



Parent/Student Handbook CDS Lower School

2019-2020

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"We are taking every thought captive to the obedience of Christ." – 2 Corinthians 10:5

Welcome to Covenant Day School!

THE PURPOSE OF OUR POLICIES

For a school to function smoothly, it is necessary for there to be consistent guidelines communicated to all. This Parent/Student Handbook is designed to ensure 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.

We are grateful for all of our students who represent CDS and are responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks and years while at our school.

As partners of Covenant Day School, all parents/guardians must be in full agreement with the policies of the school, including, but not limited to, discipline procedures and the tuition schedule. Furthermore, parents are asked to fully support the philosophy of the school. If the philosophy of the school differs from that of the parents, there is potential for confusion and conflict.

PARENT/GUARDIAN STATEMENTS OF COMMITMENT

After reading this handbook in its entirety, please enter Magnus per the provided instructions and indicate your agreement with our handbook and policies.

The electronic agreement should be completed no later than August 8. Students whose parents have not agreed to the handbook and policies by the end of the first week of school may not continue to attend classes until it is received. By electronically signing the form, you are agreeing to the following:

By signing this agreement, I/we have read and fully support and will abide by all school policies found in this Parent/Student Handbook and as 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:
 - i. 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 the person proceeds to the Head of School.

- d. **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.**
 - e. **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.

MISSION STATEMENT

The mission of Covenant Day School is to assist the Christian family by providing an education marked by a biblical worldview, 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 VERSE

"...We are taking every thought captive to the obedience of Christ." (2 Corinthians 10:5)

STATEMENT OF EDUCATIONAL PHILOSOPHY

Covenant Day School is dedicated to educating the whole person (spiritual, intellectual, emotional, and physical) in the whole counsel of God as revealed in both nature and the sacred Scriptures of the Old and New Testaments.

Man was created as a spiritual being whose chief purpose is to glorify God and enjoy Him forever (Westminster Shorter and Larger Catechisms). Covenant Day School is committed to leading each student into a vital personal relationship with Jesus Christ as Lord and Savior and to training the student to serve Christ in every area of life, encompassing family, church, nation, and world.

Because man was created a rational being, Covenant Day School is committed to teaching and training the student “to think God’s thoughts after Him,” and to “bring every thought captive to the obedience of Christ.” This will be accomplished by providing biblical integration in every academic discipline and by assisting the student to acquire a mastery of the Scriptures and their applications to every discipline.

Students will be prepared, through rigorous and comprehensive academic programs and extracurricular activities, to fulfill their calling as they take their place in home, church, and state and determine their vocation or profession. Teachers will seek to develop within each student an inquiring mind and a mastery of the skills needed to apply his or her knowledge in service to both God and man. Learning is a life-long process, and the educational program at Covenant Day School seeks to foster in students a love of learning and a desire to know God more fully as He has revealed Himself in both creation and the Scriptures.

Because man was created as an emotional being, Covenant Day School is committed to developing within students emotional and psychological wholeness as reflected by appropriate self-assessment. This means students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. Students are also taught to respond biblically in their actions and interactions with others in the diverse circumstances of life. Students are taught to be obedient to the two greatest commandments as set forth by Christ, namely: *You shall love the Lord your God with all your heart and with all your soul and with all your mind... You shall love your neighbor as yourself.* (Matthew 22:37, 39 ESV)

As God created man with a physical body, his body forms a part of his essence and is a gift from God. Therefore, the body is not to be rejected, but it also not to be worshipped. Rather, the Christian’s duty is to understand, care for, and develop it in discipline. The body of the Christian is the dwelling place of God’s Holy Spirit. As such, it is to be offered up to God for His use.

The educational program at Covenant Day School is dedicated to doing all things for the glory of God. Therefore, there will be no place for underachievement in any part of the school program or in student performance. All members of the staff and student body will be expected to perform their responsibilities to the best of their God-given abilities. The aim of Covenant Day School is to achieve excellence throughout its comprehensive educational program.

COMMUNICATION BETWEEN THE SCHOOL AND HOME

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 students’ academic progress. Any particular praises or concerns on the part of the teachers will also be noted on these reports. *Each family should sign and return the report card within two school days.*

Mid-Term Reports: Midway through each grading period, the 1st-5th grade teachers send home a mid-term report. *These reports are to be signed and returned within two school days.*

Conferences: Parent-teacher conferences occur during the fall as well as 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.

Weekly Packets: All lower school students will take home an envelope once per week. This envelope must be signed and returned within two days, and individual contents found therein may also require a parent's signature (ex. report card). 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.

Parent Questions, Suggestions, Concerns: As a general rule, parents should take questions, concerns, or insights about a student or class directly to the particular staff member involved. The Administrator should be contacted if satisfactory answers, responses, or solutions are not achieved through these meetings.

ACADEMIC MATTERS

Academic Grading Scale

Grades K-2

These grades use a reporting system that varies by grade level as is appropriate for young children whose developmental needs change rapidly. Details of each grade level's system are given to parents by the teachers during the fall orientation/open house.

Grades 3-5

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

The "Conduct" grading scale includes "S" for satisfactory/good, "N" for needs improvement, and "P" for poor behavior. Conduct areas that are evaluated include: a student's compliance with rules and policies, general behavior, self-control, cooperation, responsibility, respect for authority, courtesy, and attitude.

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

Media Center: The media center facilities are for the use of all students. The media center is open during school hours on a daily basis for students to check out/return books and 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 that have been checked out and then lost or damaged. Unpaid fines will delay the release of mid-term 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, and continued academic problems may result in further action at the discretion of the administration.

Promotion Policies: Students are expected to attend the designated number of school days to be eligible for promotion. Students who have a low grade average or are failing to indicate mastery of skills covered in their grade levels may be retained in that grade level until they have shown sufficient progress to allow them to function successfully in the next grade. If there is a possibility that certain students will be retained, their parents will be notified in advance of the end of the school year, and their teachers and the administration will work with the family to assist in arranging supplementary instruction/remediation. With proper parent/teacher communication, there should be no instance of parents being unaware of their student's lack of progress.

Student Records: Students, parents, guardians, 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 and other materials may be assigned to individual students and are the property of the school. Incurred damage will be evaluated by the school. If the damage is 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 parts are lost, to the student's detriment. Therefore, we urge students to attend and participate in all classes. Specific attendance policies are 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 of a school day will be considered absent for the entire day (11:30 is designated as the midpoint of each day). Parents should call the attendance line (704-814-1043) to notify the school of the absence (they do not need to send a note to the teacher). **Absences in excess of twenty (20) days may result in a student's retention in that grade for 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.

