



COVENANT DAY SCHOOL

Established 1989

Parent/Student Handbook
Middle School
2009-2010

2009-2010 PARENT/GUARDIAN & STUDENT SIGN-OFF PAGE

Parent/Guardian Statement of Agreement Commitment

_____ I/We have read and fully support and will abide by all school policies, the Parent/Student Handbook, and the requirements set forth in the Tuition Schedule of CDS. I/We agree to the Parent/Guardian Statement of Agreement Commitment form as found on page 12 of the 2009-10 Middle School Parent/Student Handbook.

Athletic Handbook Agreement

_____ I/We have read and fully support and will abide by all policies and expectations as written in the Covenant Day School Athletic Handbook 2009-10 as found on the E-news main sports page under the CDS Athletic Info Tab.

Approval for Child(ren) to be Videotaped/Photographed

Please initial ONE option below:

_____ I/We hereby grant permission to CDS for my child(ren) to be photographed and/or videotaped by CDS or its designee for CDS' internal purposes or for CDS' external marketing and promotional purposes.

_____ I/We do NOT grant permission to CDS for my children to be photographed and/or videotaped by CDS or its designee for CDS' internal purposes or for CDS' external marketing and promotional purposes.

Acceptable Use and Computer Lab Policies

_____ I/We have read the school's policies regarding the use of the school's electronic resources found on pages 13-15 of this Parent/Student Handbook. I pledge my honor to adhere to these policies, and I understand that violation of these policies is an honor offense and will lead to disciplinary action and the possible loss of computer lab privileges.

EVERY MIDDLE SCHOOL STUDENT AND PARENT MUST INITIAL TO THE LEFT OF EACH STATEMENT OF COMMITMENT ABOVE AND THEN PRINT NAME, SIGN, AND DATE THE APPROPRIATE LINE BELOW TO SHOW AGREEMENT WITH EACH POINT!

Student Name (printed)	Student Signature	Date
Parent Name (printed)	Parent Signature	Date
Parent Name (printed)	Parent Signature	Date

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 COMMUNICATION

- (1) Academic Report Cards: The CDS Middle 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. Any particular praises or concerns on the part of the teachers will also be noted on these reports. Each student will need to return a signed copy of the report card within two school days.
- (2) Mid-Term Reports: After the four-and-a-half week point of each grading period, the Middle School teachers send home a mid-term report. These reports are to be signed and returned within two school days.
- (3) Conferences: Parent-teacher (and sometimes student) conferences occur during the fall. Each new-to-CDS family will have a mandatory meeting with the child's teacher/teachers (depending on circumstances). Other conferences will occur on an as-needed basis. Any parent who desires to conference with a teacher or with the team of teachers may request this at any time.
- (4) Weekly Packets: All Middle School students will take home an envelope once per week. This envelope must be signed and returned within two days (once all the information inside has been returned to the appropriate teachers). The envelope will include any information that the parents may need from the previous week, including major tests or quizzes that need to be signed, school-wide information, or reminders that are specific to the particular grade level.
- (5) Homework Tracking Forms: Due to our desire to assign an appropriate and beneficial amount of homework, the Homework Tracking Forms will be sent home once or twice a year. These reports allow the parent and student to track the amount of homework given over a one-week period. These reports include a place for a parent's signature and notes to verify the information. The parents are also given an opportunity to make any comments that they think would be helpful to the teachers and/or administrator regarding the homework that had been assigned.
- (6) Parent questions, suggestions, concerns: Parents should take questions, concerns, or insights about a student or class directly to the particular teacher involved. The Administrator should be contacted if satisfactory answers, responses, or solutions are not achieved through these meetings.

- (7) Statement of Agreement: All parents will be required to sign a "Statement of Agreement" stating that they acknowledge and agree 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 card 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.

