



COVENANT DAY SCHOOL

Established 1989

Parent/Student Handbook

Lower School

2006/2007

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.

Home to School Communication

- (1) Academic Report Cards: The CDS Lower 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 the signed card a signed within two school days.
- (2) Mid-Term Reports: Mid-way through each grading period, the 3rd – 5th grade teachers send home a mid-term report. These reports are to be signed and returned within two school days.
- (3) Conferences: Parent-teacher conferences occur during the fall. 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 Lower School students will take home an envelope once per week. This envelope must be signed and returned within two days. 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) 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.
- (6) Statement of Agreement: All parents will be required to sign the "Statement of Agreement" stating that they are aware of, and in full agreement with, the policies of the school. This includes the statement of faith, discipline procedures, and all other policies of the school. Until this statement is signed and in the student's file, the student will not be admitted to the school. 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. ***Parents recommit their willingness to adhere to the policies of the school at the beginning of each school year by signing the agreement statement on the student emergency card.***

ACADEMIC MATTERS

Academic Grading Scale:

Grades K-2

These grades use a reporting system that varies by grades as is appropriate for young children who developmental needs change rapidly. Details of each grades system are given to parents by the teachers during the Fall Orientation/Open House.

Grades 3-5

A = 93-100

B = 84-92

C = 70-83

D = 65-69

U = 0-64

“+” OR “-“ is added when appropriate

“Conduct” Grading Scale includes “S” for good, “N” for needs improvement, and “P” for poor behavior. Conduct areas that are evaluated are a student’s compliance with rules and policies, general behavior, self-control, cooperation, responsibility, respect for authority, courtesy and attitude.

Homework Philosophy:

Home work 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; stimulate voluntary effort, initiative, independence, responsibility, and self direction; and enrich the school experience through related home activities. The quantity of homework will follow the general guideline that the average student will spend ten minutes per grade level per night (i.e. an average fourth grader will spend forty minutes on homework on the average night) plus fifteen minutes for reading. This time does not include band or other music practice.

Media Center: The Media Center facilities are for the use of all students. The Media Centers are open during school hours on a daily basis for students to check out or return books, or to work on research. No books are 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 that have been checked out and then lost or damaged. Unpaid fines will delay the release of progress reports or report cards.

Probation (Academic): A student who fails more than two core subjects during any quarter will be placed on Academic Probation for the following quarter. The student’s standing will be re-evaluated the following grading period.

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 grade level will be kept in that grade level until he has shown sufficient progress to allow him to function successfully in the next grade. If there is a possibility that a student will be retained, parents will be notified well in advance of the end of the school year, and his teacher and the administration will work with the family to assist in arranging supplementary instruction. With good parent/teacher communication, there should be no instance of a parent being unaware of the student's lack of progress.

Student Records: The student’s parents, guardians, as well as administrators, counselors, outside testing and 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. 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 report cards.

ATTENDANCE AND TARDINESS

General Requirements Regarding Attendance: Covenant Day School is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are significant. While some aspects of a missed classroom experience may be repeated or recovered, certain other facts are lost, to the student's detriment. Therefore, we urge students to attend and participate in all classes. The following attendance policy will be utilized to encourage faithful attendance and ensure student performance.

Daily Attendance: Attendance will be taken at the beginning of each school day. A student who misses more than half the school day will be considered absent for the entire day. Parents are to write a note for absences due to illness and send the note with the student to the homeroom teacher within three days of the absence. **Absences in excess of twenty (20) days may result in a student's retention in that grade the following year.**

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.

Excused Absences and Make-Up Work: Excused absences include absences due to illness or death in the family. 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.

Unexcused Absences and Make-Up Work: Any absence that does not fit into the Excused Absence category will be considered unexcused. Students will be given five (5) unexcused absences per year. A conference will be set up between the principal and the parents/guardians if the unexcused absences negatively impact the academic standing of the student. 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. Neither parents nor students may seek specific work ahead of time for unexcused absences.

Release of a Student to Persons Other than Custodial Parent or Guardian: During the school day, children 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.

General Requirements Regarding Tardiness: 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 they are given each day. Punctual arrival to class and school each day is crucial to the effective operation of our school and the enhancement of individual self-discipline.