"Excused Absences" and Make-up Work: Excused absences include: absences due to illness, medical appointments that must occur during the school day, serious illness or death in the family, and family trips of reasonable duration and frequency. (*Note: Trips require **advance** notice of school personnel to be regarded as 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 day missed to make up missed work. A student who will miss only a part of a day due to a medical appointment should notify the teacher and do whatever is necessary to make up the work within the same school day at the teacher's discretion.

"Unexcused Absences" and Make-up Work: Any absence that does not fit into the "Excused Absence" category will be considered unexcused. Examples of unexcused absences include taking excessive family trip/vacation days and days missed due to disciplinary action/expulsion. A conference may 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 at or later than 8:15 a.m. are to report to the school office to sign in and receive a tardy slip. Tardy students will not be admitted to their classrooms without a pass from the office. If a student is tardy five (5) times in a given quarter, the principal will communicate with the family requesting punctual arrival at school. Continued problems with lateness may require a parent conference with the principal. Please make every effort to have your child at school on time.

APPEARANCE AND DRESS

Uniforms: All students will wear the designated school uniform unless otherwise specified by the administration for special events/activities (ex. Jeans Day). It is required that several specific pieces be manufactured by Lands' End. Garments should be labeled with the child's full name. All items worn, including uniforms, are to reflect modesty and appropriateness. If t-shirts are worn under a uniform shirt, they are to be of a solid color (using approved uniform colors for polo shirts plus grey) without visible logos/insignias. Lower school students are to wear the required "dress" uniforms on chapel days with these exceptions: boys may wear navy shorts instead of pants and any student may wear acceptable, non-dress shoes. The full "dress" uniforms as noted below will be required for certain special events (ex. Christmas program).

We provide a separate, printer-friendly document with comprehensive uniform information, including specific items needed and current Lands' End catalog items and ordering information. All parents should reference this document for a complete understanding of our uniform policies. This document can be found in the parent portal of the CDS website under Documents & Forms, labeled "Uniform Guidelines."

Footwear: Please give attention to the footwear for your child's "dress" uniform. Girls may wear any solid street shoe that coordinates with the plaid uniform: black, navy, white, or red. Other shoes or sneakers may be worn on non-required days (ex. weekly chapels). It is recommended that socks and firm-soled shoes that are suitable for outside play and/or PE class be worn daily. Sandals, clogs, roller skate shoes, or shoes without heels or toes are not permitted at any time. Lower school boys may wear solid black or brown sneakers with the required uniform for specified "dress" events such as the Christmas program or Grandparents Day; otherwise they must wear street shoes. Regular sneakers may be worn on all non-required days (ex. weekly chapels and regular weekdays).

Hair: Students will keep hair neat, clean, and well-groomed.

Outerwear: Jackets may be worn to and from school but may not be worn in the classrooms. Approved sweaters and sweatshirts may be worn in the classroom (indoor wear may be CDS or without logos only).

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 lower school has a Jeans Day every first Friday of the month. If school is not in session on the first Friday, we will utilize the second Friday instead. Students are permitted to wear jeans or jeans shorts that are of modest length and fit. They are also permitted to wear t-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 (chapel days) with the exceptions that sneakers are not restricted to dark only and boys may wear navy shorts instead of pants.

Physical Education Class: Students in 5th grade will be required to wear gym shorts and 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 our students. It is the student's responsibility to make a commitment to live within the rules and guidelines 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, 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. It is our desire to seek students' hearts during the discipline process.

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 class starts.

Discipline in the Classroom: All lower school classroom teachers will communicate their systems of classroom expectations to students and parents. Our desire is to provide a class setting where each student gives and receives respect, and is enabled to accomplish their studies. Respect is foundational to what it means to act and be treated as image bearers of God. Further, we strive to help each child develop self-discipline. Generally, teachers will give a verbal warning for the first infraction, and then for any subsequent infractions they will apply consequences such as time sitting out of recess. If a child requires further consequences, parents will be informed. Again, teachers will seek heart-level change in their students throughout this process.

General Lower School Rules:

1. Display appropriate demeanor and be respectful of others at all times ("...walk in a manner worthy of the Lord, fully pleasing to him..." Col. 1:10).
2. Walk quietly in halls and on walkways.
3. Be in appropriate uniform at all times, with shirts tucked in all day on chapel and announced "dress" days (ex. Grandparents Day).
4. Behave properly and avoid the following: showing disrespect, cheating, lying, stealing, using inappropriate language, leaving school grounds, skipping class, physical and/or verbal bullying, and fighting.

5. Students may not engage in unapproved digital communication during the school day (no texting, messaging, etc.). Electronic games, iPods, iTouches, phones, watches that call or text, etc. should not be brought to school.

Discipline System for Lower School Rules: The CDS lower school has 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 may be no further consequences at this level.
- At **Level 2**, students will be issued a discipline notice or parents will receive a phone call. Level 2 may also include suspension or other discipline methods. 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, may be used when other disciplinary methods are unsuccessful and/or if misbehavior is sufficiently egregious (examples include but are not limited to cheating or fighting). These may be served in-school or out-of-school depending on the severity of the behavior. Parents will be notified by the Head of School or Principal to explain the reason for the suspension.

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 and will automatically receive a 2% 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 is 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, or (d) a serious breach of the school's code for student conduct. These may include but are not limited to: possession of 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 another individual, 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 (examples include, but are not limited to, field trips and clubs).

Dignity, Conflict, Harassment, and Bullying Policies*

Student Dignity Philosophy

Covenant Day School (CDS) desires to bring a life of dignity, respect, care, honor, and love to each and every member of our student and parent body. We are grateful for all of our students who represent CDS and are responsible to our community at all times and in all places, both on and off campus, throughout their days, weeks, and years while at our school. We expect each and every student and family member to respond in kind. If and when challenges arise around loving our neighbor, we are committed to working through issues either through telephone

conversations or in person. We will seek to follow God's calling of bringing loving reconciliation to the forefront with the hope that relationships will move toward being Christ-like.

Conflict Resolution Policy

Conflict includes disagreements and misunderstandings that take place between students of relative equal power or social standing. Conflict includes arguments, disagreements, and disputes between individuals. Covenant Day is committed to helping our students heal, strengthen, and transform their relationships affected by conflict through the power of the Gospel. Staff shall seek to draw students in conflict toward a peaceful resolution using the principles of Matthew 18 to seek to honor and follow the Lord as we work to resolve the conflict and be peacemakers.

Not all conflicts rise to the level of harassment or bullying but may lead to the need for resolution and/or discipline under guidelines in this handbook.

