



Parent / Student
Handbook
2025 – 2026

COVENANT CHRISTIAN SCHOOL

Dear Students and Parents,

The faculty and staff welcome you to the 2025-2026 school year. We are excited to partner with you to ensure that student achievement continues to progress.

Providing a quality education for students is a challenge not only for teachers and administrators, but also for parents. Parent support is essential in order to ensure that the students and the school are successful in this endeavor.

This handbook provides you and your child with information on programs, procedures, and curriculum available at Covenant Christian School. In addition, this handbook outlines the school's behavioral expectations, as well as the consequences for infractions. Again, partnering with you is crucial if we are to help our students develop self-discipline essential to their academic and social growth. It is vital that we work together through any challenges that may occur.

Each parent should carefully read this entire handbook and discuss the contents with their children. It will keep everyone better informed and might eliminate unnecessary problems during the school year. We are looking forward with much anticipation to this year at CCS and the opportunity to experience with you and your child this exciting time in your lives.

Sincerely,

CCS Board and Faculty

CCS Faculty and Staff

Erin Dobbs, Director

Lea Arnold

Carol Austin

Denise Beck

Elicia Bramblett

Brittany Cape

Ann Giles

Sydney Hand

Meredith Kinard

Joseph Landrum

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Theresa Morgan

Lorrie Rainey

Ivan Ray

Activities Teachers

Brenda Elkins

Cheryl Newman

Mark Smith

OUR STAFF BELIEVES

1. That we should provide a safe and nurturing environment for our students.
2. That different learning styles and ability levels should be accompanied by varying teaching and assessment methods so that all children can achieve to the best of their abilities.
3. That a partnership among school, home, and community enhances the education of our children.
4. That children are more likely to flourish in an atmosphere of caring and cooperation where expectations are fair and consistent.
5. That we should encourage the development of respect for self and others.
6. That we must provide students with opportunities to develop the skills necessary to be successful in a technological society.
7. That we should build on the successes of the past while encouraging improvements through innovation.

OUR EDUCATIONAL PHILOSOPHY

Covenant Christian School believes that small class sizes and the ability to provide each student with individual attention is the formula for academic success. Our teachers challenge the students with a strong curriculum in a loving, Christian environment that promotes spiritual and social growth of the individual.

MISSION STATEMENT

Covenant Christian School offers a Christ-centered education engaging the heart and mind of our young people to achieve academic success and spiritual growth. We believe that a partnership of church, home, and school will best equip our children for future success as leaders both in society and for our LORD and SAVIOR, JESUS CHRIST.

COVENANT CHRISTIAN SCHOOL

For your reference, each of our Teachers and Board Members at CCS has agreed to the core faith principles listed below.

Statement of Faith

1. We believe that men, divinely inspired by God, wrote the Holy Bible. All Scripture is without error and is totally true and trustworthy. (Psalm 19:7-10; Hebrews 1:1-2; 4:12)
2. We believe in only one true, living God. He is the Creator, Redeemer, Sustainer, and Ruler of the universe. God reveals Himself to us as Father, Son, and Holy Spirit, who exists as three distinct, but equal Persons. (Matthew 28:19)
3. We believe that man was created directly in God's own image, after His own likeness and created without sin. However, by his free choice, he sinned against God and came under condemnation. (John 1:1-3; Romans 5:12)
4. We believe that man is in need of salvation and that salvation comes only by faith alone in Jesus Christ, the Christ as revealed by the Holy Scripture to be the Son of God. (John 14:6)
5. We believe that Jesus Christ is all God and all man, born of a virgin, and born without sin as the Son of God. (John 10:30; Luke 1:26-38)
6. We believe in Christ's atonement as the voluntary substitution of Himself in the sinner's place. He was crucified, buried, and resurrected from the dead with a glorified body, on the third day. (Romans 5:8; Matthew 20:18)
7. We believe in the reality of an eternal Heaven and an eternal Hell. (Matthew 25:46)
8. We believe in the return of Jesus Christ for all believers, dead and alive. (John 5:28-29)
9. We believe that marriage is between a man and a woman, and that sex outside the marriage relationship violates God's plan and Law. (I Corinthians 6:18-20, Ephesians 5:31-32)
10. We believe that homosexuality is a violation of the Scripture. (Romans 1:24-27)
11. We believe in the sanctity of life and that life begins at conception. (Psalm 139:13,15)

PARENT / STUDENT HANDBOOK

In order to maintain an environment that is fair to our parents and students, the CCS Board has established this handbook so as to ensure the expectations are clear for parents and students. Our intent is to provide a referenceable handbook to establish expectations with regards to the following key areas:

Arrival / Departure / Early check-out

Attendance Policy

Medication

Code of Conduct

Dress Code

Electronic & Cell Phone Use Policy

Problem Resolution

School Visitors

Report Cards & Grades

Registration & Book Fees

Tuition

Food at the School

Sports Leagues

NOTE that the terms parents and guardians may be used interchangeably throughout this handbook, but essentially refer to the same.

