



COVENANT DAY SCHOOL

Established 1989

Parent/Student Handbook
High School
2007-2008

Welcome to Covenant Day School!

THE PURPOSE OF OUR POLICIES

For a school to function smoothly, it is necessary that there be consistent guidelines communicated to all. This Parent-Student Handbook is designed to insure a clear understanding of these policies and procedures. The adherence to these regulations will allow the CDS community as a whole to function with a unified spirit and give your child the greatest opportunity to best utilize the curriculum, activities, and relationships available at CDS.

MISSION STATEMENT

The mission of Covenant Day School is to assist the Christian family by providing an education marked by a biblical world view, academic excellence and affordability so that students are equipped to be salt and light for God's glory.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

SCHOOL TO HOME REPORTS

Parent questions, suggestions, complaints: All questions, concerns, or insights about a student or a program are best addressed to the particular teacher involved and parents are to begin there. Administrators should only be contacted if satisfactory answers, responses, or solutions are not achieved through this means. As a general rule, the administrator will not listen to any complaints or questions unless this procedure has been followed.

Statement of Agreement: All parents will be required to sign a "Statement of Agreement" stating that they are aware of, and in full agreement with, the policies of the school. This includes discipline procedures, and other policies of the school. This "Statement of Agreement" located on the student emergency form must be signed and returned to school by the second week of each school year for your student to continue attending classes. Parents will be asked to fully support the philosophy of the school. If the philosophy of the school differs from that of the parent, there is potential for confusion and conflict.

High School Policies:

Academic

Carnegie units (CUs) required for graduation:

CDS Diploma – 24 credits (CUs) - 4 units of Math, 4 units of Language Arts, 3 units of Social Studies, 3 units of Science, 3 units of Bible, 1 unit of PE/Health, 7 elective units (1 of which must be a fine arts credit). A student must also complete a total of **25 service hours during each year of attendance in high school at CDS.** (Note: Entry to most colleges requires a minimum of 2 years of the same foreign language.)

For students who transfer in during their high school years, Bible coursework is to be prorated accordingly, so that a student is enrolled in Bible class during each year of attendance in high school at CDS.

Academic Report Cards: The CDS High School uses four nine-week grading periods during the school year. Report cards are sent home at the end of each of these grading periods with information regarding the student's academic progress. They are sent home with the students for the first three quarters of the school year and mailed home after the end of the school year.

Mid-Term Reports: After the four and a half week point of each grading period, the High School teachers send home a mid-term report. These reports are to be signed and returned within two school days.

Academic Grading Scale

A student's academic achievement is based on the degree of course difficulty as well as the grade earned. The more difficult the curriculum, the greater the weighting placed on the grade earned in each subject.

Advanced Placement (AP) level courses can yield college credit by a student's taking an Advanced Placement Test in May each year. **For a student to qualify for the additional AP quality point, he/she must sit for the AP exam.** A student may NOT receive the quality point if they attempt an AP exam without taking the AP course throughout the school year.

(98 – 100) A+=4.3 Regular; 5.3 Honors, and 6.3 for AP

(95 – 97) A = 4.0 Regular; 5.0 Honors, and 6.0 for AP

(93 – 94) A-= 3.7 Regular; 4.7 Honors, and 5.7 for AP

(90 – 92) B+ = 3.3 regular; 4.3 Honors, 5.3 for AP

(87 – 89) B = 3.0 Regular; 4.0 Honors, and 5.0 for AP

(84 – 86) B- = 2.7 Regular; 3.7 Honors and 4.7 AP

(80 – 83) C+ = 2.3 regular, 3.3 Honors; 4.3 AP

(74 – 79) C = 2.0 regular; 3.0 Honors, 4.0 for AP
(70 – 73) C- = 1.7 Regular; 2.7 Honors and, 3.7 AP

(65 – 69) D = 1 regular, Honors, or AP

(0 – 64) F = 0 regular, Honors, or AP

Advanced Placement clarification:

A student may enroll in an AP course with a parent's permission on the request form. Parents/students must acknowledge that AP courses are college level and that expectations will remain college appropriate. With regards to semester exams, ALL students will take exams during both semesters except students in AP courses who sit for the AP exam in that class. It is the responsibility of the parents to cover the cost of the AP exam. For clarification:

1. Students in AP courses that sit for the AP exam may elect to be exempt from the second-semester exam in that course. These students will only have the third and fourth quarter averages combined to determine the second semester grade. A final project may be assigned in these classes, but the grade would be a fourth quarter grade.
2. Students NOT in an AP course that sit for the AP exam will still be expected to take the semester exam in the courses they are taking. They do not qualify for any semester exam exemption in that class/discipline.
3. Students taking a nationally standardized exam (such as foreign language or math or any other that become available) will NOT be exempt from second semester exams unless they qualify as students in an AP course. This privilege will be held for students in AP courses only.

Valedictorian/Salutatorian

To be considered for Valedictorian or Salutatorian a student must have been a full-time student for a minimum of three semesters at the time of graduation. The valedictorian will be the student with the highest **weighted cumulative** grade point average. The salutatorian will be the student with the second highest **weighted cumulative** average. GPAs will be calculated only to the hundredths place. In case of a tie, there will be co-valedictorians or co-salutatorians. In the case of co-valedictorians, there will be no salutatorian.

Drop/add courses

Students will be given 15 class sessions from the beginning of the course to drop a year-long course, and 10 class sessions to drop a semester course. After that period of time, the course will be recorded on the student transcript and withdrawal from the course would be reflected on the transcript as either a WP (withdraw passing) or WF (withdraw failing).

Changes from one level of course to another within a discipline initiated by a student or parent may occur as follows: students desiring to move up must request the

change within 15 class sessions; students who move down may do so by halfway point of the course. (Transcripts will reflect the course that is completed.)

Honor Rolls

A student will qualify for the High (ALL “A”) Honor Roll if he/she has at least an “A-“ average in every class at the end of the third quarter report card when considering the first three quarters of the school year. The first semester exam score and semester average will not be considered.

A student will qualify for the (“A/B”) Honor Roll if he/she has at least a “B-“ average in every class at the end of the third quarter report card when considering the first three quarters of the school year. The first semester exam score and semester average will not be considered.

Service Hours

As stated in the graduation requirements above, students must accumulate a minimum of twenty-five (25) service hours per high school year in order to graduate. Hours begin accumulating at the end of one school year (June 1) until the end of the next (May 31) and should come from a minimum of three (3) different projects. No more than twenty (20) hours per year should come from the same activity. Students need to obtain signatures from each agency or individual to verify the activity and hours.

Any student who completes and documents service hours beyond the twenty-five (25) required in a given year will be recognized at the end of the year awards ceremony with a recognition certificate according to the following levels: fifty (50) service hours, seventy-five (75) service hours, and one hundred (100) service hours.

Athletic – see Athletic Handbook

Attendance

Number of absences allowed

Student attendance will be taken daily in every class. A student who is absent for more than twenty sessions in a year-long course (ten sessions for a one-semester course) will not receive credit for that course. This includes both excused and unexcused absences. Exceptions can be made by the administration for extended illness or emergencies.

Excused Absences

Excused absences include absences due to illness, death in the family, or a college visit (a student considering one of the four college visit days will need to follow through with a “Trip Slip” as mentioned below). Medical appointments that cannot be made outside of school hours will also be excused. The student is responsible for all work missed during an excused absence. A student who misses an entire day is given two school days for each one missed to make up missed work. A student only misses part of a day due to a medical appointment should notify the teachers of the missed classes on the same day and do whatever is necessary to make up the work within the same school day at the discretion of the teacher. The high school parent is responsible for calling the

school on the morning of the absence AND for sending a note in with the student upon return to school after the absence. If both of these are done, the absence can be excused.

