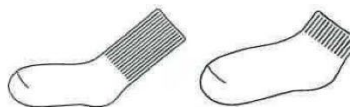
#4114 - 406

All-White T-Strap
Tennis Shoe



Youth \$45.00

White Crew or
Ankle Socks
(No Knee Highs)



3-Pack \$10.95

PE Requirement on Outerwear Page

(251) 342-0039 • zoghbyuniforms.com

K3 -K5 Girls

COLD WEATHER Add-ons (only below 50°)

- Girls may wear white or navy tights, or navy leggings under their uniform dress. Tights/leggings must be full-length & plain with no designs.



COVENANT CHRISTIAN SCHOOL

Boys, Grade K3 - K5

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

Required for Chapel



Youth \$31.50
Adult \$34.50

White Oxford with Logo

#51E75

Can wear L/S Oxford #5015

#5115

MONO



Pique #5738

Youth \$25.50
Adult \$28.50

Performance #5728

Youth \$30.50
Adult \$33.50

White Pique or Performance
Polo with Logo

#57E60 / #57E61

MONO

Can wear L/S Pique Polo #5639

K3-K5 Elastic Waist ONLY



Twill #1251

1-8 \$22.50

Husky \$25.50

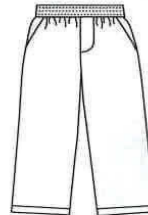
Performance #1334

1-8 \$23.50

Husky \$26.50

Boys All-Elastic Shorts
(Twill or Performance)

K3-K5 Elastic Waist ONLY



Twill #1267

1-8 \$25.50

Husky \$28.50

Performance #1387

1-8 \$26.50

Husky \$28.50

Boys All-Elastic Pants
(Twill or Performance)

All Solid Black Tennis
Shoe
(Only K3-K5 may wear velcro)

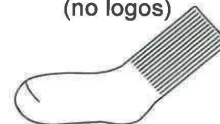


Not sold at Zoghby's

With Shorts:
White Crew or
Ankle Socks
(no logos)



With Pants:
Navy or Black
Crew Socks
(no logos)



3-Pack \$10.95

PE Requirement on Outerwear Page
(251) 342-0039 • zoghbyuniforms.com

K3 - K5 Boys

COLD WEATHER Add-ons (only below 50°).

- Plain white pullover shirt/turtleneck may be worn under uniform shirt only during cold weather.



COVENANT CHRISTIAN SCHOOL

Girls, Grade 1 - 5

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

Wear with Jumper



4 - 20 \$23.50
Adult \$25.50



White Plain Peter Pan
with Logo

**#5530
MONO**

Can wear L/S Peter Pan #5430

Wear with Jumper



4 - 20 \$25.50
Adult \$28.50

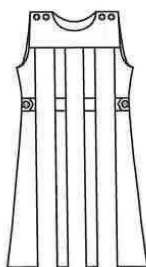


White Piped Peter Pan
with Logo

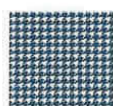
**#5513
MONO**

Can wear L/S Peter Pan #5413

Girls must wear peter pan with jumper.



4 - 16 \$49.50
7H - 20H \$51.50



178 Tunic Jumper,
Plaid 03N

Jumper and blouse Chapel Day #1978

Wear with Skort



Pique #5738

Youth \$25.50
Adult \$28.50

Performance #5728

Youth \$30.50
Adult \$33.50

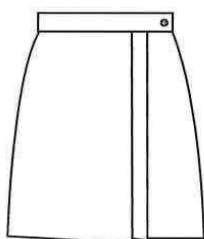
White Pique or Performance
Polo with Logo

#57E60 / #57E61

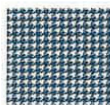
MONO

Can wear L/S Pique Polo #5639

**Girls must wear polo with skort.
May be no shorter than 4" from back middle of knee.**



4 - 16 \$49.50
7H - 20H \$52.50



23L Skort,
Plaid 03N

Skort and Polo Chapel Day #3564

Navy & White
Ked's
Tennis Shoe



Youth \$53.00

White Crew
or Ankle Socks
(No Knee Highs
or logos)



3-Pack \$10.95

PE Requirement on Outerwear Page

(251) 342-0039 • zoghyuniforms.com

1st - 5th Grade Girls

COLD WEATHER Add-ons (only below 50°)

- Girls may wear white tights, navy tights, or navy leggings under their uniform tunic or skort. Tights/leggings must be full-length & plain with no designs.
- A plain white pullover shirt/turtleneck may be worn under a uniform shirt only during cold weather.



COVENANT CHRISTIAN SCHOOL

Boys, Grade 1 - 5

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

Required for Chapel



Youth \$31.50
Adult \$34.50

White Oxford with Logo

#51E75

Can wear L/S Oxford #5015

#5115
MONO



Pique #5738

Youth \$25.50
Adult \$28.50

Performance #5728

Youth \$30.50
Adult \$33.50

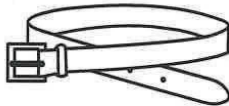
White Pique or Performance
Polo with Logo

#57E60 / #57E61

MONO

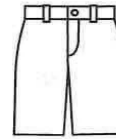
Can wear L/S Pique Polo #5639

Black Belt,
Plain or Braided

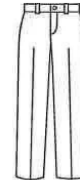


Plain \$17.50
Braided \$20.50

Navy Twill Shorts and Pants or Performance



#1328



#1348

(Performance Pricing Shown)

4-16	\$37.50	4-16	\$30.50
Husky	\$40.50	Husky	\$33.50
Mens	\$43.50	Mens	\$35.50

All Solid Black Tennis Shoe

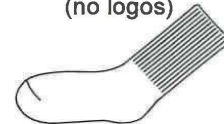


Not sold at Zoghby's

With Shorts:
White Crew or
Ankle Socks
(no logos)



With Pants:
Navy or Black
Crew Socks
(no logos)



3-Pack \$10.95

PE Requirement on Outerwear Page

(251) 342-0039 • zoghbyuniforms.com

1st - 5th Grade Boys

Note: Belt loops on pants or shorts require a uniform belt. (1st-5th grade boys)

COLD WEATHER Add-ons (only below 50°).

- Plain white pullover shirt/turtleneck may be worn under uniform shirt only during cold weather.



COVENANT CHRISTIAN SCHOOL

Girls, Grade 6 - 8

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

Must Have Chapel Day Shirt



4-16 \$31.50
Adult \$34.50

White Oxford with Logo

#55E75

Can wear L/S Oxford #5015

#5115
MONO



Pique #5738

Youth \$25.50

Adult \$28.50

Performance #5728

Youth \$30.50

Adult \$33.50

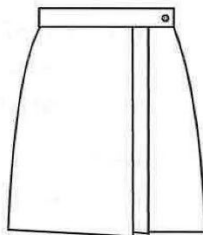
Navy Pique or Performance
Polo with Logo

#57E60 / #57E61

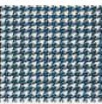
MONO

Can wear L/S Pique Polo #5639

May be no shorter than 4" from back middle of knee.