Harassment Policy

At Covenant Day School, we will nurture a culture of human dignity that is free from harassment.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

- Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of expulsion.
- Covenant Day School does not condone or allow harassment of others by students, teachers, administrators, support staff, or other persons at any time. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Each report will be given serious consideration and investigated appropriately.
- Harassment includes, but is not limited to:
 - Threats, slurs, jokes or any form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature. Persons engaging in this misbehavior will be disciplined according to disciplinary procedures in the Covenant Day Student/Parent Handbook.
 - Engaging in improper physical contact.
 - Making improper sexual comments.
 - Making unwelcome sexual advances.
 - Writing a note to someone else, either electronically, by hand, or through digital or social media, with content that may be construed as sexual, or "unwholesome" as defined in Ephesians 4:29.
 - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment.
 - Intimidation/bullying of any kind, including cyber-bullying (further defined in detail below).
- Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.

Bullying Policy

At Covenant Day School, we will nurture a culture of human dignity that is free from bullying. Bullying is one form of harassment that is characterized by the presence of these three features:

- **Unwanted aggressive behavior is intentional** and may be physical, verbal or nonverbal/social;
- **An imbalance of power** exists in the relationship, such that the person who is targeted has difficulty defending himself or herself; and
- The **behavior is repeated or severe**, causing distress or disruption in the target's life.

Bullying can take many forms, including making threats, name-calling, embarrassing someone in public, hazing, spreading rumors, physical or verbal attack, breaking or taking someone's things, excluding others or teasing. Cyber-

bullying is a specific form of bullying that involves technology (computers, cell phones, other electronic devices and communication tools, including social media site, chat rooms, etc.).

Bullying scenarios may involve one-on-one interaction or groups of students targeting another group or a single student. A situation can escalate into bullying from rough play or conflict. Because a power imbalance exists in bullying situations, it is not appropriate to assume that customary Matthew 18 conflict resolution steps are appropriate or should be the first step in stopping the bullying.

Students who are bullied should immediately seek out help from a teacher, administrator, or their parents to help resolve the situation. As a community that thrives through unity, students who are aware of bullying or concerning interactions between other students are also expected to notify the above individuals. Administrators will follow an appropriate investigation process but cannot do so without first being notified that there is an issue. CDS wholeheartedly empowers its students to stand up against bullying and believes “if you see something, say something.”

**Please note that these policies are written for all levels of the school (LS/MS/HS), and therefore some of the language and references are meant to convey the school’s position on issues that may not be relevant to young children.*

Electronic Media Use Policy for Covenant Day School Students

Covenant Day School (CDS) is pleased to offer its students access to the internet, a tool for life-long learning. CDS believes the internet to be an essential learning tool in a 21st century education of students. Therefore, the school maintains a responsibility as an educational institution to teach students digital citizenship so they become discerning users of technology and salt and light for God’s glory in the world. CDS also recognizes the sinful nature of human beings and the temptation that electronic media can provide — particularly devices which access the internet.

In order to protect students from danger, to assist the Christian family, and to protect the mission of the school, CDS has established the following guidelines for use of electronic media which honors God by loving Him and our neighbors well. Students are expected to follow these guidelines, along with all of those found in the student/parent handbook, at all times and in all places. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using electronic media. The school does not monitor student internet usage outside of school and we encourage parents to monitor student activity on social networking sites (including but not limited to Facebook, Snapchat, Instagram, and Twitter), as well as regular cell phone and smartphone usage.

Acceptable Use of the Internet

Student use of computers is restricted to educational pursuits during the school day and is only granted with the permission of teachers or staff. Students are only permitted to access the internet using the school’s wireless network. While in school, student visitation of websites which include vulgarity, nudity, profanity, gratuitous violence, and pornography is expressly forbidden. While using the internet off-campus during personal time, the school honors the judgment and standards chosen by parents for their children but maintains a strict position in opposition to all forms of pornography.

Acceptable Use of Social Media

Social networking sites (Facebook, Snapchat, Instagram and other similar sites), blogs, and instant messaging are not to be accessed by students during the school day while on campus or in a school bus.

When using social media during personal time off campus, students are reminded that the guidelines for behavior in this handbook apply at all times. Harassing or bullying behaviors which are performed using social media are equally as serious to performing these behaviors in person and are also prohibited. Please refer to the Student Dignity section of this handbook for a more detailed explanation of the school’s position on harassment and bullying.

Acceptable Use of Cell Phones and Smartphones

While off campus during personal time, the aforementioned guidelines for student behavior on the internet and social media apply. Additionally, the school prohibits “sexting” between students, defined as “the act of sending sexually suggestive or explicit messages, photos, or images via digital devices.” The following guidelines apply to student cell phone and smartphone use during the school day while on campus or on a school bus:

Lower School:

For students in the lower school, cell phones, smartphones, and other communication devices (including watches that text or call) are not to be brought onto campus or on field trips or overnight trips. If there are extenuating circumstances regarding a possible need for a cell phone, please contact Mark Helmer, lower school principal, for further discussion.

Middle School:

For students in middle school, cell phones and smartphones are not to be accessed from arrival on campus until the school day is over (including areas such as restrooms, hallways, classrooms, etc.)

High School:

For students in our high school, cell phones and smartphones may not be accessed throughout the school day (once classes begin until the last class ends) with the following exceptions: (1) when teachers specifically ask for phones to be visibly present during class, and (2) during the lunch hour. Phones may not be used in areas such as restrooms, hallways, the media center, etc. during class time or between class periods. During the lunch hour, phones may be used in public places (restrooms are not public places).

The School’s Response

When the school becomes aware that a student has violated one or more of these guidelines, the administration reserves the right to take disciplinary action. For major offenses, the school may consider potentially serious consequences like suspension, expulsion, or contacting local authorities.

When matters of consequence or conflict occurs between students, the school will ask the parents of both parties to honor the principles found in Matthew 18 and to meet together to work towards reconciliation in a Christian manner. This meeting does not preclude school discipline.

In all cases, devices which are used inappropriately during the school day may be confiscated by the teacher and returned to the parents of the student in the main office. Repeat offenders of this policy may be subject to further discipline which may result in the loss of student cell phone and smartphone privileges on campus.

The school is not responsible for lost or stolen electronic items.

Regarding the high school laptop program, CDS reserves the right to log, monitor, and review internet, e-mail, and other network use of each student user. Each user agrees and consents to such logging, monitoring, and review and acknowledges that she/he has no right or expectation of confidentiality or privacy with respect to internet, e-mail, or other network usage.

SAFETY DRILLS AND DROP-OFF/PICK-UP NOTES

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.