Unexcused Absences

Students will be given five (5) unexcused absences per year per class without academic consequence. Students are responsible for missed work and will be given the allotted two days for each day missed upon their return from any unexcused absence. Unexcused absences fall into one of three categories:

- 1) An absence that is for an excusable reason but proper notification of absence from parent to school is not made, as stated above in the Excused Absences category.
- 2) A Family Trip

When the student will be absent because of a family trip or a college visit, a “Trip Slip” must be completed prior to the absence(s). This written notice serves several purposes: a) notifies the school, in advance, of the date of the absence; and b) notifies the student in advance of the instructional material that will be missed and any assignments that should be completed. Students with low achievement, students not current in their assignments, or students seeking to be absent during inopportune times in the year (exams, end of quarter, etc.) will be advised not to be absent. The procedure for the “Trip Slip” is as follows:

- i. The student obtains a “Trip Slip” from the High School office and the parental note / letter is attached to the slip.
 - ii. The student brings the “Trip Slip” to each teacher for their comments and signatures.
 - iii. The student brings the “Trip Slip” to the parents for signature acknowledging the information and suggestions shared by the teachers.
 - iv. The student returns the completed “Trip Slip” to the HS office.
 - v. If necessary, a call home may be made by the administration.
- 3) Skipping School – A student who skips school will be counted as unexcused absent for the classes missed. That student will also receive an automatic “zero” for any work done at school during the periods missed. In addition, the student will be given a suspension which will also count as an unexcused absence.

Tardies to Class

Attendance will be taken for each period during each school day. A student is expected to be in the classroom and in his/her seat when the bell rings. Any student who is not will be considered tardy, including first period. **A student will receive a Discipline Referral for each tardy. As per the handbook, students receiving a Discipline Referral will be expected to serve a lunch detention during the next lunch period.** The parents will be notified of students who are habitually tardy to class. A student who misses more than fifteen (15) minutes of any class period will be considered absent for that entire period.

Expectation to be on campus all day

High School students are expected to remain on campus all day. A senior who is on track to meet his/her graduation requirements may seek permission for a work-study program.

Cell Phones

Cell phones are to be powered down completely during school hours. They should not be kept on silent or used for text messaging during school hours either. They should be kept in cars or lockers so as not to disrupt classes at any time.

Clubs

Covenant Day School will have a variety of clubs for students. The clubs will rely heavily on student involvement. Each club must have a faculty sponsor and must purpose to abide by and further the mission of the school at all times.

College enrollment while in high school (dual enrollment)

A student may seek dual enrollment while at Covenant Day School in the junior or senior years. This must be done in conjunction with the Guidance Office to confirm coordination with the schedule as well as appropriateness of the course. A student must have permission from both the Guidance Counselor and the Principal before he/she can pursue dual enrollment. Grades received in those courses will NOT count toward the cumulative GPA of a student, but credit granted by the institution will be honored at CDS.

College Visits

High School students will be given four “college visit days” during their junior year and four “college visit days” during their senior year. Visits may not occur during exam periods. For these to be excused as college visit days, forms must be obtained from the guidance office and returned to the guidance office. CDS will also sponsor trips to various Christian colleges. These CDS-sponsored trips are in addition to the above.

Computers

Every student will be expected to sign and abide with the Acceptable Use Policy regarding the use of laptop computers while on and off campus. Students will be expected to use their mobile computers during school hours for school work only. Computer games will not be permitted during school hours at any time. In addition, students will not be allowed to use their computers as music players during school hours – with or without headphones.

Correspondence coursework

A high school student may participate in a correspondence course from an accredited institution with administrative permission for either a course not offered at CDS or for a scheduling conflict. Grades received in those courses will NOT count toward the cumulative GPA of a student, but credit granted by the institution will be honored at CDS.