ACADEMIC MATTERS

Middle School Grading Scale:

A	=	95-100	(4.0)
A-	=	93-94	(3.67)
B+	=	90-92	(3.33)
B	=	87-89	(3.0)
B-	=	84-86	(2.67)
C+	=	80-83	(2.33)
C	=	74-79	(2.0)
C-	=	70-73	(1.67)
D	=	65-69	(1.0)
U/F	=	0-64	(0)

Eligibility for Extra-Curricular Activities: To be eligible, the student-athlete must have no grades below a 65 and no more than two grades below a 70 on their prior quarter grades. Special exception may be made for a student who has been diagnosed as having learning differences by means of the WISGR test or equivalent or by the SAS program testing procedures. This student will have no grades below a 60 and no more than three below a 70.

Homework Philosophy: Homework will be assigned by each teacher and is designed to reinforce and enrich school learning by providing the necessary practice, integration, and application through related home activities; to stimulate voluntary effort, initiative, independence, responsibility, and self-direction; and to enrich the school experience through related home activities.

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

Mastery Exams: Mastery Exams are given at the end of each semester for all core classes. These exams are given to determine the level of mastery of the key objectives for these classes.

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

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

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

Student Records: The student's parents and/or guardians, as well as administrators, counselors, outside testing/service agencies (if approved in writing by the parent or guardian), teachers and support staff have access to student files on an as-needed basis. Other schools must request student records in writing, and the request must have the parent's or guardian's signature. Student files and records cannot be shared with other parents or students.

Textbooks: Textbooks will be assigned to individual students and are the property of the school. Damage to textbooks will be evaluated by the school and, if determined to be severe, the parent will be asked to pay the cost for replacement. Unpaid fines will delay the release of the report cards.

ATTENDANCE AND TARDINESS

Excused Absences and Make-up Work: The 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 the school after the absence. If both of these are done, the absence can be excused. Excused absences include absences resulting from illness, emergency, family trips, or death in the family. Medical appointments that cannot be made outside of school hours will also be excused. **Parents are to write a note for absences due to illness or medical appointment and send the note with the student to the homeroom teacher within three (3) school days of the absence.**

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 this missed work. A student that 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.

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

- (1) An absence that is for an excusable reason but proper notification of absence from parent to school is not made, as stated in the Excused Absences category.
- (2) Excessive excused absences will be considered unexcused. This would include too many days for a family trip, etc.

Any unexcused absence will result in a 1% per day reduction in the quarter grade in each class that is missed. Students will be responsible for missed work and will be given the allotted two school days for each school day missed upon their return from any unexcused absence. Neither parents nor students may seek specific work ahead of time for unexcused absences.

Middle School Policy Regarding Tardiness to Homeroom: Punctuality is a virtue that is highly valued and encouraged at Covenant Day School. In order to best utilize their God-given talents, students are taught to be wise stewards of the time that they are given each day. Punctual arrival to school and class each day is crucial to the effective operation of our school and the enhancement of individual self-discipline.

Students arriving to school *after 7:55* are to report to the MS office (up until 8:30 – after 8:30 students must report to the main office) to sign in and receive a pass to Homeroom or class. Tardy students will not be admitted to Homeroom without a pass from the office. Please note that a detention will be assigned for every 5th tardy to Homeroom per mid-term quarter. If a student is tardy more 15 times in a mid-term, an in-school suspension may be assigned.

Middle School Policy Regarding Tardiness to Class: Attendance will be taken for each period during each school day. A student is expected to be in the classroom and in his/her seat when the bell rings. Students will receive a student reminder for each tardy to class. The teacher will notify parents 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. **Parents are to write a note for absences due to illness or medical appointment and send the note with the student to the homeroom teacher within three (3) school days of the absence.**

Early Dismissal From School: Any student who needs to be dismissed from school before the end of the day must have a parent sign him/her out in the school office. There will be no exceptions to this policy. If a student leaves without signing out, then he/she may be considered truant and the policies on unexcused absences will take effect.

Release of a Student to Persons Other than Custodial Parent or Guardian: During the school day, students will be released only to their legal guardian or parent unless a written request has been submitted to the office by the parent or guardian.

APPEARANCE AND DRESS

Uniforms: All Middle School students will wear uniform clothing unless otherwise specified by the administration for special events and/or activities. Any combination of optional uniform items may be worn.