23L Skort,
Plaid 03N



4 - 16 \$49.50
7H - 20H \$52.50

#3564

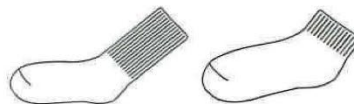
Navy & White
Saddle Shoe



Youth \$99.00

Adult \$100.00

White Crew or
Ankle Socks
(No Knee Highs
or logos)



3-Pack \$10.95

PE Requirement on Outerwear Page

(251) 342-0039 • zoghbyuniforms.com

6th - 8th Grade Girls

COLD WEATHER Add-ons (only below 50°).

- Girls may wear white tights, navy tights, or navy leggings under their uniform skort. Tights/leggings must be full-length & plain with no designs.
- A plain white pullover shirt/turtleneck may be worn under a uniform shirt only during cold weather.



COVENANT CHRISTIAN SCHOOL

Boys, Grade 6 - 8

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

Required for Chapel



Youth \$31.50
Adult \$34.50

White Oxford with Logo

#51E75

Can wear L/S Oxford #5015

#5115
MONO



Pique #5738

Youth \$25.50

Adult \$28.50

Performance #5728

Youth \$30.50

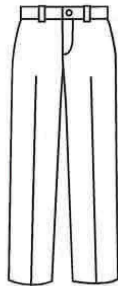
Adult \$33.50

Navy Pique or Performance
Polo with Logo

#57E60 / #57E61

MONO

Can wear L/S Pique Polo #5639

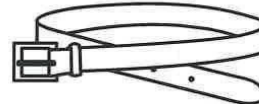


4-16 \$36.50
Husky \$39.50
Mens 28-48 \$41.50

Grey Flannel Pants

#1258

Black Belt,
Plain or Braided



Plain \$17.50
Braided \$20.50

Solid Navy Tie



All Sizes \$16.50

Black Loafer



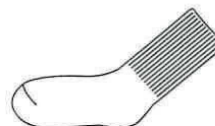
Youth \$76.00
Adult \$94.50

Black Leather
Lace-Up



Youth \$66.00
Adult \$76.00

Black Crew or
Ankle Sock
(no logos)



3-Pack \$10.95

PE Requirement on Outerwear Page

(251) 342-0039 • zoghbyuniforms.com

Note: Belt loops on pants require a uniform belt.

6th-8th Boys COLD WEATHER ADD-ONS (only below 50°)

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



COVENANT CHRISTIAN SCHOOL

Classroom Outerwear All Grades

Shop In-Store or Online
May 5 - May 11
and Receive 10% Off

	Youth \$30.50 Adult \$35.50		Youth \$46.50 Adult \$49.50
Navy Sweatshirt with Covenant Logo on Chest	#1500 MONO	Navy Soft-Shell 317 with Covenant Logo on Chest	#317 MONO
	Youth: \$31.50 Adult: \$35.50		Youth \$41.50 Adult \$45.50
Navy 1/2 Zip Sweatshirt with Middle Pouch Pocket with Logo on Left Chest	#1505 MONO	Grey Fleece (no logos)	#1001

P.E., Grades 4th - 8th

K4 - 3rd need grey t-shirt for Field Trips.

Dark Grey T-Shirt with Covenant Heat Seal	Navy Mesh Short with Covenant Heat Seal	Girls: 5" Short Boys: 7" Short
HEAT SEAL	#8000	#806
	\$16.50	\$19.50

(251) 342-0039 • zoghbyuniforms.com

Note regarding the PE uniform: All shorts worn to PE should be Covenant PE shorts. For the 25/26 school year for 6th-8th graders, any Covenant imprinted t-shirt can be worn instead of the uniform PE shirt from Zoghby's. However, the official PE shirt may be required for certain field trips.

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

During PE only on Cold Weather Days (only below 50°)

K3-3rd Girls - May wear plain, navy sweat pants under the uniform jumper/dress.

4th - 8th Grade Girls & Boys - The following options are acceptable:

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

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

Chapel Uniform

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

Girls – K3, K4, K5- Bishop dress only

1st - 5th - Tunic jumper with Peter Pan collar blouse OR Skort with polo shirt

6th-8th - Skort with oxford shirt only

Boys – K3 - 8th - Long pants & oxford shirt (includes tie for junior high boys)

Classroom-specific out-of-uniform days are decided and communicated by the classroom teacher. (i.e. birthdays) 6th-8th grades have their own out-of-uniform rewards system.

Out-of-Uniform Day Guidelines (includes field trip out-of-uniform)

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 following the guidelines listed below. Out-of-uniform days cannot be “made up” due to student absence or by participation in another type of out-of-uniform day.

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 the school administration. It would be better to err on the side of caution and wear something that adheres to the no-uniform guidelines without question. In the event a student wears something that might be called into question, we ask the student to bring a change of clothes so that a parent does not have to be called. Please note the following guidelines:

For ALL students, K3-8th grades

- Jeans or twill pants are permissible for all students in all grade levels.
- In K3-5th grades only, any shorts worn must be **uniform shorts**.
- Only T-shirts should be worn. They should be either be plain or have only “family-friendly” messages. No political messages are allowed. School-sponsored t-shirts are okay. This will be an administrator’s call, so choose the safe option.
- Clothing items must not have holes, tears, rips, or stains and must be clean. (distressed okay, but no skin showing) **“Out-of-uniform” does not mean sloppy.**
- Only sneakers or tennis shoes may be worn.
- The appropriate P.E. attire & gym shoes must be worn during P.E. for 4th grade & up (M, W, F).
- Items not mentioned in these guidelines should not be worn. If the student does not have the appropriate item, the regular uniform item can be worn.

Covenant 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.

Spirit Day Guidelines

For grades K3-8th, a designated “Spirit Day” will be scheduled on the last day of quarters one and three. (The last day of second quarter is Christmas-themed and the last day of fourth quarter is dress uniform.) The standardized dress code for a “Spirit Day” is as follows:

- Any CCS-themed shirt purchased from the school, Zoghby’s, or the school store (field trip or PE shirt, past field day shirt, etc.)
- Blue jeans only, without tears, rips, or holes. The bottom half of the regular school uniform is acceptable, but no shorts. If the bottom half of the regular school uniform is worn, uniform shoes & socks must be worn.
- School-approved shoes, uniform shoes, or shoes as outlined in the standard “Out-of-Uniform Day” guidelines above.
- If students cannot follow the “Spirit Day” guidelines, he or she should come to school in regular school uniforms for the day.

We have a school store at Zoghby's (<https://zoghbyuniforms.com>) which offers several "spirit-wear" items. Items are available for purchase from the Zoghby's website or in-store.