Morning Drop-off: There is only **one** monitored and approved drop-off location for LS students—the loop that is “downhill” from the playground. Please do not drop students off at any other location (including the loop that is between the HS and LS buildings). For the safety of our students, *please walk students into their buildings any time there is not*

a CDS staff person present to receive your child at the approved drop-off location. On typical mornings, teachers who are monitoring drop-off will need to go to their classrooms by 8:12 (8:47 on Wednesdays) to receive the children from the gym. If you arrive after the teachers have departed the drop-off lane, please walk your children in to their respective buildings and do not release them at the curb. This poses a safety risk as there is no adult present to walk them to their destination.

Picking Up Your Child by Walking In Rather Than Carpool: For parents who wish to pick up their child on foot, please do not walk across active driving/carpool lanes to do so. Rather, please arrive a few minutes early to sign your child out from the office in their building. Crossing active carpool lanes with walking children both slows the carpool lines down and poses potential safety risks.

Carpool Pick-up With Older Siblings Driving: Lower School students with older siblings who drive may **not** wait for them unattended by school staff. They should go to their normally-assigned carpool location and stay with the teachers until their driving sibling arrives or go to after school care and be picked up from there on foot by their sibling. Once picked up, LS students should leave campus with their HS sibling.

HEALTH POLICIES AND PROCEDURES

*Please review all appendices at the end of the Handbook including Sick Guidelines, Head Lice Policy, Policy for Students with Allergies, and the Medication Administration Policy.

Financial and Other Matters:

Debts: Students will not be admitted to class unless tuition payments are current or payment arrangements have been made through the school's Business Office. Debts may also lead to the withholding of academic records (e.g. transcripts or report cards).

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: Please see the annual tuition schedule, posted on the school's website, for details including tuition amounts, payment policies and procedures, and other important items. Note that overdue tuition may result in the holding of academic records.

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

School Closing Due to Emergency: Closing of Covenant Day School due to bad weather or other circumstances will be posted on the homepage of the CDS website and on local TV and radio stations. Covenant Day School does not necessarily follow the Charlotte-Mecklenburg Schools closing policies or calendar.

Outdoor Play and Carpool Pick-up in Inclement Weather: Students should come to school prepared to play outside daily, including having clothes appropriate to the weather. There may be days when, due to rain, snow, extreme heat or cold, or other inclement weather, students will have indoor recess and/or covered afternoon pick-up. However, parents should send children to school every day with attire that would allow them to be outside for up to 30 minutes. In cases of extreme cold, the school will reference guidelines as set forth by the National Weather Service for wind chill and frostbite risks for exposed skin. See this link for scientifically-supported exposure precautions:

<https://www.weather.gov/safety/cold-wind-chill-chart>. This will be a baseline reference, and the school may take a more conservative approach. In the event of electrical storms (thunderstorms), the school uses a Thor-guard system to monitor our local conditions and may hold children in their classrooms during the day or after school until an imminent threat passes. The school will make every effort to communicate with families via text message should children need to be held in classrooms for a brief time after the normal day ends. At any point, parents may walk-in and sign their children out.

Covenant Day Photo and Creative Works Release and Consent: Covenant Day School, its successors and assigns, and those acting with its permission and upon its authority, are irrevocably authorized to photograph, videotape, or film parents and students while on school premises or at school activities or reproduce student's creative works that are produced at school, for marketing, advertising, publicity, or any other lawful purpose for Covenant Day School.

Covenant Day School will receive no compensation for such use, and the school, its successors and assigns, and those acting with its permission and upon its authority are irrevocably released from any liability, responsibility, or claim that may arise by reason of any exercise of the authority granted above. Students will not be identified in advertising or publicity efforts, unless given specific parental permission or unless the student participates in athletics or fine arts productions.

After-School Care: After school childcare is available on campus through Covenant Day School for a fee. Arrangements should be made directly with the After-school Enrichment Program director. Students may not be left after school unattended, and students will be taken to after school care if a student is not picked up by the end of the carpool time (normally 15 minutes after school dismisses). HS siblings who drive may pick up LS siblings in our normal carpool lines if they fill out a form and register with the After-school Program director. If they do so, they must leave campus after picking them up.

Cell Phones and Other Electronics (ex. iPod, iTouch, etc.): As described in the Electronic Media Use Policy section, lower school children are not to bring cell phones or other electronic devices to school or on field trips/overnight trips. Phones and other electronic devices may be confiscated if students do not adhere to these policies (requiring parental pickup at a later time as determined by the administration). If a student needs to call home, he/she may use the school office phone. Parents may call the school office to leave a message for a student during school hours, including the need to communicate plans for after school activities. If there are extenuating circumstances, parents should contact the Principal for further discussion.

Upon parental request, special permission may be granted by the principal for e-readers (ex. Nooks) that do not access the internet/online content while at school. At no time are students allowed to bring or use devices that can access external cellphone networks. Only devices that are wi-fi only have the potential of being approved, and the school reserves the right at all times to limit their use.

Chapels: Chapel services will be held once weekly and will be led by selected speakers or groups with varied participation of students. Along with weekly chapel services, the teachers regularly engage in devotional times with their students.

Chaperones on Overnight 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 any damages caused, whether accidentally or intentionally, by their child. This applies to school property and to the 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 utilize appropriate restraint devices in accordance with all state and federal statutes (as required by law, booster seats must be provided for certain children). No students may ride in the front seat. Unfortunately, siblings are usually not allowed on field trips. Parent drivers are not to make unauthorized stops or use phones (no talking/texting/emailing/web-surfing) when the car is

moving. Verification of acceptable auto insurance is required prior to a driver being approved, and only previously-approved drivers will be allowed to transport students on a field trip. For more information, please see the Approved Class Trip Driver Form under the Documents & Forms page in the parent portal of our website. Further information on this procedure may also be obtained from the school's Business Office.

Lost and Found: The school is not responsible for lost or damaged clothing, but we do maintain a lost and found holding for the convenience of our families. We suggest that all clothing be clearly labeled with your child(ren)'s name(s).

Parties: All lower school parties must be on campus. Parties should provide simple refreshments appropriate for the season and in keeping with our Christian distinction (i.e. no witches or jack-o-lanterns for the fall party and no Easter bunny for Easter parties). All decorations, tables and chairs, and party debris must be set up and cleaned up by the participants following the event. Other than for the 5th grade promotion reception, the school does not reimburse parents for expenses that are incurred as the result of class parties.

Use of School Property After School (playground, field space, butterfly garden and outdoor classroom): Lower school students who have been picked up by their parents, carpool, or other approved adult driver (18 or older) may play on the playground or adjacent spaces *only under immediate adult supervision and when such activities do not interfere with school-sponsored activities*. Unfortunately, we do not offer a space on campus for non-adult, HS siblings (those younger than 18) to babysit younger siblings. Note that the playground is closed during actual carpool times for safety's sake (typically 3:00-3:20). Parents/carpool drivers must not release the students to play without exercising direct and proper control of the students. Students should not play ball sports, chasing games, or similar activities adjacent to any parking/driving area due to the inherent risk associated with doing so.