Items with * must come from the uniform company, which is Lands' End. (1-800-469-2222 or on the web at landsend.com/school.) **Please see the ENEWS online for specific uniform requirement and option details.**

Belts are to be worn with shorts or pants, both male and female.

Boys and Girls must have their shirts tucked in at all times.

No logos (other than the CDS logo) may appear on shirts, sweatshirts, sweaters, etc.

Jackets of any type may be worn to school, but they will be removed while a student is in the classroom. All outerwear should be labeled with your student's name.

No open-heeled or open-toed shoes (example: flip-flops, Birkenstocks, etc.) are permitted in the Middle School.

On Chapel Days – Middle School students are expected to wear the chapel uniforms.

***Only solid colors are permitted for all shirts, sweaters, and sweatshirts (including polos and turtlenecks, etc.). Sweatshirts and shirts should be in good condition.*

Middle School Girls: (Please note – all skorts, skirts, and shorts must be worn at the manufacturer's hem. These hems may not be altered).

CHAPEL DAY: Navy polo or turtleneck shirt (with or without CDS logos, long or short sleeve). *Skorts (khaki) Sweatshirts: On Chapel Days, only Solid Navy Blue Sweatshirts are permitted.

NON-CHAPEL DAY OPTIONS: *Shorts: chino, plain or cargo; navy or khaki
*Skorts – navy
*Crop Chinos, navy or khaki
*Pants, chino or cords, not stretch cords; navy or khaki; pleated, plain front, cargo, flare
*A-line skirt; plaid, navy or khaki
*Long chino skirt, navy, khaki
*Pleated skirt; navy, khaki (Not cargo)
Polo shirts (any solid color) plain or CDS logo
Turtleneck PLAIN or CDS embroidered
Sweater, plain cardigan, pullover, or vest
Sweatshirt, Plain or school logo

Middle School Boys:

CHAPEL DAY:

Navy polo or turtleneck (with or without logo, long or short sleeves) Sweatshirts: On Chapel Days, only Solid Navy Blue Sweatshirts are permitted.

*Khaki long pants; chino, pleated, plain front, cargo

NON-CHAPEL DAY OPTIONS:

*Shorts: chino, pleated or cargo; navy or khaki

*Pants, chino or cords, pleated, plain front or cargo; navy, khaki.

Polo shirt (any solid color) – plain or CDS logo

Shirt, button down collar, white, light blue

Turtleneck PLAIN or CDS logo

Sweater, plain cardigan, pullover, or vest

Sweatshirt, plain or school logo

Hair: Students should keep hair neat, clean, well-groomed, and in traditional styles. Boys hair should be kept in moderate length (it should not hamper vision). Hair should be in natural colors.

Other items:

Outerwear: Jackets may be worn to and from school and at recess. Jackets should not be worn in class.

Dress-Down Days: On days that students are not required to wear their normal school uniforms, they are still required to dress appropriately. The items mentioned, are not meant to be exhaustive, but to give guidelines for student dress on these days. Students are permitted to wear jeans or shorts of modest length. They are also permitted to wear t-shirts from CDS. All clothing should be free of holes or ragged edges and must be worn in good taste and modesty. Girls are asked to avoid low-cut or tight fitting clothing. Boys are asked to wear clothes that fit properly.

Uniform Infractions: Middle School students who are in violation of the dress code will follow the management plan listed in the Student Conduct section.

Physical Education Class: Middle School students will be required to wear PE clothing consisting of shorts and t-shirts.

Requirements for Game Days for Athletes: Please see Athletic Policy Manual

STUDENT CONDUCT

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 students operate on this level of self-control, the teacher is the authority figure who sets the positive and constructive tone for self-discipline and control in the classroom.

Any breakdown in the self-control of individuals naturally hinders the learning process. Given a wholesome relationship between the student 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.

Classroom Rules:

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 classes at all times.
4. Be within school dress code policy.
5. Behave properly and avoid the following: disrespect, cheating, lying, stealing, inappropriate language, leaving school grounds, skipping class, and fighting.