Jersey Day Guidelines

During each athletic season, **Jersey Day is every Wednesday during that particular sports season.** Beginning on the first week of the first seasonal game, team members are eligible to wear their Jersey to school and can do so until the week of the final game, match, or meet. A Jersey Day cannot be "made up" due to student absence or participation in another type of out-of-uniform day.

If your child chooses to participate in Jersey Day, here are some guidelines they must follow:

1. On Jersey Day, the student must wear their jersey or sport-specific T-shirt. If their jersey is a tank top, the student must wear a white, navy, or gray T-shirt underneath the jersey.
2. The student may wear the school uniform bottoms or blue jeans (meeting our out-of-uniform guidelines). Sport uniform shorts are not to be worn during Jersey Day.
3. Only sneakers or tennis shoes may be worn on Jersey Day.
4. The athletic director or a school administrator has the final decision on what can be worn on Jersey Day.

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 Covenant Student/Parent 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/dresses/skorts should be a modest length.** Modest is defined as the following: With the student kneeling on the floor, the hemline of the garment should be no more than 4" from the floor.
6. If shorts are worn under the skirt for modesty purposes, the shorts should not be visible. For girls, K4-5th grade, navy shorts are acceptable under the dress.
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 or logos are allowed on uniform clothing.
9. **Shirrtails must be tucked into pants or skorts at all times so that the belt/waistline is visible.** Rolling and tucking under of shirrtails or waistlines of skorts/pants are not allowed. All buttons on shirts, including cuffs or long sleeves, need to be buttoned except the top collar button.
10. 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.
11. Any t-shirts worn under uniform shirts must be solid white without writing, logos, or markings of any kind.

12. 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, simple head bands, 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
- Make-up (**junior high girls only**) is acceptable if light, simple, neutral, natural, and discreet
- Fingernail polish (girls only) if simple & discreet

If any accessory, make-up, and/or nail polish, becomes a distraction in the classroom, the student will be asked to remove it.

13. All hair colors and styles should be natural, understated, and non-distracting. Hair should not cover the face and/or eyes of any student.
14. Eighth-grade graduation dress guidelines are set forth by the principal. These guidelines are listed in the 8th grade section of this handbook.
15. Homecoming events allow for out-of-uniform days. Details are communicated by email and to the students. Those who do not wish to participate in these activities should wear the regular school uniform.
16. Uniform corrections will be addressed during each quarter using the guidelines below. Other corrections may be added by the classroom teacher as deemed necessary. Random uniform checks performed by office personnel or your student's classroom teacher can occur. For any correction noted after the first correction, a parent may be asked to bring the correct item for the student.

Uniform Correction Notice Guidelines

For K3–K5

- ☐ 1st Notification – Send top portion of form home with student; parent signs and returns.
- ☐ 2nd & Subsequent Notifications – Office will make a phone call to the parent.

For 1st–5th Grades

- ☐ 1st Notification – Send top portion of form home with student; parent signs and returns.
- ☐ 2nd & Subsequent Notifications – Teacher gives disciplinary points & office will make phone call to parent.

For 6th–8th grades -

- ☐ 1st Notification – send top portion of form home with student; parent signs and returns
- ☐ 2nd & Subsequent Notifications – If a student continues to have uniform infractions, he/she will be subject to disciplinary action at the discretion of the teacher. (silent lunch, litter patrol, or similar)

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 the 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 on our website at www.covenantschool.com/admissions.

1. Initial Admission of new students (including transfers)

- The online enrollment process must be completed.
- For K3, K4, or K5:
 - A child must be age 3 by September 1st, fully potty-trained, and pass an age-appropriate screening test to enter K3.

- A child must be age 4 by September 1st and pass an age-appropriate screening test to enter K4.
- A child must be age 5 by September 1st and pass an age-appropriate screening test to enter K5.
- An entrance assessment is administered to all new students entering K3 – 8th grade for a nominal fee. Admission is dependent on the results of this assessment.
- Previous school records must be submitted. For new students, K5-8th grade, the previous school may be contacted by the principal to confirm academic, attendance, and conduct records.
- Before attendance begins, current immunization records & a copy of the child's birth certificate must be uploaded during the enrollment process.
- All new families must meet with the principal regarding the student's entrance test results and as part of the enrollment process.
- Registration and other fees must be paid before attendance begins.
- Parents must sign and complete all online documents required by the school administration.

2. Continued Enrollment (Year to Year)

- Registration for the coming school year begins in January.
- Re-enrollment will be considered on a first-come, first-serve basis. Online payment of the registration fee is required to reserve a student's place in the classroom.
- Completion of online re-enrollment and payment of all fees will be required for each student by the deadlines set by school administrators. Late fees may apply.
- Financial accounts must be kept current.
- Student academic progress must be satisfactory.

WITHDRAWAL/TRANSFER PROCEDURE

- **Registration, curriculum, and building fees are non-refundable and non-transferable.**
- Parents must notify the school office in writing (email is acceptable) that a student will be withdrawn from the school. Office personnel must be notified if your student(s) will no longer be in attendance at Covenant.
- Final records include current attendance and grades for the student until the official withdrawal date. Office personnel will complete and finalize an official school withdrawal/transfer document.
- All school property issued to the student (textbooks, library books, combination locks, technology items, etc.) must be returned to the school in good, usable condition. If items are not returned or are returned damaged, the family's account will be charged accordingly.
- Course work should be completed up to the stated withdrawal date, as appropriate, and academic 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.

Covenant K3 Program

Our K3 Program is a tuition-based 3 or 5-day academic 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 Covenant policies and procedures apply to the K3 Program.
- Tuition costs are the same as our K4 Program. Registration is handled through our online enrollment website. All paperwork is required to be on file.
- Students must meet age and other requirements set by the administration. If at the end of May of the current school year, the teacher determines 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 (4 years old by September 1st) and other milestones must be met.

- Students applying for entrance into K3 must satisfactorily pass a readiness screening. Since our K3 program is not structured or staffed like a day care, all students must be fully potty-trained by August 1st for acceptance into the program. Covenant administration will be the final authority regarding the enrollment status of a student not fully potty-trained or failing to meet the required standards listed in online enrollment.
- Full-day K3 students are expected to nap or rest quietly during the allotted afternoon time period.
- Students enrolled in the full-day program, may attend AfterCare (3:00-5:30) each day the student attends school. AfterCare charges are separate from tuition and a rate plan is available from the accounts manager upon request.
- Uniforms are required for all students 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/Parent Handbook for details.
- Students attend PE classes as deemed appropriate and scheduled by the school administration. Other classes, such as music or art, may be added as the schedule allows.
- K3 students are allowed to go on field trips at the discretion of the teacher and/or school administration. Adequate parent volunteers will need to be available to help supervise students on approved field trips. For the safety of our students, car seats are required by state law.