Parents allowing their children to use the butterfly garden space must take great care to ensure damage is not done to the garden. Students must not walk through beds, pass through areas that are chained off, pick plants or remove wildlife, or throw things in the pond feature.

At all times students must be directly supervised by the adults who are transporting them, and the privilege of using school facilities after school may be revoked should the level of parental supervision and control be deemed inadequate by the school's staff members. For purposes of this policy, immediate adult supervision of children means direct line-of-sight and proximity of 50 feet or less at all times.

Transportation: Transportation of students will be the responsibility of the parents. Each parent will be expected to see that their child is at school on time and picked up at the end of the school day on time.

Updating the Office: The school office should be notified immediately regarding any change in the family's address or telephone numbers (home/work/cell). In addition, if there is a change in doctor or emergency contacts, this information should also be communicated to the office.

Visitors on Campus: Students are not to have or 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 while on campus.

Pets on Campus: It is the school's desire to provide an atmosphere that does not intimidate its students or cause unnecessary fear. Certain students are afraid of dogs (due to past experiences or for other reasons). The school requests that parents refrain from having dogs out of vehicles on campus while students are present. Even small dogs may cause some children to be afraid. Any animal present on campus (even in vehicles) must be current on all required vaccinations for the safety of everyone.

Personal Business Solicitations: Families are not to use school-generated or supplied contact information for the purpose of soliciting for business or other non-school-related means.

Multi-household Families and Related Circumstances: Children from families with parents not living together (separated or divorced), step-parents, non-parental legal guardianship (when parents are living), or similar circumstances must make the office aware of specific pick-up, visitation, and student records protocols (ex. how to handle report cards and conferencing). If needed, the school may require copies of court orders or consents to comply with certain requests. Families must keep the school notified and updated concerning all individuals having legal permission to visit, pick children up, and/or receive student records information; responsibility rests on the child's parents/legal guardians to properly notify the school of all such circumstances.

Covenant Day School 2017-2018 Illness Policy

The purpose of this policy is to provide clear exclusion guidance for parents and staff according to the *American Academy of Pediatrics Managing Infectious Diseases in Child Care and Schools*.

General guidelines for exclusion from school:

1. Fever (a temperature of 100.0 or more): Please keep children home until they are fever free (without fever reducing medication such as Tylenol and/or Motrin) for at least 24 hours.
2. Bacterial infections (i.e. strep throat): Please ensure your child has been on antibiotics and fever free for at least 24 hours before returning to school.
3. Diarrhea and/or vomiting: Please keep your child home until he/she is diarrhea/vomiting free for at least 24 hours.
4. Illness that would prevent participation in activities.
5. Illness that requires more care than the school staff is able to provide without effecting the health and safety of the other children.
6. Severe illness suggested by fever with behavior changes, fatigue, irritability, difficulty breathing, and/or rash.
7. Mouth sores with drooling that the child cannot control unless the child's physician states the child is noninfectious.
8. Skin sores that are weeping fluid and are on an exposed surface that cannot be covered with a waterproof dressing unless the child's physician states the child is noninfectious.
9. Head lice or nits until treatment has been started and no live lice or viable nits are found. Recheck by school personnel is required upon returning to school. Please see separate lice policy.
10. The illness is on the list below for which exclusion is recommended.

The following chart provides guidelines and recommendations for exclusion from school due to illness. Children with minor illness need not be excluded unless one or more of the following exists.

ILLNESS OR SYMPTOM	EXCLUSION IS NECESSARY
Chicken Pox	Yes - A child with uncomplicated chicken pox may return when blisters have dried and crusted (usually 6 days).

Cold Symptoms (Mild)	No – Unless other exclusion criteria is met
Conjunctivitis (pink or red eyes with white or yellow mucus draining from the eye)	No – Most children improve after 5 or 6 days. If the child's eye is painful, a health professional should examine the child.
Coughing (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	Yes - Medical attention may be necessary. Note: <i>Children with asthma may be cared for in school with a written action plan and authorization for medication/treatment.</i>
Diarrhea	Yes – May return when diarrhea free for 24 hours. Note: <i>May attend if cause of diarrhea is not illness related, e.g. caused by antibiotics or food sensitivity.</i>
Ear Infection	No – Unless fever is present
Fever	Yes - when fever is elevated above 100 degrees. May return when fever free for 24 hours without fever reducing medications.
Fifth's Disease	No - child is no longer contagious once rash appears.
Hand, foot, and mouth disease	No - May attend if able to participate in school activities, unless the child has fever or mouth sores and is drooling
Head lice	Yes - May return after treatment and removal of all live lice and viable nits from hair.
Impetigo	Yes – May return once treatment has started and all lesions are covered.
Measles	Yes- May return 4 days after beginning of rash
Meningitis	Yes- May return when child is cleared by a health professional
Molluscum Contagiosum	No- Cover any bumps that are open

Mouth Sores	No- Unless mouth ulcers and blisters present with uncontrollable drooling.
MRSA (Methicillin-resistant <i>Staphylococcus aureus</i>)	No- Unless other exclusion criteria is met, i.e. fever, or the lesions cannot be covered so that contact with others and surfaces with drainage does not occur
Mumps	Yes- May return 5 days after onset of swelling
Pertussis	Yes- May return after 5 days of appropriate antibiotic treatment
Ringworm	Yes- May return once treatment is started
Strep Throat	Yes- May return after 24 hours of antibiotic treatment and fever free for 24 hours without fever reducing medications.
Sty	No- unless the eye is actively draining or fever is present
Upper Respiratory Infection	No- unless the child meets other exclusion criteria such as fever, unable to participate fully in activities.
Vomiting	Yes- May return once vomiting resolved longer than 24 hours.

Other school procedures:

1. The parent will be notified as soon as possible of suspected illness or symptoms.
2. The parent should also notify the school of illness via the absentee line if school is missed and teacher/school nurse(s).
3. If there is a question of a reportable communicable disease the health department will be notified.
4. The school will always encourage effective handwashing as the most effective way to prevent spread of illness and may increase these measures as deemed necessary.
5. The school may request enhanced sanitation practices as deemed necessary.
6. CDS reserves the right to extend or modify school exclusion time as deemed necessary.
7. In the event of a suspected outbreak of an illness, public health authorities and the health department will be contacted.
8. CDS reserves the right to send a child home if the exclusion period has not been properly observed.

Further exclusion for illnesses or symptoms not referenced above may be found in *Managing Infectious Diseases in Child Care and Schools*, (American Academy of Pediatrics).