Discipline system for school rules:

Three tier system:

(1) Tier One Warning Slip

*Students may be given a warning slip for any of the following:

- (1) Uniform/Dress Code infraction, (2) Gum/Candy, (3) Roaming,
- (4) Littering, (5) Failing to return signed papers/tests and/or packets, and
- (6) Other: _____

*Warning Slips will be given by a teacher and will immediately be signed by the student and turned into the office. Please note that these slips will NOT immediately come home for a parental signature. Instead, once a student receives three (3) in a mid-term, the MS Office will send a note home – which must be signed and returned. This note will explain the infractions and will serve as a warning that if the student receives one more warning slip within that mid-term, a detention will be given (along with a certain number of demerits).

(2) Tier two -- Student Reminders & Reminder Detentions:

*Students may be given a student reminder for various infractions that would be considered to be above the **Warning Slip** level.

1. Once a student receives three (3) Student Reminders within a mid-term period, the student will receive a Reminder Detention along with a minimum of five (5) demerits.
2. If a student does not return the reminder at the assigned time, he/she will need to write the reminder twice. If it still is not returned, another reminder will be issued and he/she will need to turn both forms in (signed) with the reminder, written a total of three (3) times. If this is still not returned, the student will need to write the reminder four (4) times and return both signed forms to the teacher. If the student does not return the two signed forms, along with the four (4) written copies of the reminder, he/she will be assigned an Administrative Detention.

Reminder Detentions:

Students who receive three Student Reminders within one mid-term will serve a Reminder Detention and will be given a minimum of five (5) demerits. These detentions typically last 45 minutes after school and will include a discussion with the Middle School Principal.

(3) Tier three -- Administrative Detentions:

Students may be given Administrative Detentions for any of the following reasons:

1. Receiving a second (or greater) Reminder Detention in a quarter.
2. Violation of one of the serious policies that requires immediate attention.
3. Repeated violations of classroom rules without change in behavior.

Administrative Detentions will be served on days at the discretion of the Middle School Principal. These detentions will usually be held from 3:15 – 4:15 on the assigned days. The Principal will supervise these detentions periods and will give the students a writing assignment and/or work detail. In addition, a minimum of ten (10) demerits will be assigned with each Administrative Detention. The Principal will also use these time periods to go through the steps in the discipline system to seek the greatest learning possible in an unpleasant situation.

Although each case will be handled individually, the general consequences are:

*2nd Reminder Detention – Administrative Detention and ten (10) demerits

*Disrespect, Cheating, Lying, Stealing – Administrative Detention and 10-20 demerits.

*Inappropriate Language – Administrative Detention and 10-20 demerits

* 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.

*Leaving School Grounds – one (1) day in-school suspension and 20-25 demerits.

*Fighting – Depending on circumstances – administrative detention OR a one day in-school suspension and 20-30 demerits.

Consequences for Demerits within an Entire School year:

At 30 demerits – a student receives an in-school suspension

At 45 demerits – a student receives two days of in-school suspension

At 60 demerits – a student is expelled

General Classroom Rules:

1. Respect other people and their property
2. Obtain permission before speaking and leaving your seat
3. Be in your seat and ready to work when the bell rings
4. Be prepared for class
5. Do your assigned work by the assigned times.

Discipline System for Classroom Rules:

**Teachers are not required to use this system for their own classroom rules. This is simply a guide:*

1st offense – Warning

2nd offense – Five minute detention with teacher at convenience of teacher (and call home)

3rd offense – Lunch detention with teacher (and a note, e-mail, or call home)

4th offense – Administrative Detention (along with 10 demerits)

5th offense – Second Administrative Detention (along with 10+ demerits)

6th offense – Conference with parents and Principal – and 15+ demerits

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.

HEALTH AND SAFETY

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.

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 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 locker, desk, or book bag.

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

School Closing Due to Emergency: *Covenant Day School closings due to bad weather other circumstances will be announced on the CDS website www.covenantday.org and on local TV and radio stations. You may also call the school office and check the voice mail system for updates relating to school closings. Covenant Day School does NOT necessarily follow the Charlotte Mecklenburg School closing policies or calendar.*

FINANCIAL MATTERS

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.