Discipline

General Comments on Discipline:

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is our responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner.

Discipline can be defined as control. In the well-disciplined classroom, both the teacher and the students exercise self-control. A maturing child should sense the responsibility to control himself as a mandate from God. As the pupils operate on this level of self-control, the teacher is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

Any breakdown in the self-control of individuals naturally hinders the learning process. Given a wholesome relationship between the pupil and the teacher, control can be restored in most cases by discussion, instruction, and example. Discipline, when defined as chastisement or punishment, enters into the picture only when there is a consistent breakdown of this self-control.

School Rules:

1. Be respectful of others, adults and students, at all times.
2. Display appropriate demeanor at all times.
3. All students must be in their assigned class at all times.
4. Students must adhere to the HS Dress Code at all times.
5. Behave properly and avoid the following: disrespect, cheating, lying, stealing, inappropriate language, leaving school grounds, skipping class, fighting

Discipline Referrals:

Students may be given a Discipline Referral for violating any of the SCHOOL RULES (such as dress code violations, gum/candy infractions, or computer misuse) as opposed to the CLASSROOM RULES. Students receiving a Discipline Referral will be expected to serve a lunch detention during the next lunch period. During a lunch detention, students will eat their lunch, but will not be allowed to work on their computers or visit with friends.

Conduct Detentions:

Students may be given a Conduct Detention for one of three reasons:

- 1) Reaching the fourth (or greater) offense in violation of classroom rules
- 2) Receiving a third Discipline Referral within a nine-week period
- 3) Violation of a policy that requires immediate attention, such as disrespect or inappropriate language

Conduct Detentions will be served at the discretion of the Dean of Students or High School Principal. The students will be given two days in which to serve the Conduct Detention. A student who fails to serve on one of the two dates given will be given an additional Conduct Detention. During the Conduct Detention, the student will contract with the Dean or Principal regarding future behavior issues.

Suspensions:

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

- 1) Serving the third (or greater) Conduct Detention
- 2) "Honesty Issue" infractions – cheating/plagiarism (also receive zero for particular assignment), lying, stealing
- 3) Skipping school / Leaving school grounds
- 4) Any action that seeks to intentionally demean another person including, but not limited to, mocking, bullying, and fighting, whether or not the motivation is due to race, color, national, or ethnic origin.
- 5) Tobacco Use - Students are to abstain both on and off campus from use or possession of tobacco and tobacco products, which medical research has confirmed to be harmful to health in many ways. Any student who violates this requirement while on or off campus during the school day, while on a school sponsored trip, or while attending a school sponsored function will be subject to a multi-day suspension or expulsion.

Suspensions will be served at the discretion of the Dean of Students or High School Principal. A student who serves a detention will be allowed to make up the work missed during the suspension.

Expulsion, defined as dismissal and removal from the school and all school programs, activities and events for the remainder of the school year, may result from but not limited to: (a) repeated misconduct; (b) failure to respond positively to repeated efforts at correction by the school's personnel; (c) violations of Federal, State, or local laws; (d) a serious breach of the school's code for student conduct. These may include but are not limited to: dangerous weapons, sexual promiscuity, vandalism, theft, possession or sale of stolen property, arson, selling, possessing or using controlled substances (drugs, narcotics, alcohol, or poisons) whether on or off campus, threatening or bringing harm to the person or property of a teacher, administrator, or staff member, any action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, any attitude or action not in harmony with the goals and spirit of the school, or any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes.

When a student is expelled or is withdrawn or suspended from Covenant Day School, the student forfeits the right to participate in or to attend any school-sponsored programs, activities, or events.