Covenant Day School

2017-2018 Head Lice Policy

The purpose of this policy is to assist in:

- Managing the student or staff member with pediculosis (lice) in order to prevent infestation of other children or staff members
- Maintaining school attendance as well as minimizing the disruption of the learning process to the greatest extent possible
- Preserving the privacy and confidentiality of staff and students

Definitions:

Head lice: small parasitic insects that live on the scalp and neck of the human host

Louse: singular of lice

Active infestation: finding a live louse or nymph on the scalp, or a viable nit within 1 cm of the scalp

Pediculosis: an active infestation of head lice

Nit: an egg of a female louse, attached to hair shaft

Non-viable nit: an egg found on a hair shaft FARTHER than 1 cm from the scalp and considered already hatched

Viable nit: an egg found on a hair shaft CLOSER than 1 cm from the scalp and considered to be unhatched

Policy:

In compliance with the current positions of the *American Academy of Pediatrics*, the *American School Health Association*, and the *National Association of School Nurses*, Covenant Day School will practice the following to control pediculosis infestation among students and staff:

Persons with live head lice OR viable nits, visualized by the school nurse(s) or other trained designee, will be referred home for treatment at time of discovery or at the end of the school day. Treatment may be achieved through a health care provider appointment or the use of an approved over-the-counter Pediculicide (kills lice). Prompt treatment at home will be advised, including removal of live lice and all viable nits. Most of the time, immediate removal of the person from school is unnecessary. If the person has lice, he or she has probably been infested for weeks and prompt removal of the person could lead to embarrassment and ridicule and may be disruptive to the education process.

- Recommendations for treatment will follow current standards of evidenced-based practice as recommended by the *American Academy of Pediatrics* and *National Association of School Nurses*.
- Following treatment, the student will be readmitted to school the following day and will be rechecked by either the school nurse(s) or trained designee prior to entry to class.
- If live lice are found during the recheck, the student will be excluded from school until proper treatment has been completed.
- Persons with non-viable nits will be monitored and NOT be referred for treatment and may remain at school.
- Siblings and other persons, at the school nurse's discretion, who are felt to be in close contact with a person with live lice, will be inspected for infestation and referred as appropriate. Widespread school or class screening is not recommended.

- The school nurse retains the authorization to exclude a child with a severe infestation of head lice, repeated infestations of live lice or viable nits, or a current active infestation for which there is an apparent lack of adequate follow through by parents or guardians.
- In the event of an active infestation of head lice, an email will go out to parents of the affected grade informing them of an identified case in their child's grade and reminding them to check their children for head lice weekly.
- At the school/nurse's discretion, measures may be taken in the classroom to prevent spread. These can include washing or bagging stuffed animals, pillows, blankets, etc. in a sealed plastic bag for 2 weeks; thorough vacuuming of furniture and rugs in the classroom; and/or keeping jackets/coats from touching closely on hooks or stacked in piles.
- Fumigants or fogs will not be used as these are dangerous if inhaled or absorbed through the skin.

Covenant Day School

2017-2018 Policy for Students with Allergies

Covenant Day School is committed to providing a safe school environment for all students physically and socially/emotionally. The school recognizes that food/insect sting allergies in some instances may be severe and even life-threatening. CDS has developed a food/insect sting allergy policy to reduce the likelihood of severe allergic reactions of students with known food/insect sting allergies while at school. This policy has been developed using guidelines from the Food Allergy and Anaphylaxis Network, the National Association of School Nurses, and the American Academy of Pediatrics.

Our goal is to help students learn to manage their food/insect sting allergies while providing an environment where the risk of exposure is reduced and emergency support is available. The school cannot achieve this goal alone: student and family involvement are critical. We pledge to assist parents in encouraging their student that they are “fearfully and wonderfully made” (Ps. 139) and that their “differences” are God-ordained. Teachers will help students feel included in all class activities, and they will also demonstrate to students that they will work to protect them and make them feel safe in class.

School Procedure:

1. CDS cannot ensure an allergen-free environment (peanut, tree-nut, milk, latex, insects, etc.) in any context. Due to sharing space with other ministries of Christ Covenant Church (CCC), CCC’s Children’s Ministry, and similar groups, the school is unable to fully control the physical environment in which its students operate.
2. At its discretion, Covenant Day School’s Lower School may designate certain classrooms as food allergen-free settings. In that event, a letter or email will go home (typically, but not exclusively, at the beginning of school) explaining what that means for all families in that classroom. This implies teachers will make earnest efforts to facilitate such a setting, but it does not ensure this will be accomplished with 100% accuracy or consistency. It also does not guarantee that such products have not been brought into the school or classroom setting by other groups.
3. If a class is *not* designated as food allergen-free but there *is* a student with a known food allergy present (ex. low or moderate risk situations), other students may bring in products containing the known food allergen. As a safety precaution, we do ask those students to be sensitive to the student with allergies and to wipe or wash hands and their desks and tables after eating snacks/lunches containing the known food allergen. This step will help keep the classroom and dining hall environment safe for everyone.
4. At its discretion, Covenant Day School may designate certain tables in the dining hall(s) as specific food allergen-free tables. This implies teachers and fellow students will make earnest efforts to facilitate such a setting, but it does not ensure this will be accomplished with 100% accuracy or consistency. It also does not guarantee that such products have not been brought into the eating areas by other groups.
5. Classroom teachers will make reasonable effort to notify parents in advance of any major planned classroom activities that will include food. In known food allergen-free classrooms, teachers will suggest that no foods containing the known food allergen should be a part of those foods. However, since food is frequently prepared in homes where such substances are present, we cannot guarantee that any food is completely without cross-contamination of any known allergens (even if/when it was intended to be so). Therefore, parents of the allergic child must decide their comfort level with their child’s eating of such foods and communicate this with the teacher in advance.
6. All students are allowed to bring in birthday treats for their class. While a list of suggested treats in a known food allergen-free classroom may be provided, there is no guarantee that any birthday treat is safe. Our policy is designed to not unduly place the responsibility of monitoring and providing allergy-safe food on other class families. The parent of the allergic student is welcome to work with the teacher to find out

what the birthday treats are and determine if their child can eat it. Please note, however, that while teachers know the children's birthdays, they may not always have specific treat information in advance. Therefore, it is essential for parents of the allergic child to provide a safe supply of treats for their own children (see below).