ARRIVAL / DEPARTURE / EARLY CHECK-OUT

I.ARRIVAL - The school will open daily at 7:40 AM. Students should **not** arrive before that time. All students should be in the classroom by 8:00 AM. After this time a student will be considered tardy. 3 tardiest will equal 1 absence.

II.SCHEDULES - School begins promptly at 8:00 AM for all students. Students should arrive and be in class ready to begin by 8:00. Pre-K through 5th grade will be dismissed at 2:45 from the back building entrance. 6th through 12th grades will be dismissed at 3:00 from the modular building entrance. Pick up time for all students will be Noon on Fridays.

III.DEPARTURE / PICKUP - To avoid conflicts and for the safety of the children, it is the policy of CCS for the parent/guardian who signs the registration form to have final say as to who may pick up a child from school. To allow the school to release a student to a non-parent/guardian, there should be an authorized pickup list submitted to the CCS director which authorizes the release of the student to persons other than the parent or guardian. In case of an emergency change in who should pick up the child, please contact the school at least 45 minutes before pick-up time. Any changes in custody or specific requests for a legal guardian not to pick up a child must be submitted in writing to the Director with legal documentation showing the change in custody.

IV.EARLY CHECK OUT - Any time a child must leave school before regular dismissal, the person picking up the child must be the legal guardian or be designated by the legal guardian as having the right to pick up the child. The person picking up the student must sign the student out in the office. As a safety precaution, those picking up children may be asked to show identification.

ATTENDANCE POLICY

Covenant Christian School emphasizes the value of regular attendance in enabling students to benefit from the school program. The Georgia Compulsory School Attendance Law can be found at O.C.G.A. § 20-2-690.1. This requires all children to attend school on a daily basis from their sixth (6th) birthday through their sixteenth (16th) birthday. It is the responsibility of each student as well as each parent or guardian to fulfill this requirement.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others. Frequent absences and tardies for any reason are almost certain to adversely affect a student's schoolwork. Each currently enrolled student is expected to be in school every day except when illness, injury, or some providential condition beyond his/her control prevents attendance.

An Attendance Review Committee has been formed to review chronic absences and tardies. If an attendance issue occurs, you will be called before the committee. GA law requires students to be in class a set number of hours each year. Failure to do so may result in immediate student withdrawal. Once a student reaches 5 absences, a notification letter will be sent home with the student. Once a student reaches 7 absences, an Attendance Review Committee meeting will be scheduled. Once a

student reaches a set number of days absent (determined by the Attendance Review Committee), the Attendance Review Committee will meet to consider immediate withdrawal from Covenant Christian School.

I. **ATTENDANCE** - Covenant Christian School policy:

- 10 days of excused absences total per calendar year
- Limited 5 of the 10 days for an Educational Trip, which must meet guidelines outlined within this handbook.
- A parent can write an excuse for five (5) total days, but after five (5) total days, a medical excuse will be required from a doctor or other qualified medical practitioner.
- Any unexcused absences will result in the student receiving no credit for missed work.
- Please contact the Director with any questions regarding an absence or time frame to be absent that is not addressed in this policy.
- If the student's class is on a field trip and your child does not go on the field trip, they are to stay home. This absence will not count against them.

II. **EXCUSED ABSENCES** - The following items constitute reasons an absence may be considered excused:

- Personally ill and whose attendance in school would endanger their health or the health of others.
- In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by their faith.
- When conditions render school attendance impossible or hazardous to the student's health or safety.
- A student whose parent or legal guardian is in military service in the U. S. Armed Forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
- Students under foster care are to be counted as "present" when attending court proceedings relating to such students' foster care.

HIGH SCHOOL ATTENDANCE REQUIREMENTS –

- 7 absences per semester will result in the student losing class credit. Please reach out to your teacher with any questions.

III. **EDUCATIONAL TRIPS** - Educational absence forms may be picked up from their homeroom teacher/director and must be submitted to the teacher 5 days in advance of desired absence(s) and date(s). Educational trips must meet the following five criteria: Student is accompanied by parent or guardian; written plan showing educational benefits submitted to the teacher five days in advance, list of educational activities, objectives, and project description to be turned into the teacher upon return to school; limit of 5 days, all work to be made up. Educational trips DO count against the 10-day attendance rule.

IV. **TARDY** - Students who arrive late to school must have a parent bring them to the door to sign the student in. A pattern of excessive tardiness will result in the need to meet with the Attendance Review Committee and/or Covenant Christian School Board. Three unexcused tardies will be considered 1 unexcused absence. The only excused tardies will be those excused with a doctor's note.

- 3 unexcused tardies = 1 absence
- After 6 unexcused tardies, a notification letter will be sent home with the student.
- Once a student reaches 9 tardies, an Attendance Review Committee meeting will be scheduled.
- After 8:00am Tardy

V. **PHYSICIANS NOTE** - Students who miss over 10 days during the school year are at risk of compromising course credit for any course unless a physician's statement is turned into the teacher for all days more than the 10 days. Physician's notes should be turned in within five days after an absence-preferably, the first day a student returns to school so that teachers will have approval to assign make-up work.