Dress Code

At Covenant Day School, we strive to mold the heart and character of students, guiding them to make good moral choices that are founded on biblical principles rather than merely conforming to a list of rules. We expect our students, therefore, to exemplify biblical standards in their dress as well as their attitudes and lifestyles and to encourage other students to do likewise. Further, we encourage parental direction and support since the burden of supervision rests with the parents. This position in the area of dress gives our students responsible freedom to make wise decisions based on the following guiding principles and specific rules:

Guiding Principles:

1. Modesty and moderation. Decent, simple, non-extreme dress is an outward sign of self-control. The Bible directs us to clothe ourselves with strength, dignity, honor, good deeds, and humility. Immodest and inappropriate clothing at Covenant Day School includes tight, short, revealing, or lewd clothing, as well as overly sloppy clothing.
2. Cleanliness and neatness. Dirty, unwashed and unkempt clothing or appearances are not permitted. We are to honor God with our bodies.
3. Appropriateness. Clothing should be appropriate for school. As there is a time and place for everything, there are appropriate clothes for other places that should not be worn to school.

Specific Standards for HIGH SCHOOL STUDENTS:

- Hair must be clean, neat, well-groomed, and in traditional styles. Boys hair should be kept in moderate length, should not hamper vision, and should be in natural hair colors only.
- Boys' shirts must have collars and be tucked in at all times.
- Girls' blouses and tops must have sleeves and a modest neckline – cleavage should not be exposed. Girls' blouses and tops are to be tucked in unless specifically designed to be untucked. T-shirts are not to be worn as tops unless CDS is imprinted on the t-shirt. Midriffs and backs must be completely covered at all times, whether sitting or standing. Undergarments should not be visible at any time.
- CDS t-shirts, long or short sleeve, are acceptable, but must be tucked in. These MUST have "CDS" imprinted on the t-shirt.
- Tight fitting clothing is not permitted.
- Girls' skirts, including slit, must be modest in length – reaching closer to the knee than mid-thigh.
- Walking shorts of modest length (reaching closer to knee than mid-thigh) are permitted.
- Pants, skirts, and shorts must be clean and neat, not frayed, dirty, or torn. Jeans may not be worn. Pants for boys must not sag or reveal underwear.
- Students are not permitted to wear hats or sunglasses at school.
- No visible pierced body-part jewelry other than earrings for females will be permitted at school or at school-sponsored functions.
- Students are not permitted to have visible tattoos.

Students in violation of the dress code will be given a high school Discipline Referral and must correct the infraction before returning to class.

Driving

Before a student may drive a car to school, the student must acquire, complete and turn in the "Student Request for Driving/Parking Privilege" Form.

Students who drive to school are to park in the areas designated for student parking immediately upon arriving on campus in the morning. Once cars have been parked, students may not remove them during the school day without permission. Additionally, no loitering in the parking lot is permitted. Students are to leave the parking lot upon arrival at school and not return to their cars until they are leaving campus.

Athletic team members and club members – Students who are required by the school to participate in an extra-curricular event are expected to ride with their team if transportation is provided by the school (either by school bus or approved parent driver). Exceptions may be made for events (games or practices) at Warner Park so that a student may drive his/her own car, but may NOT transport any other CDS students.

CDS reserves the right to search any vehicle parked on school property. The driver of the vehicle will be considered the responsible party if any prohibited item is found.

Extreme caution is to be exercised at all times when driving in the parking lot or through campus. Drive slowly and carefully and always give pedestrians the right-of-way. Students who are in violation of these guidelines will be disciplined and could lose their on-campus parking and driving privilege.

Financial Matters

Damage: Parents are responsible for damage caused, whether accidentally or intentionally, by their child. This applies to school property and to property of other families while on campus or on a field trip.

Debts: Students will not be admitted to class unless tuition payments are current or payment arrangements have been made.

Fines: All textbooks are the property of the school and must be treated as such. Damage to textbooks will be evaluated by the school and, if determined to be severe, the parent will be asked to pay the cost for replacement. If books are lost, the parent will be charged an amount equivalent to the replacement cost of the book. Parents are responsible for all basic textbooks and consumable books used in the educational process.