AfterCare Program

Church-operated daycares and elementary schools are exempt from state licensing under Alabama State Law. This exemption is granted providing the church-operated facility notifies parents of this exemption. Covenant Christian School's K3-8th grade programs are exempt from state licensing. 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 3:00-5:30, Monday - Friday. Late pick-up fees and emergency drop-in fees will apply. A fee schedule is available upon request.

AfterCare registrations are handled by online signup through our website or via our custom app. Any forms required are presented to the parent before signup is available. **Required forms include one which is required to be notarized. (Required by law by the State of Alabama).** A copy of this form is available from the front office. Your local bank may also offer notary services. (fees may apply)

To appropriately staff each daily session, we must receive your **online AfterCare Weekly Registration *no later than 3 p.m. on the Friday BEFORE the week you plan for your child to attend.*** Register for any and all days during the registration window before the Friday deadline. Our teacher/student ratio for AfterCare is 2 teachers per 20 students. If you have not pre-registered, your child's attendance is considered an emergency drop-in and is subject to emergency drop-in or additional fees.

Note: Due to safety concerns, we do not encourage "unexpected drop-offs" of a non-emergency nature. However, realizing that things come up, you can call the school office as soon as you know you need to use our AfterCare Program so that we are able to arrange for adequate supervision. As stated previously, drop-ins incur additional fees.

If your student is an all-day K3 or K4 student and stays for AfterCare from 3:00-5:30, you will need to send enough food for them for the entire day, including pre-packaged snacks. According to state law, the school cannot provide snacks for any student, K3-8th attending the school's AfterCare program. All pre-packaged snacks/foods must be brought from home.

Note the following regarding AfterCare:

- All students remaining on campus after 3:20 p.m., including junior high students, will be taken to AfterCare, our supervised area for students. The standard fee will be billed to the family's tuition account and the student will be considered a drop-in; additional fees will be necessary. These additional fees can be avoided by registering for AfterCare in advance.
- 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 Orientation 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 AfterCare teacher.
- Students are expected to respond respectfully to those in authority. Working together, both teacher/staff members and parents are able to solve most problems that arise.
- All teachings are Christian-based and reflect our statement of faith. (refer to the beginning of this handbook)

FINANCIAL POLICY STATEMENT

The following information 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 Family Portal, or the school's main website at www.covenantschool.com.

The following states the financial and registration policies of Covenant Christian School. By completing the online enrollment process, you acknowledge agreement with the following policies.

1. Annual registration fees are due by a February early deadline for the discounted rate and will change based on dates given in the re-enrollment schedule distributed in January. Annual curriculum and building fees are due by June 1.
2. Tuition may be paid in one lump sum, semi-annual payments, quarterly, or monthly payments. All payments are processed through FACTS by auto draft either by ACH or credit card. FACTS charges a \$25 annual fee for lump sum and semi-annual payments and a \$55 annual fee for quarterly and monthly payments.
3. Tuition is due on the tenth of the month and is considered late if a successful payment has not been made through FACTS by the 25th. There is a **\$50 charge for late payments** and a **\$30 charge for returned bank drafts or unsuccessful credit card payment**. Payment must be received by FACTS by the **1st of the following month, after which your student(s) will not be allowed to attend class until your account is brought current**. Any student absences related to an overdue account will be recorded as unexcused and class work may not be made up. Accounts must be kept current in order for the student to remain enrolled. Accounts in arrears will lose online access to the Family Portal, including homework, grades, and progress reports. Report cards and transcripts will be held until accounts are current. In order to participate in extracurricular activities, financial accounts must be current.
4. It is the parent's responsibility to make sure the correct account information is on file with FACTS in time for the draft of any tuition, fees, or charges of any kind. Any changes **MUST** be made at least **48 business hours** before draft is set to occur. A parent can change accounts on the app or by calling FACTS @866-441-4637. The school cannot change the parent's financial account information.
5. A multi-student 3% discount is given to each family with more than one sibling enrolled in K3-K5 (full day classes) or 1st– 8th grade and is reflected on the tuition agreement.

6. Once payment of registration and curriculum fees are collected, tuition will be due based on the payment plan chosen during the enrollment period. In the case of unsigned paperwork, attendance of the student in the classroom will authorize the policies set forth in the Tuition Agreement and 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.
7. AfterCare 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 10th of the month. A payment plan must be chosen before using AfterCare. Late charges will apply.
8. Other miscellaneous charges such as café, sport fees, field trips, field day, library, etc. must be paid separately in the incidentals section. Invoiced incidentals will incur a late fee if payment is not received by the due date of the invoice.
9. 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 prorated and refunded to the parent. Curriculum & building fees are not prorated. **All registration, curriculum, & building fees are non-refundable, non-transferable, and due upon early withdrawal.**
10. 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.
11. Unpaid balances remaining after student withdrawal are subject to being turned over to a collection agency and will affect your credit score.
12. Annual re-enrollment is scheduled each January at which time families will be notified of tuition rates. Parents will need to review and complete registration information and make the **registration payment through FACTS**. Verification of student information is required during the online reenrollment process. Payment of the registration fee is required to hold your child's spot in the classroom. A family's financial account must be current in order to register for the next school year.
13. By completing the online enrollment process you signify the intent to remain enrolled for the entire year.

Questions concerning your account should be directed to the Tuition Accounts Manager at 231-620-4680. You may also leave a message with the school office.

CCS tuition policies and practices may be changed at any time deemed necessary by the CCS Finance Committee. All changes will be communicated through the 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.

Attendance Policies

As a rule, Covenant's school hours are 8:00 a.m. until 3:00 p.m. There might be slight variations in dismissal times to correlate with afternoon pickup procedures. Specifics are communicated to parents at the beginning of each school year. A school year calendar is distributed each school year, noting dates of importance and school holidays.

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 ON the day of the student's return to class covering each day's absence.** 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. If a parent note is not received, the student's absence will remain classified as an unexcused absence.

Realizing the first two weeks of school and the last two weeks of school are vital to the success of a student in our classrooms, absences during those times that are not directly related to student illness or an immediate family emergency are highly discouraged. This includes but is not limited to family vacations and other planned absences. We ask that you make every attempt to not schedule doctor and dentist appointments during the aforementioned times. Your student's presence in class is always important, their presence is doubly important to start well and finish well in each academic year. The same policy is in force during the week ending each quarter, when final reviews and tests are being administered, and during the IOWA assessment week in April.

All notes regarding absences and other attendance matters are required to be e-mailed to attendance@covenantschool.com.

Long-term illness situations will be taken into consideration when looking at a student's overall attendance. If a student is experiencing medical issues that may affect them in class, a **chronic illness form from their physician** must be provided to ensure appropriate support and accommodations.