VI. **MAKE-UP WORK** - The following time limits have been set for make-up work: if a student misses one day, he/she will have two days to make up the work; two-day absences - four days to make up work, etc. For extended consecutive absences over 5 days, the time allowed for making up work will be at the teacher's discretion. A student will not be allowed to make up work for an unexcused absence.

VII. **ENROLLMENT STATUS** – A student must be currently enrolled at CCS in order to participate in any school related activities whether directly at school or associated with the school such as School Production(s), Field Trips, or other activities.

MEDICATION

All medications must be taken by the parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage.

There is a Parent Permission Form that needs to be completed for each student. This gives CCS permission to give "occasional" over-the-counter medication. This form will be added to the end of the handbook.

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the CCS drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student handbook.

SELF-ADMINISTERED MEDICATION

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epi pens) for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, the parents must provide a statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the school duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

CODE OF CONDUCT

It is the purpose of CCS to operate the school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the school. In accordance with that purpose, the Board has adopted a policy which requires all students to always conduct themselves in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at the school.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct. The Code of Conduct is effective during the following times and in the following places: (1) At school or on school property at any time; (2) Off school grounds at any school activity, function or event and while traveling to and from such events; and (3) On vehicles provided for student transportation.

Also, students will be held to the same standards off campus when at a school function such as field trips, dances, sports, or any CCS organized activities or events. Should a disciplinary issue arise, we will follow same code of conduct and behavior issues off campus which the result will be the same as on

campus issues. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

- I. **STUDENT BEHAVIOR** - We believe that high student expectations will encourage the development of a sense of responsibility and mature judgment on the part of each student enrolled at CCS. Students should treat themselves and others with respect so a positive, cooperative atmosphere will be maintained. One of the most important things to learn at school is how to get along with other people. School rules are developed to protect the rights of all students. These rules should be followed at all times by students at school or attending school functions. **Students are expected to:**
 - Respect all school system personnel. Be attentive to the instruction planned so that all may learn and achieve success.
 - Respect their fellow students. Harassment or bullying, in any form, will not be tolerated and should be reported to a teacher or administrator.
 - Behave in an orderly manner. Students should walk quietly when changing classes or moving from one part of the building to another.
 - Always dress neatly and appropriately.
 - Not use profane, obscene, suggestive, or threatening language.
 - Not bring to school any items that are deemed by the administration to be disruptive to the educational environment. Report any knowledge of any situation where the student or another student has in their possession any objects or substances that could cause harm or disruption
 - Act in good taste in their relationships with one another. Public display of affection is not appropriate in the school setting.
 - Complete their work.
 - Seek the help of school staff in resolving conflicts with other students. Fighting is not permitted under any circumstances.
 - Show respect for the property of others.
- II. **WEAPONS AND DANGEROUS INSTRUMENTS** - A student shall not possess, handle, transmit, carry or have under his/her control any firearm or other weapon.
- III. **TOBACCO OR OTHER SUBSTANCES** - Students shall not possess, transmit or use tobacco, tobacco-related products in any form, including, without limitation, lighters, matches, and rolling papers. This also applies to other substances which are not legal or may not be legal for students of school age.
- IV. **BULLYING** - Bullying may include different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the school property or at a school-sponsored event. However, disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

Examples of prohibited behaviors may include but are not limited to:

- Threats or taunts through words and/or gestures
- Physical violence and/or attacks
- Extortion
- Destruction of school or personal property
- Theft of money and/or personal possessions
- Sexual, religious, or racial harassment
- Public humiliation
- Incitement and/or coercion
- Creating or spreading of rumors or falsehoods
- Stalking
- Engaging in conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing those photos or causing distribution
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

V. **SEARCH AND SEIZURE** - To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student lockers and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present.

Vehicle Searches: A student's vehicle may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A parent/guardian will be contacted prior to the search of any vehicle.

VI. **CITIZENSHIP** - Citizenship is a vital part of the learning at CCS. We believe that developing a sense of caring about the school, the community, and each other is very important. We provide opportunities for students to learn about getting along with others and solving problems that arise when there are conflicts. Learning to control one's behavior is a key element in learning to become a good citizen. As in the real world there are consequences for one's behavior. When a student chooses to go by the rules, to cooperate with the teacher, to be a good friend, etc., they are rewarded with self-respect, friendships, and a feeling of being in control. If a student chooses not to go by established rules, then they are choosing the consequences that have been explained to them. All consequences at school are opportunities to learn better ways of dealing with problems. The purpose of this code is to provide students at CCS an effective and safe learning environment. Students should:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the offenses stated in this code, take care of books and other instructional materials, and cooperate with others.
- **Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- **Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others.
- **Cooperate with school personnel** by immediately turning in any items that are disruptive that have been accidentally brought to school to avoid serious consequences.