7. Information pertaining to a student's allergies will be shared with CDS employees who have immediate contact with the student.
8. A physician signed Food/Insect Sting Allergy Action Plan and Medication Authorization Form **MUST** be provided by the family to their respective school office. All action plans will be kept in the student's respective school office, and a copy will be distributed to the appropriate teachers. The plans will be updated yearly and as needed.
9. If epinephrine (EpiPen Auto-Injectors or similar devices) are required in the event of an allergic reaction, parents are required to supply at least 1, 2-pack Auto-Injector to the school.
 - a. EpiPen Auto-Injectors for **Lower School** students will be kept in the Lower School office area (Building B or C) of the building the student's class resides. If a classroom supply is deemed necessary by the physician, school nurse(s), and/or principal, a second (2-pack) EpiPen Auto-Injector must be provided and will be kept in the classroom and carried by the teacher/assistant in a red first aid pack/bag along with pertinent action plans to any areas the class travels to on campus.
 - b. Epi-Pen Auto-Injectors for **Middle and High school** students will be kept in the respective school office. If a student is approved for self-carry, a backup 2-pack EpiPen Auto-Injector must also be provided to the respective school office. Self-carry approval is contingent that the backup emergency medication has been provided and stored in the student's respective school office. Self-carry privileges may be revoked if a backup supply is not provided to the respective school office.
 - c. In compliance with the Board of Pharmacy, the Epi-pen Auto-Injectors may not be split and must remain in the 2-pack to insure availability should 1 injector malfunction or a second dose is needed.
 - d. If Epi-Pen Auto-Injector(s) and required paperwork have not been provided in the case of a student with a life threatening allergy, the student may be withheld from attending an off campus event. CDS strives to keep all students safe and provide the best care possible. If Epi-Pen Auto Injector(s) are not provided, CDS reserves the right to withhold your child from attending an off campus event in the best interest and safety of your child.
10. Self-Carried Medications:
 - a. In accordance with North Carolina General Statute § 115C-375.2, students requiring medication for anaphylactic reactions may self-medicate with physician authorization and parent permission at the discretion of the school nurse and/or principal. Prior to self-medicating, a Medication Authorization Form, Allergy Action Plan, and a Student Agreement for Self-Carried Medication Form must be on file in the respective school office.
 - b. The school nurse will confirm physician authorization indicating student competence in self-administration of the prescribed medication.
 - c. Any student wishing to self-carry an Epi-Pen Auto-Injector must meet with the school nurse **PRIOR** to the start of school, or prior to requesting self-carry, to sign off on the self-carry agreement, skills and responsibility check. Please contact the school nurse to arrange a meeting for student check off and approval. No student may self-carry prior to meeting with the school nurse. It is the parent's responsibility to schedule this meeting prior to their child self-carrying any emergency medication.
 - d. If a student is approved for self-carry, a second 2-pack EpiPen Auto-Injector must also be provided to the respective school office. Self-carry approval is contingent that the backup Epi-Pen has been provided and stored in the student's respective school office. Self-carry privileges may be revoked if a backup Epi-Pen Auto-Injector is not provided to the respective school office.
 - e. A student may lose the privilege to self-carry if they share medicine with another student or use the medication to harm another student or staff member.
 - f. Students who self-carry are independent in the management of their medication.

11. CDS will provide yearly food/insect sting allergy and anaphylaxis training for identified CDS employees. This training will include information on how to recognize an allergic reaction/anaphylaxis and respond appropriately.
12. At its discretion, CDS reserves the right to revise this policy at any time.

Parent/Student Responsibilities:

1. Parents of students with allergies must make the school aware of their child's condition via communications with the homeroom teacher and school nurse(s), as well as indicating it on the school's required emergency form and health information form. A medication authorization form and food/insect sting allergy care plan signed by the parent and physician is required. Parents may be asked to provide additional information from a physician, if needed, to help clarify the matter.
2. If epinephrine (EpiPen Auto-Injectors or similar devices) are required in the event of an allergic reaction, parents are required to supply Epi-Pen Auto-Injector(s) according to guidelines above.
3. It is the families' responsibility to be sure the Epi-Pen Auto-Injector is within its expiration date.
4. Parents are responsible for educating their children about managing their allergy at school and reinforcing that the student should ask for help if unsure about choosing safe foods at school and proper hand washing and table cleaning if applicable.
5. If parents are uncertain about possible exposure to allergy-causing foods, they should provide snacks, treats, and lunches for their student. An allergy-free class supply of snacks/treats should be provided to teachers/respective office to have on hand in the event there is a questionable class treat.
6. Parents may be asked to supply extra "wipes" and other materials, as needed, to the classroom teacher or school for the cleaning of students' hands and/or desks and tables if that is a part of the requested/necessary procedures.

School Nurse Responsibilities:

1. The school nurse(s) will provide yearly food allergy and anaphylaxis training to identified school employees.
2. The school nurse(s) will provide red class bags to Lower School classrooms that have severe allergy students. The red bags should be carried throughout campus with the class. The bag will hold any emergency medications that must be readily available for life threatening allergy students with the appropriate physician and parent signed allergy action plan. A class supply will only be provided if there is a backup emergency medication supply in the respective office/clinic.
3. The school nurse(s) will prepare field trip bags for classes that will contain first aid supplies and all emergency medications and paperwork that must accompany students on field trips held during school hours.
4. The school nurse(s) pledge to work with teachers, parents, and students to ensure all children feel safe in their environment.

Covenant Day School

2017-2018 Medication Administration Policy

The purpose of this policy is to comply with North Carolina school health policy regarding medication given at school, which notes that school personnel may not administer medication without parent permission and physician authorization.

I. Administration of Medication by School Personnel

- A. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature)** and **parent permission** are required before school employees can administer any prescription and/or over the counter medication. A Medication Authorization Form for the current school year must be completed and signed prior to administration of any medication at school or school sponsored events.
- B. A pertinent action plan must be on file with parent/guardian and physician signature for students with allergies (food, bee/insect sting), asthma, seizure, diabetes, or any other chronic medical condition requiring an individual health care plan.
- C. Only CDS employees to whom the responsibility of medication administration has been delegated to by the school nurse(s) will administer medications.
- D. Parents/Guardians may come to the school and administer medication directly to their child if they do not have a Medication Authorization Form on file.
- E. Prescription medications must be brought to the respective school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
 1. Student's name
 2. Physician's name
 3. Date of Prescription
 4. Name of Drug
 5. Dosage/Directions for Administration
- F. Over-the-counter medication must be brought to the respective school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions. High School and Middle School only will have individual packets of Acetaminophen, Ibuprofen, and Benadryl/Diphenhydramine available for High School and Middle School students only. High School and Middle School only will also have a stock of antibiotic cream, Tums, and hydrocortisone cream. Any additional OTC medications your child will need must be brought to the respective school office. Lower School families must provide all medications for your child according to their preference and abilities to take medicine and any pertinent restrictions, i.e. dye free.
- G. Daily, non-emergency medication will be kept and administered in the respective school office. Medications will not be administered in the classroom except in individual cases approved by the principal and school nurse(s).
- H. If emergency medications are needed, such as Epi-pens or rescue inhalers, parents are required to supply a minimum of one (2-pack) Epi-Pen Auto Injector or inhaler to the school.
 1. Emergency medications for **Lower School** students, such as Epi-Pens and rescue inhalers, will be kept in the Lower School office area (Building B or C) of the building the student's class resides. If a classroom supply is deemed necessary by the physician, school nurse(s), and/or principal, a second (2-pack) EpiPen Auto Injector or rescue inhaler must be provided and will be kept in the classroom and carried by the teacher/assistant in a red first aid pack/bag along with pertinent action plans to any areas the class travels to on campus.