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.** Note: In cases of illness, a student should not be sent back to school until he/she has been without fever or upset stomach for at least 24 hours from onset of symptoms. Your family physician may require different guidelines based on your child's specific health situation.
- **Death or emergency in the immediate family.**
- **Inclement weather that is potentially dangerous** to the life and health of the student as determined by the principal/school administrator and/or the parent.
- **Prior permission of the principal/school administrator** upon request of the parent **at least five days in advance.**

We require you to complete the **Pre-Approval Vacation Form** (available from the Resource Document area of FamilyPortal) when planning any time away from school for your child. This form must be submitted so that teachers and administrators are informed of your planned absence. Upon request of the parent at least five business days in advance. The **Pre-Approval Vacation Form** must be emailed to attendance@covenantschool.com Refer to the previous section for absences that may be pre-approved.

- The teacher is not required to assemble makeup work ahead of any student's absence. See the "Makeup Work Policy" section below.

For the absence to be excused AFTER eight excused absences, the parent/guardian must present a doctor's note from the student's licensed medical doctor **ON** the day of the student's return to school. This will be necessary for each absence after the eighth for each semester.

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 or running an errand
- Being too tired or getting in too late the evening before
- Not returning to school in a timely manner after a routine doctor/dentist/orthodontic appointment
- Staying an extra day on a previously approved trip
- Going out of town or "taking a day off" without prior approval of the principal or school administrator
- Suspension due to disciplinary action

In accordance with the **Alabama Compulsory School Attendance Law** and the **Mobile County District Attorney's office**, unexcused absences will be handled as follows. The number of unexcused absences are looked at during the length of a semester.

- 2nd Unexcused Absence – Parent/guardian will receive email correspondence from the school office.
- 3rd Unexcused Absence – Parent/guardian will receive a phone call from a school administrator.
- 4th Unexcused Absence – Parent/guardian will attend a conference arranged by a school administrator.
- 5th Unexcused Absence – The student may be referred to the Early Warning/Truancy Discipline Program sponsored by the Mobile County District Attorney's office; attendance at this program is mandatory.
- >5 Unexcused Absences – A county attendance officer may 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.
- 10th 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 valuable classroom time, 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. When a doctor's note is submitted for an absence, tardy, or early dismissal, the note must be from a licensed medical doctor. If the absence has been deemed "excused", missed work may be made up and credit received. If deemed "unexcused", your student will be expected to make up the work so they do not fall behind in class, but will not receive credit for the 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 only allowed with a tardy slip issued from the office.
- For each unexcused tardy over the 3rd, a \$5.00 fine will be billed to the family's account. A student is allowed 3 unexcused tardies per quarter before a tardy charge is added to the family's account.
- The 6th unexcused tardy, and every 3rd unexcused tardy after the 6th, will be recorded as one unexcused absence in the grade book. *Please see the Unexcused Absence section of the Attendance Policy in the Student/Parent 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. Early dismissals are not allowed after 2:45 p.m.
- A student is allowed 3 unexcused early dismissals per quarter before the parents will be charged an early dismissal fine. For each unexcused early dismissal over the 3rd, a \$5.00 fine will be billed to the family's account.
- The 6th unexcused early dismissal, and every 3rd unexcused early dismissal after the 6th, will be recorded as an unexcused absence in the grade book. *Please see the Unexcused Absence section of the Attendance Policy in the Student/Parent Manual.*
- **Please refrain from early dismissals during chapel on Tuesdays.** This is extremely disruptive to everyone in chapel. The chapel schedule is available from your child's classroom teacher.
- 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 or by calling the school office. If a person not on the list picks up during afternoon pickup time, they will be asked to park and be sent to the office to show their driver's license at the front desk. We may also call you to verify the pickup of your child by someone not on your pickup list. This is for the safety of your child.

Perfect Attendance Quarterly Award

A perfect attendance award along with an out of uniform reward will be given to any student (K5-8th grade) who has had perfect attendance for that quarter. Students are considered to have earned perfect attendance if they have no absences, no tardies, no early dismissals, and no same day early dismissal with return to school.

Make-Up Work Policy

All students with an excused absence will be granted a reasonable amount of time (typically 1-2 days), as determined by the classroom teacher, to make up the work missed. The teacher is not required to assemble makeup work ahead of any student absence. 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 "1" (one). If an absence is unexcused or if an excuse note is not submitted within 3 days of return, a score of "1" (one) along with a note will be added to the gradebook for each missed assignment.

Work missed will need to be completed within the specified time frame to prevent the student from falling behind in the class. This is also applicable to absences determined to be "unexcused", with the student completing the work but not receiving credit for the work.

On the day of an excused absence (due to illness), a parent of a **1st – 5th grade student** may call the office before 9:00 a.m. to request the day's work. Teachers will attempt to assemble work if he/she is able during the day. The **parent can 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 (6th-8th) may obtain makeup work from their teachers upon their return to school or parents may check the Absent Work folder/clipboard after 3:15 p.m. This information is located inside each junior high classroom. All make-up work due to vacation will be given after the student returns to school. Again, it is the student's responsibility to get the makeup assignments, complete the work, and submit it to the teacher.

GRADING POLICIES

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

Academic and Grading Policies

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, our academic administrator, and our curriculum development team.
2. Grading scale:

<u>K4</u>	<u>K5 - 8th Grades</u>
S+ = Consistently meets objectives	A = Excellent - 90–100
S = Adequately meets objectives	B = Good - 80–89
S- = Inconsistently meets objectives	C = Average 70-79
NI = Has difficulty meeting objectives at this time	U = Unacceptable - 0-69

3. K3 students receive a progress-type report at the end of each quarter.
4. Assigned work will be completed and turned in on time.
5. If your child's grade average falls below a 70 in any one subject, contact the teacher to set up a conference.
6. 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.
7. Students on academic probation will not be allowed to participate in sport team activities until released from academic probation.
8. Teacher/parent conferences will be required for parents of students who are experiencing overall academic difficulty or difficulty in one specific subject area.
9. Students experiencing overall academic difficulty or difficulty in one specific subject area may be recommended for tutoring and/or testing. Individual testing and tutoring will be performed on a fee basis.
10. In addition to required academic subjects, enrichment courses and extracurricular activities may be made available on a non-graded basis to students enrolled at Covenant.
11. Report cards will be issued every quarter. Grades will be posted on our secure website, FamilyPortal, as they are posted to the teacher's grade book. Grades can also be viewed using the school's custom app. An online account must be created and a password is necessary to view student grades and other school information online. This online account is the same account you set up at enrollment.
12. **Parent/teacher conferences should be scheduled directly with the classroom teacher by e-mail.** We ask that you either email them using their school email address or you may call the school office during school hours and leave a message. Please do not call teachers outside of school hours or on their cell phones. This includes texting a teacher concerning school business.
13. Quarterly academic achievement by students in grades 3 and up will be recognized by the opportunity to earn Honor Roll status. Other academic awards may be given 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 a scheduled Awards' Chapel on a date determined by the principal.
14. Promotion to the next grade level is achieved by meeting the academic and conduct requirements for each grade level. A 70% or above grade in core subjects is required. Retaining a student in any grade will involve a series of meetings between school administration, teacher, and the parents.
15. No extra credit is given at Covenant for any academic grade. No score is given above 100%.