VII. **DISCIPLINARY ACTIONS** - Disciplinary actions for violations of expected behaviors will include appropriate hearings and reviews. In the event that student will receive ISS, OSS, or authorities have to be called, the parent will be notified immediately. In all cases, the rights of individuals will be ensured and protected. Consequences will be based on age, severity, infraction, and frequency of behavioral referrals. It should be understood that breaks, snack-time, activities, field trips and recess are considered school privileges, not rights, and may be denied to a student by the teachers or an administrator. The school will involve parents when problems arise by written notification, i.e., discipline referral form to be signed by parents, phone contact to inform parents of problems, and/or the scheduling of a parent conference to discuss the offense and develop plans to improve student conduct. Students with frequent office referrals will be subject to the development of a behavioral support plan. We have

chosen a positive and progressive approach to discipline because we want children to learn self-discipline, responsibility, and ways to deal with the problems of life.

Our method of discipline:

1. Establishes an overall set of school rules which will protect the students and provide a good atmosphere for learning.
2. Let students know what they have done wrong when they choose to go against these rules and what the consequences of these choices are.
3. Provides students with opportunities to learn how to solve problems involving their behavior or the behavior of others.
4. Provides opportunities through class meetings for students to discuss problems, establish consequences, develop mutual respect, and to encourage each other.
5. Teaches students to assume responsibility for their actions.
6. Provides a progressive set of consequences based on age and severity of the offense.

VIII. **DISCIPLINE** - Students who do not show self-control of their behavior will have to be disciplined by the teacher or an administrator. All school age children can learn to control their behavior. CCS has a comprehensive discipline code, which allows students and parents to know how certain behaviors will be handled at school. If there are questions about our discipline code, contact the teacher or administrator for a conference. If a child continually misbehaves, the parents may be asked to pick up the child from school until a conference determining ways to change the behavior has been held. Learning to have control of one's behavior is a learning experience for students. It adds tremendously to their feeling of self-worth. As a Christian school, we want each student to succeed and be loved and forgiven for actions where we fall short of God's expectations. With that said, we cannot accept continual behavior problems that disrupt the learning environment or make others feel unsafe.

Although specific discipline is determined based on the offense and circumstances and is at the discretion of the teacher or administrator, CCS does follow a general pattern of disciplinary action as follows:

ELEMENTARY SCHOOL MINOR OFFENSES (such as disrespect of others or horseplay)

Step one intervention:

Loss of recess or other activity or privilege

Step two intervention:

Loss of P.E. or other activity or privilege

Step three intervention:

Conference with parents or guardian and determination of plan of disciplinary action

Step four intervention:

In School Suspension and/or phone call to parents

Step five intervention:

Home suspension and warning of potential permanent expulsion from CCS

Last resort intervention:

Permanent expulsion from CCS - In the event a student is expelled from school, under no circumstances will tuition refunds will be provided.

*This stepwise process can start over with demonstration of good behavior. Just because a step is reached does not mean that a student remains at that step going forward.

**If student receives ISS or OSS during a 9-week period, extracurricular activities may be taken away from the student. (This will be on a case-by-case basis.)

MAJOR OFFENSES (such as intentional acts of harm or violence of a serious nature) can be punished at any level of intervention as determined by the administration of CCS, including but not limited to expulsion from school. In the event a student is expelled from school, under no circumstances will tuition refunds will be provided.

MIDDLE and HIGH SCHOOL OFFENSES (such as disrespect of others or horseplay)

Step one intervention:

One day of In School Suspension

Step two intervention:

Three days of In School Suspension

Step three intervention:

Three days of Out of School Suspension and warning on potential expulsion from CCS

Last resort intervention:

Permanent expulsion from CCS - In the event a student is expelled from school, under no circumstances will tuition refunds will be provided.

*This stepwise process can start over with demonstration of good behavior based on the CCS Board discretion. Just because a step is reached does not mean that a student remains at that step going forward.

**If student receives ISS or OSS during a 9-week period, extracurricular activities may be taken away from the student. (This will be on a case-by-case basis)

MAJOR OFFENSES (such as intentional acts of harm or violence of a serious nature) can be punished at any level of intervention as determined by the administration of CCS, including but not limited to expulsion from school. In the event a student is expelled from school, under no circumstances will tuition refunds will be provided.