2. Emergency medications for **Middle and High school** students will be kept in the respective school office. If a student is approved for self-carry, a backup 2-pack EpiPen Auto-Injector or rescue inhaler must also be provided to the respective school office. Self-carry approval is contingent that the backup emergency medication has been provided and stored in the student's respective school office. Self-carry privileges may be revoked if a backup supply is not provided to the respective school office.

- I. In compliance with the Board of Pharmacy, the Epi-pen Auto-Injectors may not be split and must remain in the 2-pack to insure availability should 1 injector malfunction or a second dose is needed.
- J. If pertinent emergency/rescue medications and paperwork have not been provided in the case of a student with a life threatening allergy or asthma, the student may be withheld from attending an off campus event. CDS strives to keep all students safe and provide the best care possible. If lifesaving medications are not provided, CDS reserves the right to withhold your child from attending an off campus event in the best interest and safety of your child.
- K. School personnel must receive training from the school nurse prior to administering medication. The training will include school policy and guidelines, confidentiality, record-keeping and reporting of administration errors, safe storage and handling of medication, the routes of administration, and the six "Rights" of medication administration:
 - 1. Right name
 - 2. Right medication
 - 3. Right dose/amount
 - 4. Right time
 - 5. Right route
 - 6. Write (document)

II. **The Responsibility of the Parent or Legal Guardian:**

- A. Limit the medication that must be given during the school day to only those necessary in order to maintain the child at school.
- B. The first dose of a medication the student has ever taken should not be administered at school.
- C. Provide the school with new, labeled containers when dosage or medication changes are prescribed.
- D. Provide lifesaving medications (Epi-pens and inhalers) for any students with a known life threatening allergy (food or insect sting) or asthma according to section I above.
- E. Retrieve all unused medications from school when medications are discontinued, and/or at the end of the school year.
- F. Maintain communication with the school staff regarding any changes in the medical treatment and child's needs at school.
- G. Do not give the medication to the child to be transported.
- H. Follow all guidelines under section I above.

III. **Self-Carried Medications**

- A. In accordance with North Carolina General Statute § 115C-375.2, students requiring medication for asthma and/or anaphylactic reactions, and students with diabetes may self-medicate with physician authorization and parent permission at the discretion of the school nurse(s) and/or principal. Prior to self-medicating, a Medication Authorization Form, appropriate Action Plan, and a Student Agreement for Self-Carried Medication Form must be on file in the school office.
- B. The school nurse will confirm physician authorization indicating student competence in self-administration of the prescribed medication.
- C. No student can self-administer prescription or over-the-counter medications, with the exception of emergency medication for asthma and/or anaphylactic reactions, and students with diabetes **only**.
- D. Any student wishing to self-carry must meet with school nurse **PRIOR** to the start of school, or prior to requesting self-carry, to sign off on the self-carry agreement, skills and responsibility check. Please contact the school nurse to arrange a meeting for student check off and approval.

No student may self-carry prior to meeting with the school nurse. It is the parent's responsibility to schedule this meeting prior to their child self-carrying any emergency medication.

- E. If a student is approved for self-carry, a 2-pack EpiPen or rescue inhaler must also be provided to the respective school office. Self-carry approval is contingent that the backup emergency medication has been provided and stored in the student's respective school office. Self-carry privileges may be revoked if a backup supply is not provided to the respective school office.
- F. A student may lose the privilege to self-medicate if they share medicine with another student or use the medication to harm another student or staff member.
- G. Students who self-carry are independent in the management of their medication.

IV. Storage

- A. Medications (except for those described in III A) must be kept locked in the respective school office where they are readily accessible to staff who have oversight.
- B. The storage of self-administered medications is determined by the principal and/or school nurse(s) based on the nature of the medication, age of the student, and the student's ability to maintain safe use.
- C. Medications requiring refrigeration must be kept in a refrigerator designated for medication use.
- D. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed or at the end of the school year. Any medication not picked up by the parent/guardian by the end of the school year will be destroyed in a safe manner. All patient identifiers will be removed from containers by completely removing the label or marking out any pertinent information before throwing the container away.

V. Documentation

- A. A confidential Medication Administration Log will be maintained on each student receiving medication.
- B. All Medication Authorization Forms and related documents shall be retained on file in the office.

VI. Field Trips and Other School Sponsored Activities

- A. The teacher shall notify the school nurse two weeks prior to a field trip or other school sponsored activity that includes a time period in which a student is scheduled to receive medication.
- B. The school nurse will verify that a staff member is prepared to administer medications and is knowledgeable about emergency procedures regarding emergency medications.
- C. On the day of the field trip the designated medication provider will pick up any necessary medications/emergency medications in their original/pharmacy labeled containers, copies of Medication Authorization Forms and pertinent emergency action plans.
- D. All medications and forms must be kept secure from possible theft or loss during the field trip.
- E. The field trip medication provider will assure that each student receives the medication correctly and document the administration of the medication.
- F. The field trip medication provider will return any medication not taken and all forms to the respective school office.

VII. Medication Administration Errors

- A. Medication errors include omission of a dose, giving medication to the wrong student, giving the wrong medication, giving the wrong dose of medication, giving the medications at the wrong time, or giving the medication by the wrong route.
- B. Medication errors should be promptly reported to the principal and/or school nurse. The principal or school nurse will notify the student's parent/guardian of the medication administration error. In the event of serious consequences, the policy for school emergencies should be followed.
- C. A Medication Administration Incident Report (MAIR) should be completed immediately following the medication error. The MAIR will be filed with the student's medication forms.

VIII. Evacuation of Building and Medication

- A. In case of building evacuation, emergency medications should be removed from the building by the school's designated daily medication provider.
- B. School medication providers should be assigned a known location during school evacuation that would allow staff access to a student's emergency medication if needed.
- C. Emergency medication should be kept confidential and in safe storage while out of the building. Any emergency medication given during such an emergency should be documented in accordance with school policy.