Tardiness to School: Students arriving at school after 8:00 are to report to the school office to sign in and receive a tardy slip. Tardy students will not be admitted to homeroom without a pass from the office.

APPEARANCE AND DRESS

Uniforms: All students will wear the designated school uniform unless otherwise specified by the administration for special events and/or activities. Garments should be labeled with the child's name. Lower School students are to wear their required uniforms on chapel day (with the exception that boys may wear navy shorts in lieu of pants, and any student may wear acceptable non-dress shoes). First through fifth graders are to wear belts with shorts or pants.

Dress Uniforms:

Girls (Grades K-5):

- * White shirt with peter pan collar
- * Plaid jumper
- White anklets or white tights
- Coordinating street shoes with full toe and heel—black, navy, white, or red

Boys (Grades K-5):

White oxford cloth button-down collar shirt, short or long sleeve

- * Navy blue pants—pleated or non-pleated
- Dark belt (1st-5th grade)
- Dark socks
- Street shoes or solid dark sneakers

Optional Uniform pieces:

Girls (Grades K-5):

- * Navy blue or khaki walking shorts, skorts, or pants (with belts 1st through 5th)
- * Pleated skirts, navy blue or khaki
- * Plaid A-line skirt
- Knit polo shirts, short sleeve or long sleeve, white, navy, true red, light blue, maize, hunter green (plain or with school logo)
- Turtleneck, white, navy, true red, light blue, maize, hunter green (plain or with CDS embroidery)
- Sweater, solid color, white, navy, true red, light blue, maize, hunter green
- Sweatshirt, solid color, white, navy, true red, light blue, hunter green, gray (plain or with school logo) - collar of uniform shirt must show
- Leggings or tights or socks, solid color, true red, white, navy
- Coordinating hair accessories / true red, white or navy
- Sneakers or other shoes with full toe and heel

Boys (Grades K-5):

- * Khaki pants (with belts 1st through 5th)
- * Navy blue or khaki shorts (with belts 1st through 5th)
- Light blue oxford cloth button-down shirt, short sleeve or long sleeve
- Knit polo shirts, short sleeve or long sleeve, white, navy, true red, light blue, maize, hunter green (plain or with school logo)
- Turtleneck, white, navy, true red, light blue, maize, hunter green (plain or with CDS embroidery)
- Sweaters, solid color, white, navy, true red, light blue, maize, hunter green - cardigan or pullover
- Sweatshirts, solid color, white, navy, true red, light blue, hunter green, gray (plain or with school logo) - collar of uniform shirt must show.

***Asterisk items must be obtained from the uniform company.**

Footwear: Please pay careful attention to the footwear for your child's dress uniform. Girls may wear any street shoe that coordinates with the plaid uniform: black, navy, white, or red. Other shoes or sneakers may be worn on non-required days. (Sandals, clogs, roller skate shoes (wheelies), or shoes without heels or toes are not permitted at any time.) Lower School boys may wear solid black sneakers with the required uniform; otherwise they must wear street shoes. Other sneakers may be worn on non-required uniform days.

Hair: Students will keep hair neat, clean, well-groomed, and in traditional styles. Boys will keep hair moderate in length and style. Length in front should not hamper vision, the sides should not cover the

earlobe, and the back should be no longer than the top of the shirt collar. Boys who are not in compliance will be given a warning. Letters will be sent home to parents following the second reminder.

Outerwear: Outerwear may include a sweater or sweatshirt that is red, white, hunter green, navy, blue, or gray. Sweatshirts must be of a solid color with absolutely no insignias on them unless a Covenant Day School logo. Jackets may be worn to and from school but may not be worn in the classrooms.

Dress-Down Days: On days that students are not required to wear their normal school uniforms, such as on a “Jeans Day,” they are still required to dress appropriately. The list that follows is not meant to be exhaustive, but to give guidelines for student dress on these days. Students are permitted to wear jeans or shorts that are of modest length. They are also permitted to wear tee shirts from Covenant Day School. 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 appropriately.

Uniform Infractions: Lower School students who are not in uniform will be given one warning. Thereafter parents will receive a note and/or be called to bring appropriate clothing. Please remember that the dress uniform is required on Wednesdays.