IV Academic Honesty

Any form of cheating or claiming the work of another as your own is considered academic dishonesty, includes but it not limited to the following:

Plagiarism

- Using writings, passages, and ideas of others and passing them off as your own
- Using an outside source without the proper acknowledgment
- Submitting or using falsified data or records

Cheating

- Acting dishonestly and practicing fraud, through direct deception
- Assisting, encouraging, inciting, helping, or participating in misrepresenting someone's work as your own
- Using unauthorized material, including screen shots, textbooks, calculators, AI, or electronic devices not authorized during an exam or other assignment

Forgery/ Stealing

- Using unauthorized access to an exam or answers to an exam
- Using an alternative stand-in or proxy during an exam
- Altering computer or grade book reports, or forgery of signatures, for the purpose of academic advantage
- Sabotaging or destroying the work of others

All instances of academic dishonesty may be recorded in the student's disciplinary record. The legal guardian will be contacted. Discipline will range from loss of credit for the assignment to failure of the course. Students may also be suspended. In any case of uncertainty, it is the student's responsibility to ask the teacher whether an action would be considered academically dishonest or not, prior to acting.

V. LEAVING CAMPUS UNAUTHORIZED- any student leaving campus via walking or car without permission from a CCS staff member will be suspended for 3 days.

DRESS CODE

The purpose of a dress code is to promote an orderly learning environment in our schools while preparing all students for later success in the world of work. Students of CCS are expected to dress in a manner that is conducive to a good learning environment and be representative of Christian morals, integrity and character. We are to glorify God in all our actions including our dress.

The teachers and administration reserve the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.

APPROVED FOR SCHOOL WEAR

PANTS AND SHORTS

- Length must be appropriate (5" from the top of kneecap as measured by a ruler or the width of a 3x5 index card);
- Size appropriate-waist, seat and inseam; must be hemmed or cuffed;
- Cannot be altered from their original form.

SKIRTS AND DRESSES

- Skirts must be size appropriate and be worn at waistline;
- Shoulders must be covered, and arm holes must be tight fitting;
- Length must be appropriate (3" from the top of kneecap as measured by a ruler or the length of a 3x5 index card);
- Slits in skirts must be appropriate (no slit above the three-inch rule);
- Cannot be altered from their original form.

SHIRTS AND BLOUSES

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate (tight-fitting armholes)
- T-shirts or sweatshirts must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirttails must be below the belt line even with arms raised above the head or when the student is seated;
- Cannot be altered from their original form.

SHOES

- All students must wear appropriate shoes (examples: dress, tennis, sandals, clogs).

UNDERGARMENTS

- Appropriate undergarments must be worn at all times.

ACCESSORIES

- Belts are optional and are to be proper length and tucked into belt loops.

PE teacher requires tennis shoes and athletic clothes to be worn during PE.

NOT APPROVED FOR SCHOOL WEAR

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants; form-fitting clothing;
- Holes or patches above the knee;
- Pants, dresses, skirts, and shirts that have frayed ends;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- No tank tops, no halter tops, no spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleep wear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Hats, sunglasses and caps are not to be worn in the school building unless approved for special occasions. **(All hats and caps shall be properly stored during the school day).**
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed; No gauging or stretching of ears. Make-up that exhibits an occult nature is not allowed.

- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts or is studded or pointed is unacceptable. Heavy chains are not allowed.

The school administration reserves the right to alter the dress code for special occasions or extracurricular activities and has final judgment concerning anything not specifically addressed in the dress code. If a student is in violation of the dress code policy, the student will have the choice of notifying their parent to bring them a change of clothes or change into clothes provided by the school. Should the student wear the clothes provided by the school, it is the parent's responsibility to wash and return the items the following day. Parents who have questions about the dress code can address these to the Director.

DRESS CODE OFFENSES - Failure to comply with the Dress Code will be dealt with according to the CCS Discipline Code as follows:

Punishment will be at the discretion of the administration. Circumstances will determine which one or more of the following alternatives will be considered:

1. Parent notification;
2. Counseling with student and/or parents to include opportunity to correct dress;
3. Refusal to comply with the dress code, repeated offenses, or violations of a severe nature may result in a higher degree of discipline at the discretion of school administration.

ELECTRONIC & CELL PHONE USE POLICY

Elementary Policy

Cell phones/smartwatches are not permitted for all Elementary Students (Pre-K - 5th grade).

If an elementary student is found with a cell phone/smartwatch in class, it will be taken up by the teacher and stored for a parent to pick up at the end of the school day.

Middle/High School Policy

All students must store their cell phones out of view at the beginning of each class. Students may get permission from a teacher via hall pass to check a cell phone in the hallway. Cell phones are not to be used in after school care without express permission from the After School Care Coordinator. (Note: the cell phone policy is applicable to smart watches linked to cell phones as well.)

*No audio or visual recordings or pictures are permitted at any time during the school day. Students caught taking pictures or found to have posted pictures taken at school will be suspended for 1 day and lose phone privileges for the remainder of the semester. This may also result in legal action outside the realm of the school.

1st offense: Phone/smartwatch is taken up and given to the director for a parent to retrieve.

2nd offense: Phone/smartwatch is taken up and given to the director for a parent to retrieve. Phone is not allowed on campus for 2 weeks.

3rd offense: Phone/smartwatch is taken up and given to the director for a parent to retrieve. Phone is not permitted on campus for the remainder of the school year.