16. Covenant 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.
17. Standardized tests (currently IOWA Assessments (administered to grades 3-8) 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. Testing helps us measure how our students perform compared to other schools across the nation taking the same test. We use those results to make adjustments to the curriculum and other programs in the school.
18. Schools can request/receive records assuming no hold is on the family's financial account. Records are only released to legitimate sources and are considered confidential. Current student records and previous student records are stored in digital format in the student's FACTS/SIS portfolio and/or secured in locked cabinets in school office areas.
19. A student's permanent record (academic) will be stored at Covenant Church of Mobile in case the school is no longer able to store documents. These may be hard-copy or digital records, depending on when the student was initially enrolled. These are kept, through the student's anticipated freshman year of college. Dates are calculated on the knowledge we have at the time the student is no longer registered at Covenant Christian School. All discarded files are shredded.

Academic Integrity Policy

"Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need." – Ephesians 4:28

Academic honesty requires that students take responsibility for producing work that reflects the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism and involves any attempt by a student to show possession of knowledge and skills he/she does not possess. For purposes of this policy, the following definitions are in effect:

Covenant Christian School identifies Academic Dishonesty as:

- **Plagiarism/Copying** - Replicating any portion of someone else's work and passing it off as your own, without giving proper credit (e.g. copying and pasting parts of a source you found online without citing it; using someone else's work and claiming it as your own, changing words but copying the sentence structure of a source without giving credit, copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.)
- **Cheating** - Using unauthorized sources or devices to help you achieve an outcome you wouldn't have on your own (e.g. looking at another's answers, talking and/or copying someone's answers on an exam, quiz or assignment, looking up answers in code.) Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access. Students are not to possess and/or use a cell phone, camera, or recording device during an assessment.
- **Facilitation of Academic Dishonesty** - Helping others cheat/plagiarize etc. (e.g. providing answers to a friend; doing the work for a friend)
- **Collusion** - Working together with others to cheat (e.g. texting your friends during an online assessment to compare answers)

- **Deceit/Forgery** - Lying or falsifying information (e.g. forging a parent signature; fabricating an illness to get out of an assessment)
- **Use of AI** - using AI (artificial intelligence) to write or complete assignments. Using AI to get more information and to understand a subject is one way to use AI to help you learn. However, if you use AI to completely write an answer or a paper for you or without paraphrasing the information and citing where you received this information (like ChatGPT or other forms of AI), it is considered plagiarism and will earn the student a zero on their assignment.

If a student engages in an act of cheating or plagiarizing, the parent, student, and administrator must be informed. In addition, the student may receive any of the following consequences:

1st Offense:

1. Parent notification.
2. Teacher(s) will conference with student about academic dishonesty.
3. Student will redo the assignment/assessment. The teacher has an option of assigning a grade of 0%.
4. Student will accept responsibility in a letter of apology to the teacher.
5. Student will receive a discipline referral for documentation.

2nd Offense:

1. Parent notification.
2. A parent-student-teacher-admin conference will be held.
3. Student will receive a 0% on the assignment/assessment on which they cheated.
4. Student will be removed from any honor societies and/or class office for the remainder of the school year.
5. Student will receive a discipline referral for documentation.

3rd Offense:

1. Parent notification.
2. Student will receive a 0% on the assignment/assessment on which they cheated.
3. Student will receive a discipline referral; serve one day in-school suspension for cheating/plagiarism.
4. Further consequences for each offense will be determined in a case-by-case manner by an administrator. Consequences will be dependent on the disruption to the academic process and the student's needs and history of academic honesty violations. The goal in every situation is to ensure that the student is learning from his/her mistakes in an effort to maintain an environment that fosters growth, academic integrity, and the characteristics of a CCS student.

A Note Regarding Homework at Covenant

Homework is not just busy work. 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 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 attempt 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 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.

Character Code for Covenant School Students

The following character traits are expected of all Covenant 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. Our desire is that each Covenant student will grow in Christ in all areas of their life. The citizenship award is considered the most prestigious award given at Covenant.

Character Traits of Covenant Students:

1. **GOALS:** Covenant students believe in developing 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 a "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.

CODE OF CONDUCT

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. Character traits are promoted, encouraged, and acknowledged in the classroom throughout the year.

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, destruction, or misuse 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, harass, or bully other students or teachers for any reason in person or through technology.
5. 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 the school administration and may lead to suspension or expulsion. If necessary, law enforcement may be involved.
6. Use, possession, or distribution (selling) of illegal drugs, alcoholic beverages, or tobacco products by Covenant students is not permitted.
7. Fighting, using profanity, cheating, and other disruptive actions are not permitted. Knives, other weapons, or an item intended to be used as a weapon are not to be brought to school. This includes items that could be used to endanger or cause harm to the student, other students, or faculty/staff.
8. The use of AI to generate homework or other assignments is not allowed.
9. A student must have the classroom teacher's permission to be anywhere other than with his/her class.
10. 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.
11. Individual classroom teachers may implement additional rules of conduct to establish a classroom environment that promotes learning.
12. 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. Personal electronic devices are not allowed on campus. Refer to the next section regarding cell phone/electronic device policies.
13. Refer to the Technology/Internet Acceptable Use Agreement for expectations concerning the use of any electronic device and Internet privilege on campus.
14. Failure to follow the Code of Conduct will result in disciplinary action as outlined in Covenant Christian School Disciplinary Procedures located in this handbook.

Expectations of Student Conduct Regarding Technology Usage Guidelines

Cell Phone and Other Electronic Device Policy

Cell phones are not to be used by any student during school hours. Students are also not allowed to use other smart devices (smartwatches, Meta glasses, etc.) to make or receive calls, take/share pictures/videos, send/receive text messages, or access the Internet in any way while on campus. This includes communications to/from parents, family members, and friends. All communications should only be made through the school office. During afternoon car pool or after school, the **ONLY** acceptable use of a cell phone is communication between a child and his/her parent.

Only students 6th grade and up are allowed to bring a cell phone to school. Students will turn in the cell phone or smartwatch to the homeroom teacher at the beginning of the day and pick it up at the end of the school day. If a cell phone 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.

Smartwatches, electronic games, game systems, and other entertainment-type items should never be brought to school. This includes IPads, similar tablet-type computers, Kindle devices, smartwatches, meta glasses, or other electronics (K3-8th grades). None of these items are permitted before, after, or during school hours. 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, its teachers and/or staff members, volunteers, or other students are not responsible for any personally-owned items lost, stolen, or damaged if brought to campus. Any school-owned equipment damaged by student misuse is the financial responsibility of the parent.