Physical Education Class: Students in 5th grade will be required to wear shorts and plain or CDS styled T-shirts during the class.

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 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.

Classroom Rules:

1. Respect other people and their property.
2. Obtain permission before speaking or leaving your seat.
3. Be in your seat and ready to work when the bell rings.

Discipline System for Classroom Rules:

Each Lower School classroom teacher will communicate his/her system of classroom expectations to students and parents. Generally, a teacher will give a verbal warning for the first infraction, then for any subsequent infraction apply consequences such as time sitting out of recess. If a child requires further consequences, parents will be informed.

Lower School Rules:

1. Be respectful of others, adults and students, at all times.
2. Walk in halls and on walkways.
3. Be quiet in halls and on walkways.
4. Be in appropriate uniform, including shirt tucked in. **Electronic games, radios, CD players, Wheelies, etc., are not to be brought to school.**

Discipline System for Lower School Rules:

Lower School has a behavior management levels. Level 1 is a reminder/warning. Students may be given a verbal reminder or written reminder for violating any of the School rules. There are no consequences at this level.

At Level 2 students will be issued a discipline notice or parents will receive a phone call. This is for repeated violations or more serious offenses. The notice will state the offense and explain what action has been taken by the adult. If possible “natural consequences” will be used. If in writing, Parents are asked to sign and return the note to school.

At Level 3 a “Behavior Plan” will need to be put in place. Parents will be asked to meet with the teacher and possibly the principal to create a procedure that moves the child to make changes in his/her behavior.

Suspensions: Suspension, defined as a temporary absence from the school, will be used when other disciplinary methods are unsuccessful. These can be served In-School or Out-of-School depending on the severity of the behavior. Parents will be called by the Headmaster or Principal to explain the reason for the suspension; they will also be notified in writing.

In-School Suspension: Any student receiving an In-School Suspension must make up all missed work.

Out-of-School Suspension: Any student receiving an Out-of-School Suspension will be given an unexcused absence for that day, but will automatically receive a 3% reduction in the quarter grade in every class that is missed regardless of the total number of unexcused absences. The missed work must be made up according to the policies listed above regarding unexcused absences.

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

Fire and Tornado Drills, Lockdowns: As required by the state, various drills will be held regularly throughout the school year. The teachers and staff will acquaint the students with the proper procedures to be followed. A map of the evacuation plan will be hung in each classroom and each teacher will see that the students fully understand the route.

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 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.

Student Insurance: Student accident insurance is offered to all students.

School Closing Due to Emergency: Closing of Covenant Day School 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

After-School Care: Childcare is available on-campus after school through Covenant Day School for a fee. Arrangements should be made directly with them. **Students may not be left after school unattended.**

Cell Phones: Cell phones are to be powered down completely during the school hours. They should not be kept on silent or used for text messaging during school hours.

Chapels: Chapel service will be held once weekly and will be led by selected speakers with varied participation of students. Along with weekly chapel services, each teacher will begin the school day with a devotional time.

Chaperones on over-night trips: All chaperones for overnight trips are required to have completed a background check form four weeks prior to the date of the overnight trip. These forms will be distributed through the principal or classroom teacher.

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.

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. Car bumper seats must be provided for children under 80 pounds or 8 years of age. Parent drivers are not to make unauthorized stops or use the cell phone when the car is moving. Unfortunately, siblings are not allowed on field trips. Verification of acceptable auto insurance is required prior to a driver being approved.

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.

Parties: All Lower School end-of-year parties must be on campus. Parties should provide simple refreshments appropriate for the season. (i.e. No jack-o-lanterns for the fall party. No Easter Bunnies for the spring party.) All decorations, tables and chairs, and party debris must be set up and cleaned up by the participants following the event.

Playground access after school: Lower School Students that have been picked up by their parents, car pool or other driver may play on the playground from end of school to the Middle School pick up time. Children should avoid play that disrupts Middle School classes or car pool lines. **At all times students must be supervised by the adults transporting them.**

Up-Dating the Office: 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.

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. For those interested in forming car pools, the school will furnish names, addresses, and phone numbers.

Visitors on Campus: Students are not to bring visitors without prior permission from the office. All school visitors, including parents, must check in with the school office upon arrival and must wear a visitor tag if they will be with students or in the classroom.

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