Refusal to surrender your phone when asked is defiance. Defiance can result in disciplinary consequences; and parents/guardians will be contacted. Disciplinary action will be taken in accordance with school policy.

STANDARDS FOR RESPONSIBLE USE

- A. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:
 - 1. Following classroom teacher instructions for use;
 - 2. Using devices only as they do not distract from the educational process or disturb other students;
 - 3. Respecting copyright rights of others;
 - 4. Refraining from using devices to cheat or assisting others to cheat.
- B. Students will respect the privacy of others and will not post, or upload pictures or recordings taken of others to the internet nor e-mail pictures or recordings to others without the express advance permission of the persons in the photograph or recording.

The administration and staff of Covenant Christian School asks for your FULL co-operation with this stated policy.

PROBLEM RESOLUTION

When questions or problems arise, parents or guardians shall first contact the Teacher or the student's homeroom Teacher and make efforts to resolve the issue. If that does not provide a solution, then a complaint/suggestion form and box is available for documenting the complaint for escalation to the CCS Board. Within a regular monthly cycle, the CCS Board will then review the complaint and take a course of action as necessary. Following this protocol will allow problems to be solved in the most efficient manner.

SCHOOL VISITORS

All visitors are required to report to the office before going to classes or any other areas of the school. It is vital for school safety for all visitors to register in the office. Valuable instruction time is used if visitors pop in to talk with staff. This procedure is designed to prevent intruders from having access to our building and to prevent instructional interruptions. We welcome parents and hope they will schedule visits to see the planned programs and activities.

REPORT CARDS & GRADES

- I. **REPORT CARDS** - Report cards are issued every nine weeks. These reports of progress should be signed and returned the following day. If student is making a C or below, a conference slip will go home with student. If parent does not want a conference, they must sign and check box and return to teacher. Should the parent want a conference to discuss student progress, the parent

should call the teacher to schedule the conference. Progress reports will also go home every 4 ½ weeks to ensure parents are aware of their students' grades.

- II. **GRADING** - Each teacher will provide information concerning grading and testing policy but below is the general CCS policy. Interpretation Scale:

A = 90-100 Very Good

B = 80-89 Good

C = 75-79 Average

D = 70-74 Below Average

F = Below 70 Failing

REGISTRATION & BOOK FEES

Registration Fees and Book Fees are important to ensure the continued successful operations of CCS. Following are specific details related to the handling of Registration & Book Fees:

- I. **REGISTRATION FEE** – Registration fee is \$150 per student and is due at varying times depending on a student's enrollment status.
- a. **EXISTING STUDENTS** - From year to year, if a student is already on the student roster, the registration fee for the following year is due at some point between April 1st and June 1st. Proper notification will be sent home. An additional late fee of \$50 will be added for students who register beyond the provided deadline.
 - b. **NEW STUDENTS** – For new students in any given year, the registration fee is due at the first month's tuition due date for when the student enrolls. At no time would an additional late fee be applied to a new student as they are a "new student" unless there is failure to pay by the first month's tuition due date. At which time, the late fee would be \$50.
- II. **BOOK FEE** – Book fee varies depending on student's enrolled grade level.
- a. **Pre-K and Kindergarten** – Book fee is \$100
 - b. **1st – 5th GRADES** – Book fee is \$200
 - c. **6th– 12th GRADES** – Book fee is \$300
 - d. **EXISTING STUDENTS** - From year to year, if a student is already on the student roster, the book fee for the following year is due at some point between April 1st and June 1st. Proper notification will be sent home. An additional late fee of \$50 will be added for students who register beyond the provided deadline.

- e. **NEW STUDENTS** – For new students in any given year, the book fee is due at the first month's tuition due date for when the student enrolls. At no time would an additional late fee be applied to a new student as they are a "new student" unless there is failure to pay by the first month's tuition due date. At which time, the late fee would be \$50.

NOTE: This handbook is for the school year mentioned on the 1st page. Dollar amounts of Registration Fees, Book Fees, and Tuition are applicable only for the school year indicated. The Fees for the subsequent year will be defined and notice will be provided at some point between the dates indicated.

TUITION

It is important that CCS is able to effectively operate with the expectation that tuition is paid on time so that the school's operating costs can be covered. Following are specific details related to Tuition handling:

I. TUITION

1st Grade – 12th Grade - Yearly tuition is \$4,250. This is broken into 10 monthly tuition payments of \$425.

Pre-K Full Day and Kindergarten - Yearly tuition is \$3,750. This is broken into 10 monthly payments of \$375.

Pre-K half day - Yearly tuition is \$2,750. This is broken into 10 monthly payments of \$275.