We know that your goal is to equip your student to have the necessary contact with you and we understand. Our goal is 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 our cell phone/device policies and the accompanying procedures will accomplish both goals for you and us.

Covenant highly recommends that ALL parents install the “BARK” app (or similar) on a child’s devices, which will assist in monitoring a child’s online activities whether on a cell phone or other device.

Technology Usage in the Classrooms

Our technology information packet is included in our initial enrollment application and in annual school communications. It is also available in its entirety from our Family Portal or from the school office. All students are expected to abide by the Technology/Internet Acceptable Use Agreements, electronic device policies, and/or other technology agreements. This includes the use of the Internet in all forms. It is important that you review technology policies with your child in an age-appropriate manner and help them understand the procedures for online access and how usage rules must be followed.

Read and sign all required technology forms. These signed forms are kept on file in the school office. Junior High students (6th-8th grades) and parents may have additional forms required to be on file. Inappropriate usage of electronic devices and/or Internet privileges may result in the loss of online privileges and/or basic computer time, which may affect student grades.

Any school-owned device used by Covenant students is only to be used at the teacher’s discretion for educational purposes. The teacher will supervise your child’s use of technology in the classroom. You may contact your child’s teacher if you have questions or concerns about technology or Internet access by your child.

While built in restrictions are equipped on school-owned devices helping to prevent access to inappropriate materials, be aware there is unacceptable and controversial material on the Internet your child could access despite our precautions. Covenant and its employees are not responsible for materials acquired by students on the school’s network in violation of the Technology/Internet Acceptable Use Agreement. We encourage you to take an opportunity to discuss your expectations and your family’s values to guide your child’s activities while he/she is using Internet resources both at home and at school. Parents are to accept full

responsibility for supervision if and when the student's use of the Internet is not in a classroom setting. Parents are responsible to monitor content, such as text messaging, camera rolls, installed apps, browsing histories, and content restrictions, on student-owned devices.

As a general rule, school-owned iPads are for K5-5th grade classroom usage and cannot be borrowed by any individual student for classwork. iPads are made available to students 5th grade and down to take AR tests or participate in classroom activities led by the teacher. Our computer lab, designed for 6th-8th grade students contains school-owned iPads and/or Chromebooks, intended to only be used in the computer lab during assigned computer class time.

Assignment of Student Email Addresses

Only students, 6th- 8th grades, will be assigned a personal Covenant email address through Google Education. If needed, a generic email (student1, student2) might be issued to 5th graders. This email is to allow them to access school-assigned work as directed by the teacher. As a security precaution, all student email accounts are setup up so that students cannot send/receive email to addresses outside of the covenantschool.com domain. Due to the age of our students, parents of 6th-8th graders (5th if needed) will be required to sign a Google Education permission and acknowledgement form. This form will be available during the first few days of school.

iPad Usage by 6th-8th Graders (revised 1/5/2026)

With the increasing changes in technology available to students in the educational setting, we continually review our technology approach for the future. Beginning in January, 2026, students in 6th, 7th, and 8th grades will no longer bring personal iPads to school. This decision comes after ongoing observation of how technology is being used in our classrooms.

- Our teachers are choosing to utilize iPads less frequently as an educational tool based on several key factors. Research data collected over the past decade showing a steady decline in students' ability to retain information, make critical connections, and build upon previous knowledge. These studies confirm what teachers have been noticing for a while – that presenting material on screens is not only less effective than material presented on paper, but actually limits the brain's ability to learn.
- Personal iPads (6th-8th) have proven to be a distraction in class, often interfering with focus and engagement. We have found that any device used for fun or social messaging at home is treated the same at school. Limiting device usage to a school-owned device and to the assigned computer class, we have seen fewer overall behavioral concerns.
- At Covenant, we have always prioritized a high academic standard. We feel the decision regarding the use of technology in our junior high classrooms is in the best interest of continuing the standard, and in the best interest of our students' long-term success!
- Many local high schools use laptops, and we want to better align with those expectations.
- Moving toward school-owned devices, such as Chromebooks, to be used only in dedicated computer classes, will better prepare our students for future academic settings.

As we look ahead, we continue to reevaluate our long-term technology plans. Our priority is to ensure that technology enhances learning rather than detracts from it. Teachers will continue to provide appropriate resources and instructional tools as needed during the school day.

Violations or misuse of the school's Technology/Internet Acceptable Use Policy may have disciplinary repercussions, including:

- Notification to parents
- Suspension of Internet privileges, network technology, or access to devices, while on campus
- Detention or suspension from school and/or school-related activities
- Depending on the violation, legal action and/or prosecution may be taken
- Pay to repair or replace equipment damaged due to negligence or malice.

Discipline Philosophy at Covenant

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. Covenant discipline expectations are communicated to our teachers regularly throughout the school year.

Biblical expectations in the spirit of discipline at Covenant

- 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 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 (1st-5th) or in the Live School app (6th-8th). After the limit of marks is met, the student may be referred to the principal's office for a principal/student conference.
4. Referrals to the principal's office may be recorded in FACTS/SIS.
5. The student may be referred to the principal 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.
6. Continued disciplinary problems will require an immediate parent/teacher/principal and/or principal conference.
7. Serious cases of misconduct may result in:
 - a. In-school suspension as deemed appropriate by the principal
 - 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
8. 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.
9. If the parent is not satisfied with a disciplinary decision, an appeal may be made as follows:
 - a. Contact the principal's office to arrange a conference.
 - b. If the issue is not satisfactorily resolved after a conference with the principal, 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.

8TH GRADE CLASS ACTIVITY GUIDELINES

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

CLASS MISSION TRIP OR CLASS PROJECT

Traditionally the 8th grade class takes a short mission trip or does a local mission project during our scheduled 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 organizing the trip is appreciated. Additionally, parents will be needed as chaperones. The cost and details of the trip will be announced as soon as plans become finalized.

FUND-RAISING FOR THE MISSION TRIP OR CLASS PROJECT

It is recommended that fundraising decisions be made by the group as a whole. An appointed person to organize fundraisers is advised. All fundraising activities must be approved and follow guidelines set forth by the school administration. Money raised through school fundraisers for the mission project will be placed in a mission account held by the school 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. Because of these IRS guidelines, refunds or transfers of fundraising moneys are not possible.

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

8TH GRADERS VISITING AREA HIGH SCHOOLS

All of our 8th graders are encouraged to visit other area high schools during the Open Houses scheduled by the individual schools. Covenant students will be allowed to use 2 excused absence days for high school visits or entrance tests. The 3rd school day absence (or more) for high school visits is 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.

During the last semester, several local high school might arrange to come to our campus and take our 8th grades for a general tour of their campus. Details regarding these visits will be communicated to the 8th grade parents. A signed permission slip will need to be returned for the student to attend.