Tuition: For your convenience, tuition has been divided into ten equal payments **via bank draft only**. **Checks will not be accepted for monthly tuition payments**. The monthly payment schedule has no correlation to the number of days your child is enrolled in school. Cash payments will not be accepted. No checks will be cashed at the school office, and the office will not carry cash for the purpose of supplying change. See the Tuition Schedule for details.

Full-time student/Homeschooled student

Students are either enrolled as full-time students or as homeschool students. A homeschool student may take up to two courses at a time at CDS. A student must be enrolled full-time in order to compete inter-scholastically. Only full-time students are eligible for a diploma.

Homeschool credit

Credits earned in a non-accredited setting will not be calculated in a student's grade point average.

Immunizations

Certificates of immunization must be on file in the school office by the end of the first week of school. Students may not be admitted to class without complete records after that time. Health records must be signed and dated by a licensed physician.

I-Pods/ Music Players

I-pods and other music storage devices are not allowed to be used during school hours.

Lost and Found

The school is not responsible for lost or damaged clothing. We suggest that all students' clothing be clearly labeled with your student's name.

Marriage

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

Medications

If a student is in need of medications during the school day, the parent must take this to the school office with specific instructions on its administration. The office personnel will administer the medication according to these instructions. No medications may be kept on the student's person or in his/her desk or book bag.

Pregnancy Policy

When the administration becomes aware of a pregnancy, the students involved will be suspended for an indefinite period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the students involved, and the appropriate response of the school. Continued enrollment at CDS will be conditional upon the approval of the Head of School, with the support of the School board. Such approval will include the following stipulations:

- The students must reside with parents or legal guardian under ordinary circumstances. Married students are not permitted to continue enrollment at CDS.
- The students and parents must be willing under ordinary circumstances to enter into a working relationship with the school and their church. The administration will make contact with the student's pastor to assess the spiritual condition of the student and his/her parents, and to form a

cooperative plan with the intention of bringing the student into a proper relationship with the Lord and encouraging appropriate behavior.

- Students involved in a pregnancy and their parents must support open, timely, factual communication with the CDS community.
- If the indefinite suspension of CDS students continues beyond one week, CDS will under ordinary circumstances help students fulfill their academic responsibilities.
- In addition, students involved in a pregnancy may later be asked to pursue home-bound instruction and/or be suspended from the privilege of representing CDS in school-sponsored performances, including athletics, music, drama, and leadership positions. Normally, those students will be permitted to participate in graduation and receive all appropriate academic honors.
- In order to be considered for continued enrollment, the students and parents must fully cooperate with the school's attempts to fulfill these conditions.

Search/Seizure

The school recognizes that each student has an expectation of privacy at school. However, if at any time the administration has reasonable suspicion that an individual has in his possession a weapon or contraband, that individual or property will be subject to reasonable search and seizure.

Social activities

The scriptural standard for social activities can be summarized in God's directive in I Corinthians 10:31: "Whether then you eat or drink or whatever you do, do all to the glory of God." Wholesome activities are heartily commended as examples of ways in which we may glorify God and delight in His world and one another. The following will guide social activities at CDS:

- Teachers and parent chaperones involved in planning social activities with classes and other student groups should make sure that students are properly chaperoned at all times, and should assume the responsibility of seeing that the students conduct themselves in a manner consistent with the standards that define and establish CDS.

- Modest attire should be worn at all social activities. Modest swimwear (including one-piece suits for ladies) is required.

- School activities will not be held on Sundays.

Transfer credits

Credits being transferred in from other institutions will be evaluated by the guidance counselor.

Visitors to Campus

Adults may visit campus, signing in at the school office. CDS has adopted a policy of a campus closed to students of other schools with two exceptions. Non-CDS students who are seeking enrollment may arrange a visit through the admissions office.

A friend or family member from out of town visiting a CDS student may attend classes for one day per year after making arrangements with the administration.