- II. **TUITION DUE DATE** – Tuition is due by the 5th of each month. Beyond this date, there will be a mandatory \$35.00 late fee. If this late fee is not paid, it will be added to the subsequent month's tuition.
- III. **RETURNED CHECKS** – There will be a \$35.00 returned check fee charged for each returned check. This is a pass-through expense that CCS will charge because we are charged such fees.
- IV. **DELINQUENT TUITION** – If a student becomes more than 60 days (two months) behind on tuition, the student will be automatically un-enrolled at CCS and the parents/guardian will be notified that the student is no longer allowed to attend the school. As the school is required by law, the proper county/state authorities will then be notified that the student is no longer enrolled at the school.
- V. **DELINQUENT TUITION AT END OF YEAR** – If a student is delinquent in tuition at the end of the school year, that student will not be allowed to attend CCS the following year unless the outstanding tuition amount is paid, plus the required late fees. Students' grades will be held until tuition is paid.

VI. **DISCOUNTS** - Three discounts are offered and are not “additive”-meaning you only get 1 discount if you qualify. Discounts are as follows:

1. Pastoral discount: 20% off monthly tuition. This discount only applies to students whose parents are a pastor in a recognized church establishment within a 40-mile radius of CCS.
2. Multi-child discount: \$10.00 off per month per child.
3. Paid in full discount: 5% discount off yearly tuition when paid in full by the first month’s tuition due date.

ADDITIONAL DISCOUNTS - these discounts are “in addition to” the above discounts:

1. Referral Discounts: \$50 off monthly tuition for two months. This discount is applicable to both the referring existing student and the new student.
2. Dual-Enrollment Discount: \$50 off monthly tuition during the semester (Fall or Spring or both) the student attends CCS and is dual enrolled in a State Certified Higher Education Program.

VII. **REFUNDS** – Under no circumstances will refunds be provided for any fees paid to CCS.

VIII. **INCREASES IN TUITION** – It is the intention of the CCS Board to maintain the pre-defined level of tuition for the entire school year. Under some circumstances, there may be conditions where the CCS Board approves a tuition increase which would be mandatory. If there is a mandatory tuition increase, parents/guardians will be notified at least 60 days in advance of the required increase. As mentioned, the intentions are not to increase during the year, but it should be clearly understood that the school does not have a financial guarantor to support the school’s operations. This scenario has risen in the past, so this Handbook has been modified to include.

NOTE: This handbook is for the school year mentioned on the 1st page. Dollar amounts of Registration Fees, Book Fees, and Tuition are applicable only for the school year indicated. The Fees for the subsequent year will be defined and notice will be provided at some point between the dates indicated.

WITHDRAWAL

A withdrawal form must be completed by the student’s legal guardian before any records will be released to the transferring school. The following must be complete:

- A. All books and school materials must be returned to the teacher.
- B. Any assignments given before the withdrawal date must be completed, otherwise student will receive a zero.
- C. All fees (tuition, lunch, etc.) must be paid before records will be released.

FOOD AT THE SCHOOL

I. **BREAKFAST** - CCS does not arrange for breakfast except under specific scenarios. Students must finish breakfast prior to coming into the school to start their day.

II. **SNACK** - Through grade level and teacher discretion, snack times are available to students. We strongly encourage students to have healthy snacks which will promote good eating habits and promote a healthy lifestyle.

III. **LUNCH** - Lunch can be brought by students on all days if desired. CCS does utilize outside food vendors for lunch ordering. Order forms will be sent home and enables parents to choose which days and meals the student will purchase from the outside food vendors. As a general rule, the order form must be completed once it is sent home and returned in a timely manner to inform the school of the intent to purchase lunch. Please notify CCS of any special dietary needs as they arise. In case of an emergency, any Parent/Guardian that needs to bring a lunch to their student, must leave the lunch at the door with a teacher.

SPORTS LEAGUES

To participate in a school sports team, the student-athlete must adhere to the following guidelines:

- The student athlete is required to have at least a “C” average in ALL academic classes to participate in a sport.
- If the student receives ISS or OSS during a sport season that student will be disciplined by the coach and will be unable to participate during suspension.
- The student athlete and parents/guardians are required to sign a code of conduct before the sport season begins.
- There is an athletic fee of \$100 per sport/per season for CCS sponsored teams.

CCS does not discriminate based on any criteria, including but not limited to race, age, religion, etc.

In the event this Parent / Student Handbook does not cover specific scenarios which may arise over the course of operations, the CCS Board reserves the right to address items and amend this handbook with additional clarity for future use.

Acknowledgment of Student Handbook and Code of Conduct

Please sign below to indicate that you and your student are familiar with the policies contained in the CCS Student Handbook and return this page to CCS.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Acknowledgment of Attendance Policy

Please read and sign below as indicated:

I have read the attendance policy and guidelines of Covenant Christian School and agree to abide by all the policy states. Failure to follow the stated policies in the Student/Parent Handbook may result in being called before the Attendance Review Committee and/or Covenant Christian School Board.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

School Year: _____

New form must be completed every year

PARENT PERMISSION TO GIVE "OCCASIONAL" OVER-THE-COUNTER MEDICATION

Student Name _____ Teacher _____ Grade _____

Over-the-Counter (OTC) medication are drugs that do not require a prescription and are purchased "over-the-counter." This form is required before over-the-counter medication can be administered at school.