REQUESTING 8TH GRADE ACADEMIC RECORDS

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

ALUMNI CHAPEL

An event that we encourage our 8th grade students to participate in is our annual Alumni Chapel, scheduled during the month of May. The principal invites current graduating high school seniors who are Covenant graduated alumni to speak about their high school experience and future plans.

GRADUATION GUIDELINES

Graduation is a time for us to pause and reflect on this significant moment in the life of your family, especially your eighth-grader. We want to clearly show each graduating student that what they have accomplished matters. What these students have completed is a significant part of their life's journey and we want to celebrate that with friends and family.

The graduation fee per CCS 8th grade student is \$75.00, payable in mid-April (date to be announced). If not paid by the due date, this graduation fee may be billed to your tuition account. This fee covers expenses related to the reception.

The last day of school for 8th graders is announced on the school calendar. Graduation ceremonies will be held in the Covenant Church Auditorium (or other venue approved by the principal) on an evening determined by the school principal, with a reception following. The time of graduation will be determined closer to the event. Students are required to arrive promptly 15 minutes prior to the start of the ceremony.

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. If the group wishes for special music or piano accompaniment, the principal should approve this request.

Any students in attendance at the graduation ceremony or the reception, must have adult supervision. (no drop-offs).

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. The reception is typically scheduled immediately following the graduation ceremony in the Covenant Church Fellowship Hall or other approved venue on campus. Reception plans should be made based on the amount of money available and the size of the group in attendance. The amount is available from the accounts manager and amounts over budget will not be reimbursed to the person arranging for or making purchases. We ask that 8th grade parents not ask for additional money outside of the typical \$75 graduation fee (exception below). Payment for reception costs above the collected amount is the responsibility of the parents and not the responsibility of the school.

While the graduation ceremony is open to all family members and friends, due to space and budget limitations for the reception, tickets will be given to each family.

The following guidelines are in place to accommodate large groups:

- RSVPs are sent out to collect attendance numbers for the reception.
- Each family will be given five tickets for the reception. Extra tickets can be donated to another family if desired.
- Additional reception tickets may be purchased at a price determined and approved by school administration or the principal. This ticket cost helps to offset reception costs not covered by the standard graduation fee.

Traditionally, one of the 8th grade parents arranges with several of the 7th grade parents and students to serve at the reception and take charge of clean-up after the event. This enables our current 8th grade parents to enjoy the evening with their graduating students. The following year, current 7th grade parents can enjoy the graduation reception in the same manner.

STUDENT DRESS CODE FOR GRADUATION

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

8th 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.

- **Young Ladies:** Classic dress 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, bare shoulders, no bodycon styles, etc.
- **Young Men:** Nice dress pants, a nice button-down shirt, and a tie. Clothing should be clean & pressed. A suit jacket is acceptable but not required—no tennis shoes.

ATHLETICS & OTHER 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.*

Covenant students in grades K5 - 8th may participate in athletics. The beginning of each new sports' season will be announced via email, text, website posting, 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 and are required for each team member unless otherwise indicated:

- 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 [5TH – 8TH 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 against various 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 th – 8 th	Varsity only
5 th – 6 th *	Junior Varsity (YDL) and Varsity
K5 – 4 th	YDL only (if available)

*Student athletes in 5th – 6th 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:

2. 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 may be placed on academic restriction. During this time, the team member may not play in a game until grades are brought up to an acceptable standard and released from academic restriction. Under certain circumstances, a player may be held out of additional games for academic or disciplinary reasons at the coach’s discretion, if in the player’s best interest. While we know how important sports participation is to our students, and we do not wish to deprive them of that experience, student may need a temporary pause to games or practices to provide additional time to focus on academics.
3. The following steps will be used for students who do not meet academic eligibility standards:
 - Student grades will be checked at mid-quarter each term by the Athletic Director.
 - Any athlete having a failing core subject grade will receive a notification from the Athletic Director. Students will be notified in person. Parents will be emailed and a Remind message sent notifying them as well. The Athletic Director will also notify appropriate coaches.
 - The student will be asked to submit the "**Athletic Weekly Grade Sheet**" each week until the end of the current quarter. The grade sheet is to be completed and signed by the subject teacher. Grade forms older than one week will not be acceptable for restoring game play eligibility.
 - It is the student’s responsibility to get the forms filled out and turned in to the Athletic Director. If the form is not filled out or their grades remain less than 70%, they will be unable to play in a game.
 - Practice participation is to be determined jointly between the coach and parents. Every student is different and the needs of the student should be considered in each case.
 - The Athletic Director will notify the coaches, parents and student of any change in eligibility status.
4. Any student suspended from school is not allowed to participate in any athletic practices or games during the period he or she is suspended.
5. 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.

6. Any fund-raising activities must follow guidelines set forth by the school administration.
7. 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.
8. 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 is subject to being held out of the game at the coach's discretion.
9. 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.
10. 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.
11. At the athletic director's discretion, there may be a designated "Jersey Day" for sport team members. **Jersey Days will be determined and scheduled by the athletic director for each sport. All teams will adhere to this schedule.** Refer to the out-of-uniform guidelines section of this manual regarding the specifics of Jersey Day guidelines. Jersey Days cannot be "made up" due to absence or participation in another type of out-of-uniform day.
12. All sport 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 is 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 the 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 24 hours before returning to school.**

DISEASE	INCUBATION	SYMPTOMS	ISOLATION	PREVENTION
Chickenpox	12-21 days	Rash-blisters, changing to crusts	7 days	A vaccination is available.
COVID-19 & variants 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 5 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.	Consult with your child’s medical doctor for isolation guidelines for your child.	Proper hand-washing and sanitizing surfaces can help 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	Must be diarrhea/vomiting-free for at least 24hours	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 by a medical 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 after medicated treatment and a clear hair inspection by school personnel.	Hair inspection. Note: Our school has a no-nit policy.
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 end after 24 hours of treatment with antibiotics, provided therapy is continued for 10 days.	None

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This form is sent to each family during the month of August each school year.

Student/Parent Handbook Agreement 2026-2027

This form applies to all students in the family enrolled at CCS.

You will need to read through all of the information in the Student/Parent Handbook when it is released at the beginning of each school year. You will be expected to review this information with your student(s), familiarizing 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 from the front office throughout the school year.

Parents and students should familiarize themselves with the technology policies outlined in the Student/Parent Handbook. Additional forms are required in order for your student to have access to educational technology use on campus. Signed technology forms, which may be distributed after the first day of school, should be signed by a parent/guardian and will be kept on file in the school office. Personal devices should not be brought to school. Exception: Cell phones for 6th-8th graders, which are not to be used during the school day.

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

I acknowledge that I have received, read, and understand the procedures and guidelines of Covenant Christian School. I also agree to read future procedures and guidelines that may be revised and released during the school year.

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.

You are asked to read through all of the information in the Student/Parent Handbook. You are also asked to review relevant 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 from the front office throughout the school year.