OTHER MATTERS

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

After-School Care: Childcare is available on-campus after school through Covenant Day School for a fee. Arrangements should be made directly with the after-school program. ***Middle School students may not remain after school unattended and must be picked up within 15 minutes after school dismisses.***

Chaperones on Overnight Trips: All chaperones, for overnight trips, are required to have completed a background check through the business office.

Computer Lab: The purpose of the computer lab is to teach computer literacy skills to students and to provide a tool for research, and word-processing, spreadsheets, and databases. Failure to follow computer lab policies may result in loss of computer privileges. Middle School students will not be permitted to use the computers until they have turned in the acceptable use policy sheet (signed) to the computer teacher.

Field-Trips: When students go on a field-trip with parent drivers, all students must wear seat belts. No students may ride in the front seat. Parent drivers are not to make unauthorized stops. Siblings are not allowed on field-trips. All drivers must submit proof of acceptable auto insurance prior to being approved as a driver.

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

Lost and Found: The school is not responsible for lost or damaged clothing. We suggest that all students' clothing be clearly labeled with your child's name. CDS is not responsible for lost items.

Electronic Devices: It is recommended that electronic games, radios, CD players, etc., not be brought to school. If these items are brought to school, they must remain in the locker during school hours. These items will be confiscated if students have them outside of their locker during the school day.

Cell Phones: Cell phones are to be powered down completely during school hours. They should not simply be kept on silent, nor should they be used for the text messaging during school hours. Cell phones should be kept in lockers to as not to disrupt classes at any time. Cell phones will be confiscated if students are seen with them and/or are using them during the school day.

Lunch: Students will bring their lunch from home and eat as a grade-level in the assigned area. Hot lunches are provided on various days of the week. After lunch, students are to pick-up all trash, wipe-down their tables, and sweep up the floor.

Swimming Guidelines: Middle School students may have swimming parties or swim on out of town school sponsored trips if the following guidelines are followed:

- All swimming must be chaperoned by a CDS employee in addition to any adult volunteers.
- If swimming on a beach or lake location, the buddy system is enforced at all times.
- No diving is permitted at any time.

Transportation: Transportation of students will be the responsibility of the parents. Each parent will be expected to see that the child is at school on time and picked up at the end of the school day on time. The school furnishes names, addresses, and phone numbers for those interested in forming car pools.

Updating the Offices: The school office should be notified immediately about any change in the family's address or telephone number as well as the place or phone number of parental employment. If there is a change in doctor or emergency phone numbers, this information should also be communicated to the office.

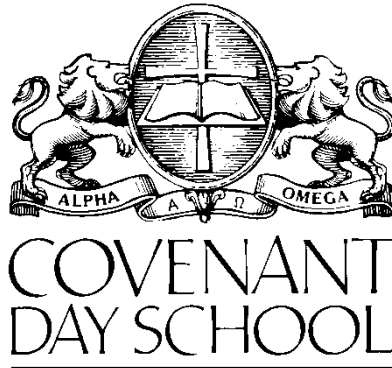
Visitors on Campus: Adults may visit campus, signing in at the school office. CDS has adopted a policy of a campus closed to students of other schools with two exceptions. Non-CDS students who are seeking enrollment may arrange a visit through the admissions office. A friend or family member from out of town visiting a CDS student may attend classes for one day per year after making arrangements with the administration.

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

PARENT/GUARDIAN STATEMENT OF AGREEMENT/COMMITMENT

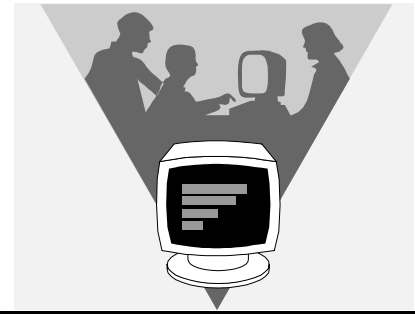
I/we have read and fully support and will abide by all school policies, the Parent/Student Handbook found on the CDS website (www.covenantday.org), and the requirements set forth in the Tuition Schedule of Covenant Day School. Furthermore, I/we understand and agree to abide by the following:

1. The administration will take all responsibility for academic placement;
2. In accordance with biblical principles, we as parents assign to the teachers and administration full responsibility in all matters of discipline according to the guidelines found in the Parent/Student Handbook.
3. It is understood that the school holds to the statement of faith as expressed by the Nicene Creed and that system of doctrine contained in the Westminster Confession of Faith and The Larger and Shorter Catechisms. It is further understood that the faculty and administration of the school will seek to lead each student into a personal and vital relationship with Jesus Christ as Lord and Savior and will instruct children in the Catechism of the Westminster Confession of Faith.
4. Parental grievances must be directed through the proper channels:
 - a. All grievances will be handled in accordance with the principles outlined in chapter eighteen of the gospel of Matthew.
 - b. All persons are to deal with the situation at its source. This usually means initially speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution.
 - c. If, after honest attempts have been made and clarification or resolution has not satisfactorily been reached, then:
 - d. The person proceeds to the next level of authority. This generally means speaking with the principal. If satisfaction is not realized by this point, then:
 - e. The person proceeds to the Head of School.
 - f. Grievances may not be appealed to the School Board or to the Session of Christ Covenant Church. The Head of School has final authority regarding all school related issues, including discipline.
 - g. Exception: Parents/Guardians may appeal an expulsion decision to the Academic and Discipline Review Committee of the School Board. No appeal may be made to the session of Christ Covenant Church.
5. I/we am responsible for the timely payment of all tuition and other fees as well as any damages incurred to school property by my child. It is further understood that students will not be admitted to class unless tuition payments are current and all fees paid unless an exception is granted by the finance committee. All bills must be paid before re-enrollment can be offered, report cards issued or transcripts released, as per the tuition schedule.
6. It is further understood that upon voluntary withdrawal from school, I/we am responsible for the balance on my account as of the *withdrawal date*.
7. My child has permission to take part in all school activities including field trips and athletic events.
8. Should the time ever come that I/we can no longer support the Statement of Philosophy, Statement of Faith, School Discipline Policies, or this Statement of Agreement, I/we will discretely and politely withdraw my child(ren) from Covenant Day School.



Acceptable Use and Computer Lab Policies

Read Carefully—Your Response is Required



Dear Upper School Students and Parents:













We thank the Lord, that in His gracious providence, we are able to provide you with a state-of-the-art, fully networked, multimedia computer lab. In addition to cutting edge hardware, the lab is connected to the Internet via a high speed ISDN line with WebCom.

The purpose of the computer lab is to provide you an opportunity to learn vital computer skills, to have access to word processors and spreadsheets and to give you the opportunity to take advantage of the vast resources of on-line services and the Internet.

The privilege of using the computer lab is attended by the responsibility to use it properly. Accordingly, policies have been developed to ensure that the computer equipment is well maintained so that students and faculty have uninterrupted access to the lab. These policies are not designed to restrict your use of the lab--they are designed to give you guidelines in the proper use of the lab so that it remains up and running with little down time. Please carefully read the following policies and then sign the attached form. **Keep these policies for your review.**







Internet Usage Policy

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













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

Other Computer Lab Policies

1. Students Are:

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

2. Students are not permitted:

-  in the computer lab without adult supervision
-  to bring food or drink into the computer lab at anytime
-  to install computer programs, including games
-  to delete programs
-  to change the computer color schemes or the desktop arrangement
-  to exit to the DOS prompt to list or manipulate file directories or to run programs
-  to change any system configurations
-  to remove CD's, books, or computer disks from the lab
-  to rename any computer files
-  to move program or document files
-  to change, move, or otherwise tamper with computer hardware or network connections
-  any damage to computers or vandalism will result in the loss of computer lab privileges and charges for any materials and labor costs incurred to make repairs. This policy includes pranks such as unplugging network cables, removing the "roller balls" from the mice, etc.—no exceptions to this policy will be made.