PLEASE INITIAL EACH MEDICATION FOR WHICH YOU ARE GIVING PERMISSION

_____ I approve all medications listed below

_____ I do not want *any* OTC meds given to my student

TOPICAL:

_____ Antibiotic cream (i.e. Neosporin)
_____ Hydrocortisone cream (i.e. Cortaid)
_____ Benadryl cream (i.e. Caladryl, Diphenhydramine)
_____ Burn gels

ORAL:

_____ Ibuprofen (i.e. Advil, Motrin)
_____ Acetaminophen (i.e. Tylenol)
_____ Antihistamine (i.e. Benadryl, Zyrtec)
_____ Cough Drops
_____ Pepto Bismal

Please check with the school nurse to see which medications are available for students in the school clinic and which medication you will need to supply, OTC medication will be given at the manufacturer's recommended dosage.

THE MEDICATIONS INDICATED ABOVE MAY BE ADMINISTERED TO MY STUDENT

(Signature of Parent of Guardian)

(Date)

The school is not able supply medication for frequent or daily use. For OTC medication not listed on this form, or if the medication must be given on a regular basis, please use the form "Request for Medication Administration".

MEDICATION HISTORY:

Is your student allergic to any medication? _____ If yes, please list medicine(s) and type of reaction: _____

Does your student take any medication (either over-the-counter or prescription) on a regular basis? _____

If yes, please list:

Acknowledgment of Search and Seizure Policy

Please read and sign below as indicated:

I have read the Search and Seizure Policy and Guidelines of Covenant Christian School and agree to abide by all the policy states.

- I. **SEARCH AND SEIZURE** - To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student lockers and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present.

Vehicle Searches: A student's vehicle may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A parent/guardian will be contacted prior to the search of any vehicle.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Safety Procedure and Protocol for Covenant Christian School

Emergency Response Plan:

- Covenant Christian School prioritizes the safety of students, staff, and visitors. In the event of an emergency, evacuation routes are posted in all rooms. Familiarize yourself with evacuation routes and assembly points for various scenarios, including fire drills, medical emergencies, natural disasters, and lockdown situations.

Campus Security:

- Access to the school premises is controlled through the main door for Covenant Christian School. All doors will be locked during school hours. Visitors must contact their child's teacher directly to be let into the school. All visitors must sign in.

Fire Safety:

- Covenant Christian School is equipped with fire alarms, smoke detectors, and fire extinguishers placed strategically throughout the building. Regular fire drills will be conducted to ensure everyone is familiar with evacuation procedures.

First Aid and Medical Assistance:

- Designated staff members are trained in first aid and CPR. First aid kits are available in various locations throughout the school. In case of medical emergencies, contact the school office immediately.

Playground Safety:

- The playground equipment is regularly inspected and maintained to meet safety standards. Students must follow the playground rules for their safety during recess.

Hazardous Materials:

- Hazardous materials, such as cleaning agents and chemicals, are safely stored and labeled in designated storage areas away from student access.

Allergen Awareness:

- The school maintains records of students with known allergies and sensitivities. Staff members are informed of any allergies and trained to manage allergen exposure.

Reporting Mechanism:

- Covenant Christian School encourages the reporting of safety concerns or incidents. A confidential reporting mechanism is in place for students, staff, and parents.

Active Shooter Lockdown and Evacuation Procedure:

In the unfortunate event of an active shooter situation, Covenant Christian School has a comprehensive plan to ensure the safety of all students, staff, and visitors. Please take the following steps:

1. LOCKDOWN:

- Upon hearing or being alerted to an active shooter, teachers, and staff should immediately initiate a lockdown by locking all doors and windows.
- Turn off lights, draw blinds or curtains, and move students away from windows and doors.
- Maintain silence and calm among students while taking cover and remaining hidden.

2. NOTIFY AUTHORITIES:

- The school director will be informed immediately.
- The school director will notify law enforcement and emergency services, providing them with accurate information about the location and nature of the threat.

3. LOCKDOWN PROCEDURES:

- If the shooter is in the vicinity, students and staff should remain in their locked classrooms or safe areas.
- Barricade doors if possible and use any available furniture or materials to create additional barriers between them and the threat.

4. COMMUNICATION DURING LOCKDOWN:

- During the lockdown, students and staff will be instructed to remain quiet and not use their cell phones or other electronic devices to ensure their location is not compromised. Teachers and staff will be in charge of maintaining parent and authorized guardian communication.

5. REUNIFICATION AND ALL-CLEAR:

- Law enforcement will take charge of the situation upon arrival and provide instructions for safe evacuation and reunification once the all-clear has been given.
- Students will be escorted to a secure reunification point where they can be safely reunited with their parents or authorized guardians.

Please familiarize yourself with these safety procedures, as they are essential for maintaining a secure and nurturing environment for everyone at Covenant Christian School. Regular updates and revisions will be communicated to the school community as needed.